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***Parent/Student Handbook for Pre-K - 6th***

*2023-2024*

*Every Student, Every Day*

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<https://www.phr3.org/>

**ACCESSIBILITY NOTICE**

Although certain Pleasant Hill school facilities are not fully physically accessible to handicapped persons, the district will take such means as are necessary to ensure that no qualified handicapped person is denied the benefits of, excluded from participation in or otherwise subjected to discrimination because Pleasant Hill facilities are physically inaccessible to or unusable by handicapped persons. If you wish to obtain information about the existence and location of service, activities and facilities that are accessible to and usable by handicapped persons, contact the building principal of your child’s school.

**AGE REQUIREMENTS AND ENROLLMENT**

***EARLY CHILDHOOD SPECIAL EDUCATION (ECSE) / TITLE 1 PRE-K (Primary School Only)***

Placement in ECSE is based on determination of a disability for children ages 3-5 years. A select number of same-age peer models serve as role models for our children with special needs by providing positive peer interactions, demonstrating play skills, and modeling appropriate language and behavior. Placement for peers models is based on screening by Parents as Teachers.

To be admitted to Title 1 PreK in the Pleasant Hill R-III School district, a child must be four (4) years old before August 1 of the calendar year in which school starts. Placement is based on screening by Parents as Teachers.

***KINDERGARTEN ENTRANCE AGE (Primary School Only)***

To be admitted to Kindergarten in the Pleasant Hill R-III School district, a child must be five (5) years old before August 1 of the calendar year in which school starts. No Kindergarten Readiness Assessment is required.

***ENTRANCE AGE EXEMPTIONS***

Any transfer student who wishes to enroll in the district after having started the school year in another district exempt from the state law governing age requirements may be allowed to enroll without meeting age eligibility.

***ASSIGNMENT OF STUDENTS TO GRADE LEVELS AND CLASSES***

School Board Policy JECC addresses assignment of students to grade levels and classes, including students transferring from accredited and unaccredited schools. Board policies are available for review on the district website, www.pleasanthillschools.com.

***ENROLLMENT REQUIREMENTS***

The following are required for students enrolling in Kindergarten and First Grade:

1. Birth certificate

2. Current immunization records

3. Proof of residence

A Kindergarten Screening is held in the spring, prior to the start of kindergarten. An Open House for kindergarten students is held the day before school starts. This allows the children to get acquainted with school personnel and facilities prior to the first day of school.Kindergarten “Meet the Teacher” Conferences are held before the start of the school year to acquaint incoming kindergarten children and their parents with the teacher.

\* *If the child is identified as a handicapped student, procedures and regulations stated under P.O. 94-142 and H.B. 474 will be followed.*

## AMBULANCE ACCOMPANIMENT BY STAFF

If an emergency requires sending a student in an ambulance to a hospital, and office staff are unable to contact either the parents or the emergency number given to the office, the building principal or the designee will follow the ambulance to the hospital of destination. That person will remain at the hospital until telephone contact has been made with parents or until the parent arrives at the hospital. The principal's office staff will continue to try to contact the parents or the emergency number throughout the remainder of the work day. If the staff is unable to make contact with the parents or emergency number prior to leaving the office for the day, they will notify the principal or the designee at the hospital. The building principal or the designee should ensure they have all the correct student information from the enrollment system.

**ACTIVITIES (Intermediate School Only)**

To be eligible to participate in school activities students must meet the following guidelines:

* **Students cannot have a failing grade in any class while participating in a school activity.** All sponsors will verify academic eligibility on a *regular basis* during each quarter.
* **Students that failed more than two classes at the semester will be ineligible for the next semester.**
* **Students must attend a minimum of four entire class periods on the day of a scheduled contest, field trip, or any other school-sponsored activity, unless pre-approved by the principal.**
* Students must adhere to all school rules and district policies while participating in school-sponsored activities, both on campus and away from campus.
* Students must display a positive attitude, excellent citizenship, and appropriate sportsmanship at all times, including meetings, and contests.
* Since each activity is a little different in its scope, at the beginning of each season, each coach/sponsor will provide a list of specific rules & consequences for failure to attend practice, games/activities, or follow the established guidelines.
* Students receiving a suspension cannot participate in any school-sponsored activity until *after* the suspension has been served.
* Students receiving an after-school detention must serve the detention *before* attending any meeting, contest, or activity.
* All participants will ride school-sponsored transportation provided to and from each event. At no time will participants be allowed to ride with friends, relatives (other than parents/grandparents), etc. Only parents/grandparents may take their participants home from an away event, such as performances or contests, with approval from the coach/sponsor.

**ADMINISTRATION OF MEDICATIONS TO STUDENTS - BOARD POLICY JHCD -** This policy can also be accessed electronically at <https://www.phr3.org/>

**Definitions**

*Authorized Prescriber* – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

*Diabetes Medical Management Plan –* A document developed by the student's personal healthcare team that sets out the health services needed by the student at school and that is signed by the student's personal healthcare team and parent/guardian.

*Medications* – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

**General**

The Pleasant Hill R-III School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an Individualized Education Program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities. If a qualified student with diabetes is eligible as a child with a disability under Section 504/Title II, diabetes care services and accommodations will be included in the student’s Section 504/Title II plan, as well as any diabetes medical management plan.

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. Training for the provision of diabetic care and emergency medical services, if necessary, shall be provided by qualified medical personnel, and may include the use of videos or web-based resources, to district staff who educate, serve, supervise or transport students with diabetes including, but not limited to, teachers, substitute teachers, aides, paraprofessionals, bus drivers and substitute bus drivers, and staff supervising students on field trips or other off-campus locations. Each employee requiring this training shall complete the required training prior to educating, serving, supervising or transporting students with disabilities. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

If a student stores medication with the school and that medication is administered by the nurse or designee, the nurse or designee must maintain thorough documentation of all medications administered to students. The district shall provide secure, locked storage for medication to prevent diversion, misuse or ingestion by another individual. When a student’s medical supplies are becoming low, the school nurse shall notify the parent/guardian in writing by e-mail, letter or as otherwise mutually agreed at least three school days in advance of when the supplies will run out. The nurse will follow up with a phone call two school days later if the parent/guardian has not provided additional supplies. The mode of contact may vary if the parent/guardian has stated a preference.

It shall be the policy of this district that the district will not knowingly administer any medication to a student if the district's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or to the district itself. Such cases may include, but not necessarily be limited to, situations in which the district is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in current, recognized medical or pharmaceutical text. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription if the nurse has questions regarding the administration of such medication.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

Except for the medications that are only used in an emergency situation, the district will not knowingly administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Staff, students and all other individuals are prohibited from possessing or administering any medication, while on district grounds, on district transportation or during district activities, that is illegal pursuant to state or federal law.

**Over-the-Counter Medications**

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

**Prescription Medications**

Unless otherwise authorized in this policy, the parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

**Possession and Self-Administration of Medications**

The district will permit a student to possess and self-administer medications as required by law, except for substances that are illegal under state or federal law, and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student’s actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

A student with an IEP or Section 504 plan may possess and self-administer medications in accordance with the IEP or Section 504 plan. Students who do not have an IEP or Section 504 plan may possess and self-administer medications in accordance with 1) or 2) below:

1. Students with Diabetes: Upon written request of the parent/guardian and upon authorization by a student's diabetes medical management plan, the district will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. The district will permit the student to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access. Students with diabetes who wish to possess and self-administer medications are subject to the same requirements (below) as students with other health conditions.

2. Students with Other Chronic Health Conditions: Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless all of the following requirements are met:

► The medication was prescribed or ordered by the student's physician.

► The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.

► The student has demonstrated proper self-administration technique to the school nurse.

► The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

**Emergency Medications**

All student-occupied buildings in this district are equipped with prefilled epinephrine auto syringes and asthma-related rescue medications. The school nurse or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a life-threatening anaphylactic reaction or life-threatening asthma episode. A prescription or written permission from a parent/guardian is not necessary to administer this medication in an emergency situation.

Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies and replacing expired syringes and medications.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine or asthma-related rescue medications. A current copy of the list will be kept with the devices at all times.

***Students with Diabetes***

The district will ask parents/guardians in writing at the beginning of the academic year to provide emergency supply kits for students with a 504 plan or IEP due to diabetes for use in case of emergency or disaster. If the parent/guardian provides a supply kit, it shall contain supplies for at least 72 hours to carry out applicable medical orders including, but not limited to, the following supplies as applicable to the individual student:

1. Blood glucose meter, testing strips, lancets and batteries for the meter

2. Urine and/or blood ketone test strips and meter

3. Insulin, syringes and/or insulin pens and supplies

4. Insulin pump and supplies, including syringes, pens and insulin, in case of pump failure

5. Other medications

6. Antiseptic wipes or wet wipes

7. Quick-acting source of glucose

8. Water

9. Carbohydrate-containing snacks with protein

10. Hypoglycemia treatment supplies (enough for three episodes): quick-acting glucose and carbohydrate snacks

with protein

11. Glucagon emergency kit

If a parent/guardian does not supply an emergency kit as contemplated by this policy, the district is under no obligation to do so.

**Consequences**

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

**ARRIVAL AND DEPARTURE**

Students are not to be in any part of the building prior to arrival, unless involved in a supervised school activity. All students are expected to report directly to the gym upon arrival to school. Students who eat breakfast should report directly to the cafeteria. According to school policy, once students have arrived at school (by bus, their own transportation, or walking) they are not to leave the school grounds without permission from the school office.

*Primary School* - The school day for Early Childhood Special Education (ECSE) & Early Childhood (EC)/PreK is Monday-Thursday AM Session - 8:30-11:30 and PM Session - 12:30-3:37. The school day for kindergarten through second grade begins at 8:30 AM and ends at 3:37 PM. **Please do not drop students off before 8:10 AM.** Bus riders will dismiss in the back of the building on the north side accessible from Country Club Drive. Parent pickup will dismiss from the front of the building on the west side accessible from East Myrtle Street.

*Elementary School* - The school day begins at 8:20 AM and ends at 3:30 AM. **Please do not drop students off before 8:00 AM.** Bus riders will dismiss on the the east side of the building off North McKissock. Parent pickup will dismiss on the west side of the building off North Armstrong Street.

*Intermediate School* - The school day begins at 8:12 and ends at 3:22. **Please do not drop students off before 7:55 unless they are participating in a club.** Bus riders will dismiss on the west side of the building. Parent pickup will dismiss on the east side of the building. All parent pickup vehicles will need to exit the parking lot via the school’s access road onto Lexington Street. At the end of the school day, all students need to leave school grounds by 3:30 PM unless they are involved in an after school activity.

**ASBESTOS HAZARD EMERGENCY RESPONSE ACT (AHERA):** Schools are required by the Asbestos Hazard Emergency Response Act (AHERA) to notify all building occupants about asbestos activities planned or in progress within their District. Every three years, we are required to perform a re-inspection of all asbestos-containing materials within the District. We continue to monitor the condition of the asbestos-containing materials within the District in our constant efforts to provide a safe and healthy environment for our students, staff, and visitors. A copy of the Asbestos Management Plan is available in the office of each building and in the office of the Superintendent for your inspection. If you have any questions, please call the District Office at 816-540-3161.

**ASSEMBLIES**

Assemblies are a privilege. Courtesy and proper behavior are expected from those who attend. Students should walk in a quiet and orderly manner to and from the assembly area. While in an assembly, it is proper to show appreciation with applause. Students are not to leave an assembly unless dismissed by their teacher or principal.

**ASSESSMENT PROGRAM**

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

**ATTENDANCE**

See Board Policy at <https://www.phr3.org/>

We believe that good attendance is important and directly related to academic achievement. To assure encouragement of good school attendance by students, the following regulations are established.

In the event of student absence:

1. A note or phone call from the parent must notify the school of the child's absence and the reason. The parents' phone number and/or the name of a contact person must be on file in the school office. **If the office does not receive a call by 10:00 AM, the parent will be contacted to confirm the student absence.** \**EC/ECSE parents, please notify the bus company that the student will be absent. Durham Transportation Services (816) 540-4610 (Primary School Only)*

2. On the second day of a student's absence, the student's assignments may be sent home by the teacher with a friend or relative, or will be collected for parents to pick up in the office. Parents may request the student's assignments by 10:00 am. In the event of a prearranged absence, the assignment will be due upon student’s return. All missed work related to classroom instruction as assigned by the teacher is to be made up.

3. Upon returning to school, the parent should turn in any verification of student absence (medical, dental, funeral documentation) in order for the absence to be considered medically excused and verified. Once documentation is received, these absences are considered “medically documented.”

4. We realize that students are sometimes ill and not taken to the doctor. We consider this and allow for this. However, thirteen (13) total days or more of absences that are not “medically documented” are considered excessive.

5. Any student who exceeds fifteen (15) total days of absences that are not “medically documented” may be referred to the Missouri Children’s Division and/or other agencies for educational neglect and will be considered for educational court.

6. Parents or guardians shall be notified of the number of unexcused absences on a regular basis.

**Parent Attendance Notification Process for Undocumented Absences**

Step 1 (5 days of absence) = letter to parent/guardian

Step 2 (9 days of absence) = letter to parent/guardian

Step 3 (13 days of absence) = conference scheduled with parent/guardian to develop plan for improved attendance

Step 4 (15 days of absence) = possible referral to Children’s Division and/or other agencies for educational neglect and

consideration for mandatory summer school and retention.

**BACKPACKS (Elementary and Intermediate Schools Only)**

Backpacks, book bags, and/or athletic bags must remain in a student’s locker throughout the day.

**BEHAVIOR EXPECTATIONS**

Each building has consistent behavior expectations that we ask our students to follow all year. These expectations are used in common areas throughout the building and serve to enhance classroom expectations as set by the teacher.

From Pleasant Hill R-III School District school board policy:

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students. These policies, regulations, and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. All district staff are required to enforce these policies, regulations, and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved. Building principals are responsible for the development of additional regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Teachers have the authority and responsibility to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. [(See board policy JG-R1 (Primary/Elementary), JG-R2 (Intermediate), JG-R5 (District)]

Consequences for infractions will depend upon many factors, such as the age of the child, frequency of behavior, and cooperation and truthfulness of the child. Consequences may include referral to the principal’s office, conference with parents/guardians, loss of recess and/or other privileges such as class parties and events, removal from the classroom, and suspension. Logical consequences of specific actions may include making reparations, cleaning, writing letters of apology, additional school assignments, or other actions as agreed upon by the school and parents/guardians.

NOTE: All student-on-student abuse or intentional physical injury will require notification to the Children’s Division.

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

**Behavior Intensity Levels**

*\*This document is not intended to be all inclusive. The principal does have the discretion and authority to go outside the listed guidelines.*

| **Level** | **Behaviors Minors & Majors**  **Examples such as:** | **Intensity** | **Adult Interactions/Consequences** | **Documentation** |
| --- | --- | --- | --- | --- |
| **Level 1**  **Teacher/**  **Staff** | * Refusal to follow directions * Scowling * Crossing arms * Pouting * Refer to building’s minor/major chart | Behavior is confined only to the focus student. | * Ignore * Proximity * Nonverbal signals * Ensure material is at appropriate level * Increase pre-corrects/proactive measures | May require parent contact by teacher/staff |
| **Level 2**  **Teacher/**  **Staff** | * Slamming/dropping textbook * Name calling * Using inappropriate   language   * Refer to building’s minor/major chart | Behavior disrupts others in the student’s immediate area | * Proximity * Redirect * Reteach * Provide Choice * Ensure Effective Classroom Practices are in place * Consult with grade level/department team | Recommended parent contact by teacher/staff  Record as a minor if inappropriate behavior continues after reteaching |
| **Level 3**  **Teacher/ Staff/Office** | * Throwing objects * Yelling * Open defiance inside the learning environment * Leaving the classroom * Refer to building’s minor/major chart | Behavior disrupts everyone in the class. | * Proximity, Redirect, Reteach, Provide * Choice * Student Conference * May include a consequence to decrease behavior * Intensifythe Effective Classroom Practices * Assess the impact on the learning environment (i.e. safety concern may require an evacuation of the other students) | Record as a minor  Required parent contact by teacher/staff  May require an office referral; that could result in In-School Suspension or Out-Of-School Suspension |
| **Level 4**  **Office** | * Throwing objects * Yelling * Open defiance beyond the learning environment * Leaving school grounds * Refer to building’s minor/major chart | Behavior disrupts other classrooms or common areas of the school. | * Assess the child's level of escalation. * Use response strategies to de-escalate * Refer to the Building Discipline Process | Refer to office; that could result in In-School Suspension or Out-Of-School Suspension  Consider restitution  Home contact required |
| **Level 5**  **Office** | * Display of weapons * Assault on others * Refer to building’s minor/major chart | Behavior causes or threatens to cause physical injury to the student or others. | * Implement the safety plan immediately (Ex: Assess safety of all involved parties to determine to remove student or class) * Refer to the Building Discipline Process | Automatic office referral; that could result in In-School Suspension or Out-Of-School Suspension  Restitution  Home contact required |

**BICYCLE SAFETY**

Any student riding a bicycle to school must park it in a designated parking area. The school will not be responsible for damaged or stolen bicycles. Bicycles, skateboards, and roller blades are not to be used on school grounds.

**BIRTHDAY**

Due to health reasons and time restraints, please remember to provide store bought treats for birthday snacks, holidays, class parties, or any occasion that you would be providing a snack. Examples include: string cheese, fruit snacks, individual bags of chips/crackers, granola bars, Rice Krispy treats, etc. Also, be aware that some children are prone to allergies, especially to nuts. Parents should pre-arrange treats with the teacher. Teachers can also advise parents as to what is appropriate to bring to school. Children may distribute invitations at school for after-school parties in class if all classmates are invited. Thank you for your cooperation.

**BUILDING SECURITY**

Pleasant Hill School District staff have ID badges. Exterior doors are locked, generally from arrival to dismissal. Visitors must ring the doorbell and wait for building access via contact with office personnel. All visitors to the school must sign in and out through the office and wear visitor IDs. Exceptions may be made for large events. Daycare, which is located at the Primary School, has drop-off and pick-up before 7:45 a.m. and after 4:00 p.m. Adults, who are dropping off and picking up children at daycare, must use the lower bus loop doors located off of Country Club Drive.

**BUS SAFETY TRANSPORTATION**

District-provided transportation is a privilege, not a right. Students who ride the school bus have certain responsibilities for the comfort and safety of other students as well as themselves. It is important that students conduct themselves in an orderly manner at the bus stop and on the bus. Students may ride only on their assigned bus unless they have proper authorization through the school office. The bus driver has complete authority over any circumstances arising on the bus. Students who damage bus seats will be required to pay for repair. District rules prohibit students from bringing candy, gum, snacks or radios of any variety onto the bus (including field trips). Flowers, balloons, glass containers and gift deliveries will not be allowed on the buses for safety reasons. The following expectations will be enforced:

1. Be on time at your designated bus stop in the mornings. Stay back from the curb until the bus door opens. Load as

quickly as possible in the afternoons. Your bus MUST leave on time.

2. The driver is in charge of the bus. His/her instructions MUST BE FOLLOWED.

3. Passengers must observe classroom conduct. Ordinary conversation is permitted; however, excessive noise will not

be tolerated. The driver must be able to hear emergency vehicles and normal traffic sounds.

4. Follow the driver's directions when loading the bus--usually passengers are seated from the rear. Sometimes individual

seat assignments are necessary.

5. Keep everything inside the bus windows--this includes head, hands, books, voices, etc. Nothing is to be thrown from a

bus window at any time. Throwing is NOT permitted.

6. Students may not stand up or change seats while the bus is en route. You must remain seated at all times!

7. Eating or drinking is not permitted on the bus.

8. No student may bring on the bus an item that is prohibited by the school. This specifically refers to alcohol, drugs or

tobacco in any form, as well as all other things listed by the school the student attends.

9. Any conduct that, in the driver's opinion, endangers the safety of the load will result in immediate suspension from

transportation. Horseplay, unruly behavior, abusive and obscene language or gestures are unacceptable.

10. Bus stops will be designated by the company in cooperation with school officials. Students will be picked up and

returned only to the stop nearest their home. Exceptions will be made only with proper authorization from parents and

school officials.

11. If you cross the street to board or unload, wait for the driver's signal. Cross well in front of the bus.

12. The aisle of a school bus must be kept free from all objects. Do not stack books, musical instruments, etc., in the aisle.

13. Animals, pets, glass containers or weapons of any kind will not be permitted on a school bus.

14. No radios are to be played on the bus.

15. If you cause damage to the bus, you or your parents must pay for that damage.

16. Failure to follow these regulations may result in suspension from transportation. When a student is involved in

misconduct on the school bus, the following policy and procedure will be used:

* A first notice requires the parent's signature. Notice is returned to the driver to resume transportation.
* A second notice requires the parent's signature and a phone call from the parents to the transportation office before transportation is resumed. Signed notice must be returned to the driver upon boarding the bus.
* When a third notice is issued, the student is suspended from transportation for a minimum of three (3) days. Parents must call before the student resumes transportation. Signed notice must be returned to the driver.
* A fourth notice results in suspension for a minimum of ten (10) days. Parents must contact the transportation office to resume transportation. Signed notice must be returned to the driver.
* A fifth notice results in a student's suspension from bus privileges for the balance of the year.

*Durham Transportation Services (816) 540-4610*

*NOTE: Parents must contact the bus company directly to approve any bus number/route changes or dismissal changes at the end of a school day.* More information regarding [Policy JFCC, Behavior on Transportation,](https://simbli.eboardsolutions.com/Policy/ViewPolicy.aspx?S=83&revid=Lg2QkQAd7hQ8NKNAZnxnbg==&PG=6&st=jfcc&mt=Exact) can be located electronically on the Pleasant Hill School District website.

**CAFETERIA PROCEDURES**

Breakfast is served, starting at arrival time. The cafeteria serves daily hot lunches including one carton of milk. Students have a debit account for purchasing all types of lunches. Money can be placed in their accounts each morning before school starts in the office. Parents will be notified of student overcharges from nutrition services. **Food and beverage items have been opened are not to leave the cafeteria.** Breakfast and lunch prices are subject to change and will be determined prior to the start of school and posted on the school website. Applications for free and reduced meals can be obtained from the school office at any time.

**COMMUNICABLE DISEASES  - BOARD POLICY EBB -** This policy can also be accessed electronically at <https://www.phr3.org/> The Pleasant Hill R-III School District School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition and treat students and employees in a nondiscriminatory manner. ***\*Please see the district updates for any Covid-19 related information.***

**COMPLIANCE NOTICE**

The school district is committed to providing appropriate educational services for children with disabilities in compliance with the Individuals with Disabilities Act. The district is in compliance with Title VI of the Civil Rights Act of 1964, Title IV of the 1972 Educational Amendments and the Americans with Disabilities Act. ~ Title IX Coordinator: Dr. Suzanne Brennaman.

**CHANGING CLASS SCHEDULES (Intermediate School Only)**

Extenuating circumstances may necessitate the changing of some schedules. If this occurs, please contact the school counselor. As a general rule, schedules will not be changed after the first day of each new semester.

**CHROMEBOOKS**

Students will be participating in a 1:1 Chromebook program. Each student will be issued a Chromebook to be used at school. For details regarding this program, please refer to the [PHSD 1:1 Chromebook Guidelines](https://docs.google.com/document/d/1IzwpFX9ImhZapM7lLtnGXrLzf86S4V29jeDyGWOhv7k/edit).

**CONDITIONS THAT REQUIRE A NOTE FROM PARENT/GUARDIAN**

1. Physical activities that are to be restricted for a short period of time (limited P.E. participation or play and remaining inside).
2. Need for extra restroom privileges due to medical conditions.
3. Need for medication administered through the nurse's office.
4. Any special problems concerning your child.
5. Change in address, telephone number, and place of employment or child's babysitter (change in address must be completed at Central Office).
6. Have a doctor or dental appointment during school hours.
7. Need to go somewhere after school other than ride regular bus.
8. To explain all absences so student may be eligible for make-up work.
9. To excuse a child from eating lunch.
10. A signed note is required from parents upon the event that a student leaves school property for any reason such as field trips, etc. If a student forgets his/her signed permission slip the day of an event, the ONLY way that student can leave school property is upon verbal permission from a parent to a staff member of the school.

**COUNSELING/GUIDANCE PROGRAM**

A full-time guidance counselor is on staff at each building to assist students, parents and teachers. The counselor's duties consist of both small group and individual counseling with students, consultation with parents and teachers on student difficulties and classroom presentations of guidance curriculum following objectives outlined in the Missouri Comprehensive Guidance Program. Topics include Character Education, understanding self and others, conflict resolution, decision making, body safety and drug prevention education (with an emphasis on keeping our bodies healthy). In addition to curriculum material provided through the Comprehensive Guidance Program, a variety of outside resources are used when additional information is needed for a more in-depth study. An effort is made to tailor classes to needs expressed by teachers, parents and students. A Needs Assessment is done every three years to update our program. Specific concerns (such as tattling, honesty, teasing, etc.) are addressed when necessary.

**DIRECTORY INFORMATION AND PUBLICATION**

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

* + Student’s name; date and place of birth; parents’ names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as the information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
  + Limited Directory Information—In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents to raise funds for district activities; government entities including, but not limited to, law enforcement, the juvenile office and the Children’s Division (CD) of the Department of Social Services; and associations and vendors the District deems necessary for education related reasons:
  + The student’s address, telephone number and e-mail address and the parents’ addresses, telephone numbers and e-mail addresses. The student's dates of attendance and schools or school districts previously attended.

**Law Enforcement Access**

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

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

**Children's Division Access**

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

**DISTRIBUTION OF NON-CURRICULAR STUDENT PUBLICATIONS - BOARD POLICY IGDBA**

1. Guidelines

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

A. Are obscene to minors.

B. Are libelous.

C. Are pervasively indecent or vulgar (secondary schools)/contain any indecent or vulgar

language (elementary schools).

D. Advertise any product or service not permitted to minors by law.

E. Constitute insulting or fighting words, the very expression of which injures or harasses other

people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).

F. Present a clear and present likelihood that, either because of their content or their manner

of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

II. Procedures

Anyone wishing to distribute unofficial material must first submit for approval a copy of the material to Central Office at least 24 hours in advance of desired distribution time, together with the following information:

A. Name and phone number of the person submitting the request.

B. Date(s) and time(s) of day of intended distribution.

C. Location where material will be distributed.

D. The grade(s) of students to whom the distribution is intended. Within 24 hours of

submission, the principal (or his or her designee) will render a decision whether the material violates the Guidelines in Section I or the time, place and manner restrictions in Section III of this policy. In the event that permission to distribute the material is denied, the person submitting the request should be informed in writing of the reasons for the denial.

Permission to distribute material does not imply approval of its contents by the school, the administration, the Board, or the individual reviewing the material submitted.If the person submitting the request does not receive a response within 24 hours of submission, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person. If the person has made this verification and there is no response to the request, the material may be distributed in accordance with the time, place and manner provisions in Section III. If the person is dissatisfied with the decision of the principal (or designee), the person may submit a written request for appeal to the superintendent of schools or his or her secretary. If the person does not receive a response within three days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person. If the person has made this verification and there is no response to the appeal, the material may be distributed in accordance with the time, place and manner provisions in Section III.

At every level of the process, the person submitting the request shall have the right to appear and present the reasons supported by relevant witnesses and material, as to why distribution of the unofficial material is appropriate.

III. Time, Place and Manner of Distribution

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

A. No unofficial material may be distributed during and at the place of a normal school activity

if it is reasonably likely to cause a material and substantial disruption of that activity.

B. Distribution of unofficial material is prohibited when it blocks the safe flow of traffic within

corridors and entrance ways of the school or when it disrupts the use of district

technology resources.

IV. Definitions

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

A. "Obscene to minors" is defined as:

1. The average person, applying contemporary community standards, would find that

the unofficial material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested; and/or

2. The unofficial material depicts or describes, in a manner that is patently offensive to

prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and/or

3. The unofficial material, taken as a whole, lacks serious literary, artistic, political or

scientific value for minors.

B. "Minor" means any person under the age of 18.

C. "Material and substantial disruption" of a normal school activity is defined as follows:

1. Where the normal school activity is an educational program of the district for which

student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including, without limitation,

school athletic events, school plays and concerts, and lunch periods), "material and substantial disruption" is defined as student rioting, unlawful seizures of property, widespread shouting or boisterous conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out or other related forms of activity.

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

D. "School activities" means any activity of students sponsored by the school and includes –

by way of example, and not by way of limitation – classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.

E. "Unofficial material" includes all written or pictorial communications except school

publications funded and/or sponsored or authorized by the school. Examples include leaflets, buttons, badges, insignia, brochures, flyers, petitions, placards, underground newspapers, websites, links to websites, and emails, whether created by students or others.

F. "Libelous" is a false and unprivileged statement about a specific individual that tends to

harm the individual's reputation, or to lower him or her in the esteem of the community.

G. "Distribution" means circulation or dissemination of unofficial material by means of handing

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

V. Disciplinary Action

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

VI. Notice of Policy to Students

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

**DRESS CODE**

It is generally accepted that cleanliness, good grooming, and appropriate dress are necessary to reduce distraction, promote health, and provide a productive learning atmosphere. **Extremes in dress, personal hygiene, and overall personal appearance will not be tolerated. Clothing and personal appearance shall not be disruptive to the overall educational climate of the school.** Any article of clothing or personal belonging that presents a health or safety risk will not be allowed. Common sense, a reasonable attitude, and parent support should eliminate the need to correct students in the areas of dress and personal appearance. **Final decisions regarding the appropriateness of apparel and/or personal appearance will be at the sole discretion of the school’s administration.** The following regulations are designed to set *limits* on what is permissible:

* Clothing cannot, in any way, either directly or indirectly, advertise, support, or suggest the use of tobacco products, alcoholic beverages, or illegal drugs and/or substances.
* Clothing cannot, in any way, either directly or indirectly, display or suggest graphics of a sexual nature, profane or disparaging language, obscene language, gang affiliation, illegal activity, racial discrimination **or anything else that is socially unacceptable or inappropriate for the school setting.**
* Other restrictions include, *but are not limited to***, house shoes/slippers, pajamas, sagging pants, chains of any kind except for jewelry designed for the neck and/or wrist, spaghetti-strap tops, bare backs, midriff garments, and tops revealing excessive skin on chest-armpit area.**
* If clothing becomes a distraction to the learning environment, parents/guardians will be notified.

**DRUG-FREE SCHOOLS AND COMMUNITIES ACT NOTICE**

Pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the district shall provide age-appropriate, developmentally-based drug and alcohol education prevention programs to all students in all grades from early childhood level through grade 12. Such programs shall (a) address the legal, social and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall annually be provided with a copy of this policy. The district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The district shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

### DYSLEXIA SCREENING

### In the fall of each school year, every student is screened with a Universal Screener. The Universal Screener we use is FastBridge, an approved dyslexia screener by the state of Missouri (HB 2379). Students scoring “high risk” on this screener are given additional screeners to further identify the type of intervention needed to scaffold their learning.

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### EARLY DISMISSAL AND LATE START (EMERGENCIES, INCLEMENT WEATHER, SCHEDULED)

When a decision for irregular dismissal of school is made necessary due to bad weather or for other reasons, broadcast stations will be notified immediately. Families may also be notified through automatic phone calls issued from the district office. Parents need only listen to the above named stations for repeated announcements concerning the closing of school. Please make pre-arrangements with your child should irregular dismissal occur.

ECSE-EC/PRE-K (Primary School Only)

* Early Release
  + Inclement Weather
    - AM classes - No changes - class as scheduled if Mon-Thurs
    - PM classes (if buses not already run) - CANCELLED
  + Scheduled
    - AM classes - No changes - class as scheduled if Mon-Thurs
    - PM classes - CANCELLED - rescheduled Friday in the same week or prior week
      * Friday 10/6/23 Homecoming - No EC/ECSE classes on that Friday - **Will not make up**
      * Thursday 10/26/23 P/T Conferences - **Make up Friday 10/13/23**
      * Friday 5/17/24 Last Day of School - No EC/ECSE classes on Friday -**Will not make up**
* Scheduled Late Starts

The Pleasant Hill School District has scheduled Wednesday Late Starts throughout the school year. School will begin 2 hours later than its normal start time. Doors will be open at 10:10 at the Primary School, 10:00 at the Elementary School, and 9:55 at the Intermediate School. Please do not drop off students prior these times as staff will not be available for student supervision. Breakfast will still be served on Late Start days. These dates are as follows:

* + 9/13/23
  + 10/11/23
  + 11/8/23
  + 1/10/24
  + 2/14/24
  + 3/13/24
  + 4/10/24
  + ECSE-EC/PRE-K Late Scheduled 2 Hour Late Start (Primary School Only)
    - AM classes - CANCELED - **reschedule Friday of same week**
    - PM classes - No changes - class as scheduled

**DUE PROCESS**

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state and federal laws, as well as provisions outlined in the Board of Education policies and regulations on student suspension and expulsion. Any student serving a long-term suspension will have a re-entry conference scheduled with the building principal. Other staff members may be included in the re-entry conference if necessary to help insure the student’s success upon re-entry.

**EDUCATION FOR STUDENTS WITH DISABILITIES**

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

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

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

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

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

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

**EDUCATIONAL SURROGATE**

Surrogate Parent Program Pursuant to the requirements of state law 162.997.000 RSMo - The State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a stepparent, or a foster parent with whom the child lives. The term does not include a person whose parental rights have been terminated. The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by Secondary Education and the district. If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the district's surrogate parent contact person, Special Services Director, 540-4700.

**EVERY STUDENT SUCCEEDS ACT (ESSA) OF 2015 (Form available at end of handbook)**

**Parents’ Right to Know Under ESSA**

Our district is required to inform you of information that you, according to the ESSA of 2015 (Public Law 114-95), have the right to know. Upon parental request, our district is required to provide to you in a timely manner, the following information:

* Whether your student’s teacher has met State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
* Whether your student’s teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
* Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
* Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a building receiving Title IA funds must provide to each individual parent:

* Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
* Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks, by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**ESSA Complaint Procedures**

Missouri Department of Elementary and Secondary Education

Every Student Succeeds Act of 2015 (ESSA)

COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

6. How can a complaint be filed with the Department?

A complaint filed with the Department must be a written, signed statement that includes:

* A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
* The facts on which the statement is based and the specific requirement allegedly violated.

7. How will a complaint filed with the Department be investigated?

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties. The following activities will occur in the investigation:

* Record. A written record of the investigation will be kept.
* Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.
* Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
* Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public.
* Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
* Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to nonpublic school children handled differently?

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department’s resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty-day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

The Parent’s Right to Know and the Complaint Procedures are required under ESSA to be distributed to parents annually.

**EXTRACURRICULAR ACTIVITIES/PUBLIC CONDUCT**

Students are strongly encouraged to attend all home sporting events and fine arts productions of the district. **Students are expected to remain seated in designated areas during games and performances.** Once a student leaves any school activity, he/she will not be readmitted. If a student is removed from any event, he/she may be banned from future activities. Students are expected to have a ride home after each activity. Appropriate demonstrations of school spirit are expected. **Proper etiquette is required at all concerts, plays, musicals, assemblies, and programs.**

### FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

**Notification of Rights under FERPA for Elementary and Secondary Schools**

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

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional) Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

**FIELD TRIPS**

Field trips are planned with an educational purpose and relate to a unit of study that is part of the board approved curriculum. Field trips require thoughtful selection, advanced preparation of the class and opportunities to assimilate the experience during and at the conclusion of the trip. Students are required to accompany the class to the site of the field trip on district approved transportation. Parents may sign their students out for the day with the classroom teacher at the end of the field trip. Students will only be allowed to leave the field trip with a parent or guardian. When attending a field trip as a chaperone you will be responsible for supervising a group of students. Because of this responsibility younger children are not allowed to attend field trips when a parent is acting as a chaperone.

**FINES AND FEES**

Any outstanding balances owed the school district at the end of the school year may result in loss of privileges as determined by the building principal, such as issuing final report cards.  Outstanding balances may include, but are not limited to, lost or damaged books, school equipment, food service, or childcare. Global Check Recovery charges a $30.00 processing fee for returned checks.

**FLOWER & GIFT DELIVERIES**

Flowers, balloons, glass containers and gift deliveries will not be allowed on the buses for safety reasons. The office staff will notify a student of a delivery at the end of the day. Due to the excessive delivery problems around Valentine’s Day, we will not accept deliveries during that week.

**FOOD ALLERGIES**

Students with food allergies will be seated in areas away from other students that have foods they are allergic to in their lunches. We have no restrictions on food brought from home for lunch in the cafeteria. Please notify the school nurse if your child has food allergies that we need to be aware to ensure safety in the cafeteria.

**HALL CONDUCT**

Students shall not run, jump, skip, jog, shout, sing, litter, or create any other disturbance in the school’s hallways. Students should not congregate or block the flow of traffic between classes. Touching work displayed on walls is strictly prohibited.

**HARASSMENT**

**PROHIBITION AGAINST DISCRIMINATION, HARASSMENT, AND RETALIATION**

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

The entire Board Policy AC can be accessed at the following web address: <https://www.phr3.org/>

**HAZING (Board Policy JFCG) AND BULLYING (Board Policy JFCF) -** These policies can also be accessed electronically at [https://goo.gl/Q3eF45 and https://goo.gl/JKY8HE](https://goo.gl/Q3eF45)

In order to promote a safe learning environment for all students, the Pleasant Hill R-III School District prohibits all forms of hazing. For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try-out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1, JG-R2, JG-R3 or JG-R4. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

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

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

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

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

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

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

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

**HEAD LICE**

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

**HEALTH ROOM**

The school district shall be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. A full-time nurse or certified nurse assistant is on duty at school building during school hours. Parents/guardians are to provide up-to-date home, work or alternative emergency telephone numbers to the school office. They are to notify the health room of any change that affects the health of their child while at school, i.e. allergies, chronic or infectious diseases, need for medication, etc.

1. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student’s health or change in medication.

2. Any student who vomits or has diarrhea the night or morning before school should be kept at home. Any student with a fever of 100 degrees or higher, should remain home until the temperature has been normal for 24 hours without fever-reducing medication.

**HEALTH SCREENING**

Vision and hearing screenings are conducted annually at different grade levels. Dental screening programs may be provided as time and availability permits. Head lice screenings will be conducted as needed. See Board Policy JHC: <https://www.phr3.org/>

**HOMELESS STUDENTS**

The Pleasant Hill R-III School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education. The Board designates the following individual to act as the district's homeless coordinator:

Sarah Gregory

318 Cedar Street

Pleasant Hill, MO 64080

Phone: 540-4700

Fax: 540-6035

The entire Board Policy IGBCA can be accessed at the following web address: <https://www.phr3.org/>

**HOMEWORK**

Homework assignments are opportunities to reinforce skills learned in the classroom. Homework becomes effective and meaningful when the assignments are relevant, and students are held accountable for the results. Students should be able to do homework assignments independently, applying skills learned in the classroom. The amount of homework assigned is determined by the appropriate developmental age and/or grade level of the child.

**IMMUNIZATION REQUIREMENTS**

Immunization requirements may be viewed by going to the following link:

<https://www.phr3.org/vnews/display.v/SEC/Parent%20Resources%7CHealth%20Services>

**LATE ARRIVALS / EARLY DISMISSALS OF STUDENTS**

The Pleasant Hill R-III School District is legally responsible for the safety of its students during the school day. Therefore, each building principal will establish procedures to validate requests for early dismissal, to assure that students are released only for proper reasons, and only to authorized person(s) showing proper I.D.. Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal, or his/her designee.

In keeping with these precautions, the following procedures will be adhered to:

* The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian.
* Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.

Students who arrive late for school or who are dismissed early from school will be counted absent for the time missed. Parents need to sign their child in at the office, not just drop him/her off in the morning. When a student is dismissed early, a parent must sign him/her out at the office.

**LOCKERS (Elementary and Intermediate Schools Only)**

Lockers are the property of the school district and are provided for students’ convenience. **Once a locker has been assigned, students may not change locations without office approval.** It is the responsibility of each student to keep his/her locker clean and neatly organized. **All lockers are subject to periodic searches without warning.** Students should **NOT** share their lockers with other students! The school district will not be held responsible or liable for any personal items that are lost, stolen, or damaged while in a school locker. Students who damage their lockers will be assessed a reasonable fee. Tardiness due to locker visits is unacceptable and should be avoided.

**MOVIES**

Under certain conditions, purchased or rented pre-recorded video programs may be used in the classroom. Section 110 (1) of the copyright law enables teachers to use such videos without a public performance license when the use takes place in a non-profit educational institution and is used exclusively by an instructor and students in the classroom. Educational videos and movies with a “G” rating do not require parental permission; any video with a”PG” rating requires parental permission; no media rated beyond “PG” will be shown.

**NOTICE OF NON-DISCRIMINATION - BOARD POLICY AC**

This policy can also be accessed electronically <https://www.phr3.org/>

The Pleasant Hill R-III School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Dr. Suzanne Brennaman, Assistant Superintendent

318 Cedar Street

Pleasant Hill, MO 64080

(816) 540-3161

For further information on notice of non-discrimination, call 1-800-421-3481.

**PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held in the fall to discuss student progress. The teacher will arrange a time for the conference with you. At the Intermediate School, conferences are by teacher invitation. If you are unable to attend, please call your child’s teacher and make arrangements for a suitable time. We will be flexible. You may request a conference with your child’s teacher at any time during the school year. Call your child’s school office.

**PARENT INFORMATION RESOURCE CENTER**

The Missouri PIRC employs a number of strategies and activities to share information and resources, including parent trainings, workshops, toll-free hotlines, print materials, and web sites. The Missouri PIRC also coordinates various Federal, state, and local parental involvement initiatives. See link [here](http://www.missouri-pirc.org/partners.html#lift).

The goals of the Missouri PIRC are:

* to improve parents' ability to support their child's academic achievement
* to expand and strengthen partnerships among parents, schools, and community organizations
* to coordinate a statewide comprehensive approach to improve student learning through parental involvement.

The Missouri PIRC is comprised of a variety of statewide agencies whose collective mission is to provide high-quality services to meet the needs and interests of Missouri parents. The primary partners are:

* LIFT
* Parents as Teachers National Center, Inc.
* ParentLink
* Practical Parenting Partnerships
* Webster University

|  | | |
| --- | --- | --- |
|  | LIFT is a private, not-for-profit organization that serves as Missouri's Literacy Resource Center. Now entering its 16th year, LIFT is making great strides in strengthening and expanding literacy efforts in Missouri. Last year, LIFT trained more than 900 teachers, tutors, program administrators, and others in the fields of family literacy, adult education, and literacy. LIFT's web site received more than 18,000 visitors and LIFT staff members performed more than 75 technical assistance site visits to local literacy programs around the state. LIFT has also been at the forefront of improving literacy services by integrating research-proven practices into the field.  As the lead agency in the Missouri PIRC, LIFT coordinates the efforts of the partners, expands PIRC resources, provides training in PIRC-related topics, collects data for formative and summative evaluations from all PIRC partners, and maintains accountability for the PIRC. | |
|  | http://www.missouri-pirc.org/images/computer.gif | Visit LIFT online at [**www.lift-missouri.org**](http://www.lift-missouri.org) |
|  | [http://www.missouri-pirc.org/images/telephone.gif](http://www.lift-missouri.org) | Call toll-free by dialing **800-729-4443** Call from the St. Louis area by dialing **314-678-4443** |
|  | http://www.missouri-pirc.org/images/envelope.gif | Send mail to **LIFT 815 Olive Street, Suite 22 St. Louis, MO 63101** |
|  | **Parents as Teachers** (PAT) is an early childhood parent education and family support program designed to help all parents give their children the best possible start in life. PAT provides parents with information on child development (prenatal through kindergarten entry) and opportunities for parent-child activities that encourage intellectual growth, development of language skills, and development of social and motor skills. These activities also strengthen parent-child relationships.  PAT is a free, voluntary program offered through local school districts which provides families with personalized home visits by a PAT-certified parent educator. PAT offers periodic screening of overall development, language, hearing, and vision. Parents also have access to parent group meetings where they can gain new insights and share their experiences, common concerns, and successes.  This early prevention program is based on two simple truths--that parents are the first and most influential teachers of their children and that the early years lay the foundation for a child's success in school and life.  For more information call 987-9200 or visit the district’s website:  https://www.phr3.org/ | |
|  | http://www.missouri-pirc.org/images/computer.gif | Visit Parents as Teachers National Center online at [**https://parentsasteachers.org/**](https://parentsasteachers.org/) |
|  | [http://www.missouri-pirc.org/images/telephone.gif](http://www.patnc.org) | Call toll-free by dialing **866-PAT4YOU (866-728-4968)** Call from the St. Louis area by dialing **314-432-4330** |
|  | http://www.missouri-pirc.org/images/envelope.gif | Send mail to **Parents as Teachers National Center 2228 Ball Drive St. Louis, MO 63146** |
|  | **ParentLink** is a network of people whose mission is to strengthen Missouri's families and communities by linking parents and professionals to information and resources. Its goals include:   * providing quality parenting information, materials, and other resources to strengthen and support Missouri's families, and * strengthening the capacity of individuals and groups in Missouri to support parents and families within their communities.   ParentLink operates a toll-free phone service for parents and other professionals in Missouri. This Warm Line provides supportive conversation and guidance for parents regarding any parenting questions they may have. ParentLink provides a free resource library or parenting materials and links parents and professionals to other services they may need. ParentLink is based at the University of Missouri-Columbia, which gives the organization access to the latest research, best practices, and experts in many areas related to serving families. | |
|  | http://www.missouri-pirc.org/images/computer.gif | Visit ParentLink online at [**https://education.missouri.edu/parentlink/**](https://education.missouri.edu/parentlink/) |
|  | [http://www.missouri-pirc.org/images/telephone.gif](http://outreach.missouri.edu/parentlink) | Call toll-free by dialing **800-552-8522** Call from the Columbia area by dialing **573-882-7321** |
|  | http://www.missouri-pirc.org/images/envelope.gif | Send mail to **ParentLink 4800 Santana Circle Columbia, MO 65211** |
|  | **Practical Parenting Partnerships** (PPP) is a K-12 comprehensive approach to parent involvement in schools. PPP offers a framework for building relationships between parents and their children and among schools, families, and communities. PPP provides training and follow-up assistance for teachers, administrators, parents, and others on a school team.  PPP provides three major trainings, each including many resource materials developed through the PPP Center:   * PPP Implementation * PPP in the Classroom * PPP Home Visit training   National Network of Partnerships Schools training is also available.  Follow-up assistance includes regional meetings, site visits, monthly newsletters, website, on-site professional development workshops, extensive resource library, the annual PPP Family Festival, and numerous special projects, including the distribution of a Parent Guide to the Missouri Assessment Program (MAP) to every school district in Missouri. | |
|  | http://www.missouri-pirc.org/images/computer.gif | Visit Practical Parenting Partnerships online at [**www.pppctr.org**](http://www.pppctr.org) |
|  | [http://www.missouri-pirc.org/images/telephone.gif](http://www.pppctr.org) | Call by dialing **573-632-4600** |
|  | http://www.missouri-pirc.org/images/envelope.gif | Send mail to **Practical Parenting Partnerships 520 Dix Road Suite C Jefferson City, MO 65109** |
|  | **Webster University** provides the expertise of its School of Education faculty to enhance and evaluate the Missouri PIRC project. Faculty members provide research, application and evaluation of best practices, and coordinate with LIFT to ensure that the Missouri PIRC meets its stated goals and objectives. | |
|  | http://www.missouri-pirc.org/images/computer.gif | Visit the Webster University School of Education online at [**https://www.webster.edu/education/index.php**](https://www.webster.edu/education/index.php) |
|  | [http://www.missouri-pirc.org/images/telephone.gif](http://www.webster.edu/depts/education.html) | Call by dialing **800-981-9801** |
|  | http://www.missouri-pirc.org/images/envelope.gif | Send mail to **Webster University School of Education 470 Lockwood Avenue St. Louis, MO 63119** |

**PARENTS RIGHT TO KNOW**

Parents may request, and will be provided by the LEA in a timely manner, information regarding the professional qualifications of their child’s classroom teachers and any paraprofessional providing services to their child.

**PARENT TEACHER ORGANIZATION (PTO)**

Check out our Facebook page (Pleasant Hill Parent-Teacher Organization) and the Parent Resource link on the Pleasant Hill district website for information about activities and ways to get involved.

**PERFORMANCES**

School performances are scheduled throughout the year. Individual classes may host plays and events throughout the school year for parents/families to attend.

**PERSONAL BELONGINGS (INCLUDING ELECTRONIC DEVICES, PHONES, TOYS, ETC.)**

Except for instructional purposes, and only with permission of your child’s building administration, these items should not be brought to school.

**PLAYGROUND RULES**

Playground rules will be discussed with all students on the first day of school. These rules will be posted by the doors which lead to the playground. Playgrounds will not be accessible to the public Monday through Friday from 8:00 a.m. to 4:00 p.m. Due to before and after-school childcare and student use, both **Primary School playgrounds are closed to the public Monday through Friday from 6:30 a.m. to 6:30 p.m.**

**PROGRESS REPORTS**

Progress reports for the second, third and fourth quarters will be sent by email to the student’s home unless there is no email address provided in the student’s data. In this case, a printed copy of the report will be sent home with the student. *(See more information under* [*Standards-Based Reporting*](https://www.phr3.org/vnews/display.v/ART/60c7b98ddfdf1)*)*

**PROTECTION OF STUDENT RIGHTS**

**PPRA Notice and Consent/Opt-Out for Specific Activities**

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. @ 1232h, requires Pleasant Hill Primary School to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;

2. Mental or psychological problems of the student or student’s family;

3. Sex behavior or attitudes;

4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;

6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;

7. Religious practices, affiliations, or beliefs of the student or parents; or

8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screenings.

**PUBLIC CONCERNS AND COMPLAINTS**

The Board Policy KL outlines the process for concerns and complaints and can be found at the following link: <https://goo.gl/6SbK2F>.

The Board Policy KLA outlines the process for concerns and complaints regarding Federal Programs and can be found at the following link: <https://goo.gl/dxSfeo>.

**PUBLIC CONDUCT ON SCHOOL PROPERTY**

The Pleasant Hill R-III Board of Education, believing that an atmosphere of order and freedom from physical threat is necessary for its employees and students to function to their maximum potential, established the following policy:

Any individual who creates a disturbance of the peace on school grounds during the school day, a school activity, or during non-school hours shall be reported to law enforcement officials and the filing of appropriate charges shall be considered by the superintendent after a meeting with the administrative staff and witnesses, and/or by the Board of Education at its next regular meeting. Disturbance of the peace within the meaning of this policy shall include, but not be limited to:

\* Public drunkenness

\* Loitering or trespassing

\* Verbal threat of physical harm to any employee, student or other person

\* Physical attack on any employee, student or other person.

If the disturbance or attack occurs at an extracurricular activity, the individual charged with the disturbance or attack shall be directed to appear before the Pleasant Hill R-III Board of Education at its next regular meeting to show just cause as to why the individual should not be banned from attending further extracurricular activities of the school. Adequate law enforcement officials shall be employed to enforce this policy at extracurricular activities where the administration feels the situation may warrant such action.

**RECESS**

**RECESS GUIDELINES**

Recess is supervised by certified teachers, paraprofessionals, and substitute teachers. All children are expected to participate in outside recess when weather allows, for the benefits of fresh air and exercise. If children have medical reasons not to participate, parents/guardians must furnish appropriate medical excuses from a physician or other health care provider. Children should come to school dressed appropriately for outside recess. Flip-flops and shoes with heels are discouraged. Students will not be allowed on playground equipment without appropriate shoes, such as athletic shoes or sandals with straps around the heels. During extreme weather conditions, students will not be taken outside if the outside temperature is 100 degrees or more with the calculated heat index, or if the outside temperature is 15 degrees or lower with the calculated wind chill. When temperatures are above 95 degrees or below 25 degrees, teachers will use professional judgment concerning students’ appropriate attire for outside play, parental requests, and length of time spent outside. Students will not be taken outside when raining, snowing, or when lightning is in the vicinity.

**RETENTION LAW**

Missouri approved Senate Bill 319 which states that districts must assess the reading ability of every third through sixth grader. This bill mandates that the reading levels of all students in grades three through six be tested. The purpose of the legislation is to identify struggling readers and provide the extra help they need to succeed. Students at the end of the fourth grade year who are reading more than one year below grade level must attend Summer School and have their reading level tested before school starts. Any student who is still with a reading level more than one year below grade level will be retained in the fourth grade. The law states: “No student shall be denied promotion more than once solely for inability to meet the reading standards set out in this law.” The Elementary School Office has information available regarding Senate Bill 319. In addition, the principal is available to talk with parents who have questions or concerns.

**RETENTION PHILOSOPHY AND PROCEDURES**

The basic philosophy of the district is to do what we feel is best for the child. We believe that retention is most effective in the primary grades but may not be limited to those grades. If it is felt that another year in the same grade would help the child, the following procedure and philosophy will be followed. A staffing of teachers, counselors, administrators and the child’s parents may recommend retention of that child under the following circumstances:

* Primary, elementary or Intermediate school pupils who display below normal social adjustment
* A special services student who does not make appropriate progress toward I.E.P. objectives as developed by the special services staff. (Summer school or summer tutoring may be required.)
* Any student missing ten or more days per semester of fifteen or more days during the school year shall automatically be considered for retention by a retention panel. This panel, consisting of the student’s core curriculum teacher, the building principal and the counselor, shall make a recommendation regarding retention.
* Students in 5th grade who fail more than six credits each year will be considered for retention and/or remediation. Core classes count as one credit per quarter.
* Students in 6th grade who fail more than a total of three credits per year will be considered for retention and/or remediation. Core classes count as one credit per semester, while elective classes count one-half credit per semester.
* Students may attempt to remediate two credits during summer school.
* If excessive absences are of main concern, the parents or guardians shall be notified of the panel meeting at least one week in advance and offered the opportunity to present any relevant information.
* An appeal of the retention panel’s decision must be made in writing to the superintendent of schools. The superintendent shall make the decision regarding the student’s retention and respond to the parents or guardian within one week.

It is impossible to set a definite standard in marks that the child should attain in order to be promoted or retained. Other considerations such as individual differences, student motivation, student physical, social and mental maturity and handicapping conditions will be made. It is the responsibility of the teacher to use every means possible before retention is recommended to the parent. When a teacher feels that retention may be an alternative, the teacher (with concrete evidence), the counselor and the principal will hold a staffing and meet as a retention panel. If the child has a handicapping condition, the special service coordinator will be included as a panel member. Parents will be informed in an honest straightforward manner when, in the best judgments of the school personnel, the child would benefit by spending another year in the same grade. No definite decision concerning retention will be made until late in the fourth quarter of the school year. However, if there is a possibility that a child may be retained, the parents will be informed of this concern no later than the end of the third quarter. If attendance could cause the student to be retained, the building principal will notify parents according to policy. The final decision to promote or to retain rests with the building principal.

**SAFE SCHOOL ACT**

Please be advised that provisions of Missouri’s Safe School Act require the Pleasant Hill School District and other school districts in the state of Missouri to share discipline records when a student transfers from one school district to another. The superintendent is authorized to honor suspensions or expulsions from other school districts. When required, pertinent information may be made available to local law enforcement agencies.

**SAFETY/SAFETY PRECAUTIONS**

The safety and security of our Pleasant Hill students is of utmost importance. In order to achieve this, each building will be conducting safety drills during the school day throughout the year. During these unannounced events, student pick-up or drop-off may be delayed, access to the building may be briefly denied and phones might not be answered.

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

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

**SCHOOL AGE CHILD CARE/ENRICHMENT PROGRAM**

*Program Purpose*

* To surround the children with a safe, warm and inviting atmosphere;
* To provide the children with opportunities to relax and enjoy themselves while developing lasting friendships;
* To encourage the children to continue to expand their minds, talents and abilities through fun and challenging programs.

The program, available for ages Kindergarten to 6th grade, is available year-round. (816-540-2292)

**SCHOOL PICTURES**

Individual pictures are taken in color each fall. All children should have pictures taken, but no one is required to purchase pictures. Group pictures will be taken in the spring. To order pictures, you must pay for them on or by the day they are being taken.

**SEXUAL HARASSMENT**

The school district is committed to providing an environment that is totally free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors, and other verbal or non-verbal, physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student, or any other person in the district against any person is strictly prohibited. Allegations of sexual harassment shall be investigated and, if substantiated, corrective disciplinary action will be taken, up to and including suspension and/or expulsion of a student and suspension and/or termination of the employee. The Assistant Superintendent serves as the District’s Section 504 and Title IX Coordinator of the Pleasant Hill School District. The Assistant Superintendent can be contact at: Pleasant Hill R-III School District, 318 Cedar St., Pleasant Hill, MO 64080. 816-540-3161.

**STANDARDS-BASED REPORTING**

The purpose of the standards-based progress report is to communicate what students know and are able to do based upon grade level learning expectations. Teachers will not report proficiency via percentages at any grade level except in Elective classes at the Intermediate school. Students’ progress in the core subjects is reported quarterly. Teachers are frequently reviewing student learning through the use of formative assessments and observation. The final score will be determined by a final demonstration of learning. When we are prepared to summatively assess students on a reporting standard, they will complete a final demonstration of learning. In addition, teachers provide information through the comment section about your children’s social development, work habits, and participation. When the assessment results come home, it will report an assigned academic indicator. The Academic Indicators being used by Pleasant Hill R-3 to communicate a child’s level of proficiency of a standard are defined below:

Academic Performance Skills Indicators:

**4 - Exceeds Expectations**

In addition to score 3.0 performance, the student demonstrates in-depth inferences and applications or is performing beyond grade level.

**3 - Consistently Meets Expectation**

Student consistently demonstrates an understanding of concepts, skills, and processes of the grade level standards. (Independently/Without Support)

**2 - Approaching Expectation**

Student demonstrates understanding of vocabulary and basic skills of the standard, but is not yet consistent in all of the concepts, skills, and processes at the grade level standard.

**1 - Not Yet Meeting Expectations**

Student does not demonstrate understanding or has partial understanding of concepts, skills and processes of the grade level standard.

**To learn more information, please see the section titled “Standards-Based Reporting” under the Parent Resources tab on the Pleasant Hill R-III website:** <https://www.phr3.org/>

**STUDENT ALCOHOL/DRUG ABUSE - BOARD POLICY JFCH -** This policy can also be accessed electronically at https://www.phr3.org/

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

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

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

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

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

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

**STUDENT DROP-OFF AND PICK-UP PROCEDURES**

***Primary School -*** *DROP OFF at ARRIVAL*~

When driving your child to school in the morning, please allow sufficient time for traffic. In order to ensure that your child arrives before classes start and isn’t counted tardy, please plan to drop him/her off at 8:15 a.m. If your child will eat breakfast at school, please bring him/her by 8:10.

In order to facilitate traffic in front of the Primary School in the mornings and ensure safety for students and families, we ask that drivers please observe the following guidelines:

* If you are going to walk your child into the school building, and for students that require assistance unloading, such as getting out of a booster seat or collecting backpacks and other items, please park in the lot on Eklund Drive and walk your child to the front sidewalk. DO NOT LEAVE A PARKED CAR UNATTENDED IN THE FRONT CIRCLE DRIVE.
* When your child is ready to exit the vehicle by him/herself, use the one-way circle drive in front of the school. Pull forward along the sidewalk to the next available cone in order to allow cars behind you to do the same, and have your child exit the car on the passenger side. In order to speed up the process, please enter the circle drive from Rooster Way, not from Country Club Drive, so traffic will flow more smoothly. Have your child ready to exit the car when you pull into the drop-off zone. If taking too long, drivers may be asked to pull forward to the end of the sidewalk or proceed to the parking lot.

While most buses use the bus lanes behind the school, there are one or two buses that must drop off and pick up students in front. PLEASE OBSERVE THE SPEED LIMIT AT ALL TIMES WHEN DRIVING BY A SCHOOL BUILDING, AND STOP FOR PEDESTRIANS IN THE CROSSWALKS. THERE ARE TWO CROSSWALKS ON EKLUND DRIVE IN FRONT OF THE PRIMARY SCHOOL. PLEASE USE CAUTION AND WATCH OUT FOR OUR LITTLE STUDENTS AND THEIR FAMILIES.

***Primary School -*** PICK UP at DISMISSAL~

Student Responsibilities:

1. Students wait inside the building and stand in their grade level lines (ECSE/EC/PreK, K, 1st, or 2nd).
2. Students will need to stand quietly to hear their names called.
3. After hearing their names, students will go outside to the appropriate numbered cone and stand **behind** the cone. There are nine cones.
4. Students will stay behind their cones until the wheels of the car have come to a complete stop in front of them.
5. Students will then enter their cars.

Parent/Guardian Responsibilities:

1. Parent pick-up begins at 3:35 for the car line.
2. Parents will enter and form a line from Rooster Way. Please do not come in from Country Club as this slows down the flow of the pick-up line.
3. **Parents will place an 8 ½ x 11 inch sign with their child’s first and last name in large print (preferably computer printed, not handwritten), capable of being read from a distance, on their passenger side window for teachers to see.** Please do not put the sign on the dashboard as it is difficult to read. Please use this sign all school year, as different teachers will be at dismissal throughout the year. Parents will pull up to the cone that their child has been instructed to stand behind.
4. It is safest for the child to enter and exit the car on the passenger side closest to the sidewalk. This prevents children from walking between the cars.
5. As the school year progresses, students should be practicing entering their vehicles independently, as well as buckling their own seat belts.
6. After your child/children are in the car, parents will exit the parking lot turning **right** onto Eklund.

If your child is not available during parent pick-up, you may be asked to either pull forward to the first cone or to park your car in a parking space. Please remember that all notifications concerning parent-pick up changes need to be called into the office by **noon** that day. Parents may also walk and pick up their children. Parents will need to wait outside the North doors by the cafeteria, “Walkers” will then wait in a line in the Preschool hallway and will be dismissed one at a time by staff. This alleviates the traffic out the front door and allows the teachers on duty to safely monitor the students that are waiting to enter their cars. Please do not wait outside the front doors or allow your children to play on the playground.

***Elementary School -***DROP OFF at ARRIVAL ~ Parent drop off begins at **8:00 a.m.** All drop offs for arrival will occur on Armstrong Street. Please do not attempt to drop off earlier than these times as we do not have staff available for supervision.

PICKUP at DISMISSAL ~ Parent pick up begins approximately at **3:30 p.m.** We will return to only having one lane this year in order for students to dismiss in the same location. ALL Car riders will exit the building at the west doors (**Parents will pick up on Armstrong**). Parents will need to display a **YELLOW card** that will be sent home with your child on the first day of school.

Staff members will be available to help monitor safety, control traffic, and assist students to their vehicle in the car rider lanes. All car riders will need to display a “Yellow Card'' in their window as described below to help the loading process run smoothly.

Student Responsibilities:

1. Students will exit the building at the doors near Armstrong street.
2. Students will need to wait quietly to hear their names called.
3. After hearing their names, students will go to the appropriate numbered spot and stand **behind** the marker assigned until the wheels of the car have come to a complete stop in front of them.
4. Students will then enter their cars from the sidewalk/passenger side of the vehicle to ensure safety.

If your child is not outside during parent pick-up, you may be asked to either pull forward to the stop sign or to park your car in a parking space. Please remember that all notifications concerning parent-pick up changes need to be called into the office by **3 p.m. Please avoid making changes for parent pick-up whenever possible**. NO changes will be made to bus transportation.

***Intermediate School* -** DROP OFF at ARRIVAL ~

In order to ensure that your child arrives before classes start, please plan to drop him/her off at 7:55 a.m. Please do not attempt to drop off earlier as we do not have staff available for supervision.

In order to facilitate traffic in front of the Intermediate School and to help ensure safety for students and families, we ask that drivers please observe the following guidelines:

* Please pull forward in the car rider pick-up lane. This lane is located on the east side of the building by the office. The car rider pick-up lane spans the length of the sidewalk without parking spots (except on the opposite side of the parking lot). By pulling to the end of this lane, more students are able to exit their vehicle at the same time. Please have your child exit your vehicle from the passenger side to help ensure safety.
* Please exit the parking lot using the side road to Lexington Street. Do not attempt to exit around the building as buses will be unloading on the west side of the building. Due to safety concerns, it is illegal to pass a school bus with its “STOP” sign displayed as students are getting off or on the bus, even in a parking lot.

PICKUP at DISMISSAL ~

Pick-up will occur at 3:22 pm

Student Responsibilities:

1. Students will need to stand quietly to hear their names called.
2. After hearing their names, students will go to the appropriate numbered light pole and wait for their vehicle. Students will then enter their cars.

Parent/Guardian Responsibilities:

1. Parent pick-up begins at 3:22 for the car line.
2. Parents will enter the car rider pick-up lane; please pull as far forward in this area as possible; this allows multiple students to load at the same time and speed up the process.
3. **Parents will place an 8 ½ x 11 inch sign with their child’s first and last name in large print (preferably computer printed, not handwritten), capable of being read from a distance, on their passenger side window for teachers to see.** Please do not put the sign on the dashboard as it is difficult to read. Please use this sign all school year, as different teachers will be at dismissal throughout the year.
4. Students will load into the passenger side of the vehicle. Please do not park and have your child attempt to cross the parking lot or walk down the sidewalk to your vehicle. Safety is priority. We appreciate your help with this procedure.
5. After your child/children are in the car, parents will exit the parking lot turning **left** onto the exit road to Lexington Street. Please do not attempt to exit by going around the building as buses will be utilizing the west side of the building.
6. If your child is not outside during parent pick-up, you may be asked to either pull forward or to park your car in a parking space. Please remember that all notifications concerning parent-pick up changes need to be called into the office by **10 a.m.**

**STUDENT RECORDS - BOARD POLICY JO -** This policy can also be accessed electronically at https://www.phr3.org/ All student school records are kept in the school office.  Parents who are withdrawing their child from school must give prior notification to the school office in order to have all paperwork completed at the time of checkout.  These students should report to the office before school on their last day. School records will be sent to the next school once we receive the release of records form.

**SCHOOL SUPPLIES**

In order to be prepared for school work, each student needs to obtain the appropriate supplies for the grade level work, as well as any elective classes that he/she will take. Please refer to each building process prior to ordering school supplies.

**SURVEYING, ANALYZING, OR EVALUATING STUDENTS  - BOARD POLICY JHDA -** The Pleasant Hill R-III School District has a policy regarding surveying, analyzing, or evaluating students. See policy JHDA for more details. This policy can also be accessed electronically at https://www.phr3.org/

**TECHNOLOGY**

COMPUTER USE

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

ELECTRONIC DEVICES

Unauthorized and/or inappropriate use of electronic devices during the school day is prohibited. Please ensure student electronics are turned off and in backpacks during school hours.

INTERNET ACCESS

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

**TELEPHONE PROCEDURES**

Students are not to use the telephone or receive calls during the school day, unless special permission is given by the teacher. Students will not be called out of class to answer telephone calls. Parents are not to depend on the office staff to remind students of appointments or make arrangements for after school activities/rides.

**TESTING**

Tests tell us where our school is compared to other schools in the state and what subject areas need work. The district not only uses the results of these tests to make sure our students are learning and teachers are teaching, but also to identify students for special services, reading programs, special education, and gifted education.

* MAP – Third through sixth grade students take the MAP test in the spring. Our teachers prepare for this test all year because of its importance for our students and our district. MAP results are made available to parents in September of the following year.
* COMMON ASSESSMENTS – Will be administered periodically to every student (K-6) throughout the year.
* ILLUMINATE AND FASTBRIDGE - Will be given to K-6 grade students several times a year to monitor skill need and growth. Benchmark assessments will be used to measure mastery of grade level standards for 1st-6th grade.

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments. (as per policy)

**TITLE I SCHOOL, PARENT, AND FAMILY ENGAGEMENT POLICY (Primary School Only)**

This school, parent, and family engagement policy is developed jointly with, distributed to, and agreed on with parents of participating children, including parents of migrant and EL children. The Title 1 teachers will communicate with parents to get their agreement to the policy. This takes place during the first quarter and generally ends at the end of first quarter with parent-teacher conferences.Parents are notified of the policy in an understandable and uniform format. The school, parent, and family engagement policy is provided in a language the parents can understand. *Section 1116 (b)(1)*

Policy Involvement

At the beginning of the school year, the school convenes an annual meeting, at a convenient time, to which all parents of participating children are invited and encouraged to attend. The agenda reflects that the purpose of the meeting is to:

* inform parents of their school’s participation in the Title 1.A program,
* explain the requirements of Title 1.A,
* explain the right of parents to be involved. *Section 1116 (c)(1)*

The school offers a flexible number of meetings. *Section 1116 (c)(2)*

Title 1.A funds will not be utilized for the purposes of transportation, child care, or home visits. *Section 1116 (c)(2)*

The school involves parents in an organized, ongoing, and timely way:

* in the planning, review, and improvement of the Title 1.A program and if applicable Schoolwide program plan in the school*.* *Section 1116 (c)(3)* At the Title 1 meeting the Title 1A program is reviewed and feedback is encouraged. The parents’ ideas for improvement often become a focus for future years.
* in the planning, review, and improvement of the school, parent, and family engagement policy. *Section 1116 (c)(3)*This policy is reviewed each year. Parents discuss in small groups their ideas for improvement and then the groups share out with the whole group. The policy is updated/changed as the group sees fit each year.

The school provides parents of participant children:

* timely information about the Title 1.A programs. *Section 1116 (c)(4)(A)* Prior to the school year starting, the handbook is distributed to all families. The Title 1 program is outlined in the handbook for all parents. During Open House the Title teacher provides face-to-face information to parents who attend.
* a description and explanation of the curriculum in use at the school, the forms of academic assessments that are used to measure progress, and the achievement levels of the MAP assessment. *Section 1116 (c)(4)(A)*The district has a curriculum and assessment plan which is available to parents. The MAP achievement levels are explained to parents at the time when testing results are sent home to parents. The district utilizes the achievement levels to score writing and other assessments throughout the district.
* opportunities, as appropriate, to participate in decisions relating to the education of their children. *Section 1116 (c)(4)(C)*
* *responses to their suggestions as soon as possible. Section 1116 (c)(4)(C)*

Shared Responsibility for High Student Achievement

School-Parent Compact: The School-Parent Compact outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement, and the means by which the school and parents will build and develop a partnership to help children achieve the State’s high standards. *Section 1116 (d)* The school jointly develops with parents of Title 1.A served children the school-parent compact.

The School-Parent Compact will:

* describe the ways in which all parents will be responsible for supporting their children’s learning *Section 1116 (d)(1)* The compact gives responsibilities for the teacher, the student, and the parent. When followed, this helps ensure the success for the child.
* describe the school’s responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment. *Section 1116 (d)(1)* It is our obligation to provide a high-quality education in each and every classroom in the district. The teachers are regularly monitored with the NEE instrument to monitor effective instructional practices. Each subject and grade has pacing guides for the curriculum that are followed and monitored. The use of common assessment, benchmark assessments, and universal screeners help our teachers and principals to address the learning needs of all students.
* address the importance of communication between teachers and parents on an ongoing basis through, at a minimum:
  + conducting parent-teacher conferences at least annually, during which the compact shall be discussed,
  + issuing frequent reports to parents on their children’s progress,
  + providing reasonable access to staff, opportunities to volunteer, and observation of classroom activities,
  + ensuring regular two-way, meaningful communication between family members and school staff, and, in a language that family members can understand *Section 1116 (d)(2)(A)(B)(C)(D)*

Building Capacity for Involvement

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the school:

* provides assistance to parents, as appropriate, in understanding:
  + the Missouri Learning Standards,
  + the Missouri Assessment Program,
  + local assessments,
  + how to monitor a child’s progress, and
  + how to work with educators to improve the achievement of their children. *Section 1116 (e)(1)*

All buildings in the district conduct open houses and curriculum nights where parents are made aware of the

standards students will be learning. Local assessment data is tracked for students and reports are shared with

parents. These reports also show parents skills and concepts students need to continue to work on, which can be

reinforced at home. By everyone working together, the child is more likely to succeed.

* provides materials and training to help parents work with their children to improve achievement. *Section 1116 (e)(2)* Many activities and meetings are available to parents to help them learn to help their children. It begins with the Title 1 teachers providing meaningful literacy activities they can utilize at home to help with their child’s reading improvement. PAT also has activities for parents to utilize at home.
* educates teachers, specialized instructional support personnel, principals, and other school leaders, and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school. *Section 1116 (e)(3)* Each year time is spent during professional development to help better equip and train teachers in conducting meaningful conversations with parents prior to parent-teacher conferences. Our transition to standards-based reporting during the 2019-20 school year has also led to more meaningful conversations with parents about their child's strengths and areas for growth.

To ensure effective involvement of parents and to support a partnership among the school, parents, and the community to improve student academic achievement, the school:

* to the extent feasible and appropriate, coordinates and integrates parent involvement programs and activities with other Federal, State and local programs, including public preschool programs, and conducts other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. *Section 1116 (e)(4)* Our Parents as Teachers program, Title 1 preschool and kindergarten teachers work with local daycares to help educate parents on the importance of regular attendance at school, regular reading with your child, and regular conversation that can lead to better success in schools. Most times materials are available for parents to take home to remind them of the way in which they can set their child up for success later in school and life.
* ensures that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and in a language the parents can understand. *Section 1116 (e)(5)*
* provides reasonable support for parental involvement activities under this section as parents may request*. Section 1116 (e)(14)*

Optional additional assurances

To ensure effective involvement of parents and to support a a partnership among the school, parents, and the community to improve student academic achievement, the school:

* involves parents in the development of training for teachers, principals, and other educators to improve the effectiveness of parent involvement training. *Section 1116 (e)(6)*
* provides necessary literacy training from Title 1 funds if the local educational agency has exhausted all other reasonably available sources of funding for literacy training. *Section 1116 (e)(7)*
* trains parents to enhance the involvement of other parents. *Section 1116 (e)(9)*
* arranges school meetings at a variety of times, or conducts in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend conferences at school, in order to maximize parental involvement and participation. Adopts and implements model approaches to improving parental involvement. *Section 1116 (e)(10)*
* may adopt and implement model approaches to improving parental involvement. *Section 1116 (e)(11)*
* establishes a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title 1 programs. *Section 1116 (e)(12)*
* may develop appropriate roles for community-based organizations and businesses in parent involvement activities. *Section 1116 (e)(13)*

Accessibility

In carrying out the parent and family engagement requirements of the Title 1 program, the school, to the extent practicable:

* provides opportunities for the informed participation of parents and family members, including:
  + parent and family members who have limited English proficiency,
  + parent and family members with disabilities,
  + parent and family members of migratory children.
* provides information and school reports in a format and, in a language parents understand *Section 1116 (f)*

**TOBACCO FREE CAMPUS**

A tobacco-free campus policy, instead of just smoke-free buildings, went into effect in the R-III School District on July 1, 2002. This policy bans the use of all tobacco products by employees, students, and patrons in all school buildings and anywhere on any school property, including in school vehicles or vehicles contracted for school use. The restriction extends to all meetings and school-sponsored athletic events and to all school facilities and buildings.

**TOYS, TRADING CARDS, AND LARGE AMOUNTS OF CASH**

Unless permission is granted by the building administration, these items are not to be brought to school.

**VENDING MACHINES (Intermediate School Only)**

Snacks and drink machines may be used before or after school. **These items are not allowed in classrooms unless approved by the teacher.** Staff members may also allow students to use the machines during the school day with special permission.

**VISITORS**

All visitors, including parents and family members, will stop at the school office upon entering the building.  For the safety of our students, visitors are required to sign in and wear designated badges while in the building, and sign out upon leaving.

The Pleasant Hill School District does not allow visitors at lunch. Parents may pick up their child to take him/her off school grounds to eat lunch.

Volunteers are welcome to sign up for assignments for various duties and events through the school office and/or specific teachers.

Visitation schedules and parenting plans are agreements between parents and are not binding on the district. The district will release a student to either parent in accordance with Board policy unless otherwise directed by a valid court order.

**WALK-AWAY STUDENT REGULATIONS**

When school faculty or staff become aware that students have independently left the building after their presence has been noted, without being cleared to leave the building through the principal's office, that staff member should immediately notify the principal's office. The office personnel will immediately begin a building search for the unaccounted student(s) and attempt to contact the parents of the child(ren) or the emergency contact number. At their discretion, the office personnel may contact the Pleasant Hill Police Department to enlist their help with the student search.

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