

Pleasant Hope R-VI School District

Student/Parent Handbook 2021-2022

**100 West Cowden
Pleasant Hope, MO 65725**

Phone: (417) 267-2850

Fax: (417) 267-4373

<https://www.phr6.org>



Board Adoption Date: June 24, 2021

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Mission

The mission of the Pleasant Hope R-VI School District is: Working together with students, families, community and staff, the Pleasant Hope R-VI Schools strive to instill the following ethics: love of learning, responsible citizenship, respect for diversity and technological awareness.

School Board Members

Cherie Hobson-President
Tammy Hillenburg-Vice President
Tracy Polk-Treasurer
Misty Mitchell-Secretary
Brandon Buckle-Member
Mitzi Kelly-Member
Jacob Miller-Member

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

School building information and contact information

Pleasant Hope Elementary School

311 W. McCurry St.
Pleasant Hope, MO 65725
Phone: (417) 267-2277
Fax: (417) 267-4304
Jessica Johnson, Principal
Jjohnson@phr6.org

Pleasant Hope Middle School

515 W. McCurry St.
Pleasant Hope. MO 65725
Phone: (417) 267-2850
Fax: (417) 267-9221
Lance Gallamore, Principal
lgallamore@phr6.org

Pleasant Hope High School

330 N Main St.
Pleasant Hope, MO 65725
Phone: (417) 267-2271
Fax: (417) 267-5007
Mr. Brent Offerdahl, Principal
bofferdahl@phr6.org

Pleasant Hope Ranch School

5545 Hwy K

Brighton, MO 65617

Phone: (417) 376-3000

Fax: (417) 376-3575

Mr. Ty Smith, Principal

tysmith@phr6.org

Superintendent information

Shaundra Ingram, Superintendent

100 West Cowden

Pleasant Hope, MO 65725

Phone: (417) 267-2850

Fax: (417) 267-4373

singram@phr6.org



Administration

Elementary School

Jessica Johnson, Principal

Middle School

Lance Gallamore, Principal

High School

Brent Offerdahl, Principal

Ranch School

Ty Smith, Principal

Pleasant Hope R-VI School District

100 West Cowden

Pleasant Hope, Missouri 65725

Phone: 417-267-2850

Fax: 417-267-4373

Board of Education

Cherie Hobson, President

Tammy Hillenburg, Vice President

Misty Mitchell, Secretary

Tracy Polk, Treasurer

Brandon Buckle

Jacob Miller

Mitzi Kelly

Shaundra Ingram, Superintendent

Dear Parents and Community Members:

Welcome back! We are very excited to begin the 2021-2022 school year with students, families, staff, and the community. Working together, we can continue the timeless traditions, while striving to create new ones in order to best support our students' educational experiences and building a stronger Pirate Nation!

As the incoming Superintendent of Pleasant Hope Schools, I would like to invite each member of the Pleasant Hope community to become an active supporter of the school district in whichever area of strength that you are able to provide, and commit that our school district will also strive to serve and support the community in our areas of strength. Our district, its families, and the community will greatly benefit from coordinated efforts to educate our students preparing them for their futures both within and outside of our community.

Please help us in recognizing distinguished alumni, hardworking staff members, unique student accomplishments, and community leaders each month at the School Board meetings. It is our vision that

The Pleasant Hope administrative team and myself believe that this will be a successful school year with many celebrations of Pirate Pride. We look forward to the social and academic growth that we project for our students and staff during the upcoming school year. If we can assist in any way making Pirate Nation stronger, please do not hesitate to contact the school or district office. Thank you for your trust in our school district, and the opportunity that you give us each day to educate the Pleasant Hope youth!

Sincerely,

Shaundra Ingram



Pleasant Hope R-VI School District

AMI DAYS; NO EARLY START ALLOWED; SPRING LONG WEEKEND

2021-2022



July 2021				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

August 2021				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

September 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

October 2021				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

November 2021				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

December 2021				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

First Semester	
August 18-20	Teachers Professional Learning Days
August 23	School Starts - Students Report
September 13	Teachers Professional Learning Day
September 20	AMI Learning Day (Virtual School)
October 8	End of 1st Quarter
October 11	Teachers Professional Learning Day
October 18	AMI Learning Day (Virtual School)
November 8	Teachers Professional Learning Day
November 15	AMI Learning Day (Virtual School)
November 24-26	Thanksgiving Break
December 6	AMI Learning Day (Virtual School)
December 13	Teachers Professional Learning Day
December 17	End of 2nd Quarter/End of 1st Semester
December 20- Jan 2	Christmas Break

Second Semester	
January 3	Teachers Professional Learning Day
January 4	2nd Semester - Students Return
February 7	Teachers Professional Learning Day / ES Parent Teacher Conferences 2-8pm
March 7	Teachers Professional Learning Day / HS, MS Parent Teacher Conferences 2-8pm
March 4	End of 3rd Quarter
March 11	Spring Break
April 4	Teachers Professional Learning Day
May 2	Teachers Professional Learning Day
May 13	End of 4th Quarter/Last Day of School
May 17	Teacher Work Day
Priority Weather Make Up Days if Necessary (36 hours required) January 24, February 21, March 14, March 28, April 11, April 25, May 9	

Quarter Dates	Color Key:	
October 8		Teacher Professional/Work Day (No Students)
December 17		No School
March 4		End of Quarters
May 13		AMI Learning Days
		Summer School

- * School Day 7:45 am to 3:25 pm
- * 7.1667 hours per day = 1,046.3382 Attendance Hours
- * 11 Day Christmas Break
- * Last Student Day May 12

Student Days 146
 Teacher PD Days 13
 Total Teacher Contract E 159

January 2022				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

February 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

March 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

April 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

May 2022				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

June 2022				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

1st semester = 71 days

Approval Date:

Revised Date:

2nd semester = 75 days

Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is verified or unverified.

If a student's attendance drops below 90%, the parent will be notified by a school official via letter or phone call.

Excessive unexcused absences may be reported to the Department of Social Services, or to the county prosecutor's office.

Verified Absences

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be verified. It is the responsibility of the student to make up work with teacher support when a student's absence is verified. The timelines for turning in make-up work will be determined with the teacher.

Parents must report a student's absence as soon as possible on the day of the absence, but no later than 8:15 a.m. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is verified. Verified absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from or will be immediately deployed, with notification and approval of the principal
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

Unverified Absences

Absence for reasons other than the categories of verifiable reasons, or that does not have the proper documentation for a verified absence as determined by the principal, will be considered unverified. Excessive, unverified absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

Make-Up Work

Make-up work/tests are permitted and are graded for full credit for all absences with the exception of out of school suspension. All Class Assignments will have a due date; any work submitted after the due date will receive a 20% grade reduction (for a maximum score of 80%). No late or make-up work will be accepted outside of the current semester (all semester 1 work must be turned in by the last day of the current semester 1; all semester 2 work must be turned in by the last day of the current semester 2)

For elementary students, two days are allowed for each day absent up to five days. (For example: 1 day missed, 2 days allowed; 2 days missed, 4 days allowed.) Student absences that total more than five days will be allowed two weeks to make up work. Severe causes will be taken into consideration. No homework will be sent on the first day of a student's absence. Parents should call the office before noon on the second consecutive day of absence to request homework assignments. Make up work will be ready to be picked up from the office after 2:00 p.m. In case of absences known in advance make up work will be given upon return.

Late Arrival/Tardiness

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence. At the elementary level, absence shall be defined as arriving after the morning bell. At all other levels, including at the Ranch, absence shall be defined as missing more than 15 minutes of a class period. Missing less than 15 minutes of a class period shall be deemed as tardy.

Truancy

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant are encouraged to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities.

District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations

Shirts and shoes must be worn. No house shoes or slippers are allowed. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted: see-through garments; tops that are backless, strapless, low-cut, bare-midriff, have overly large arm openings; or spaghetti straps; clothing that does not cover undergarments when a student is sitting or standing; undergarments worn as outer wear.

Dress Code Prohibitions

Clothing or accessories with any of the following are not permitted:

1. Profane, obscene, or otherwise inappropriate language;
2. Words, symbols or images that promote illegal, sexual, or violent behavior;
3. Advertisements or promotion of alcohol, tobacco, or drugs;
4. Language or symbols that promote gangs.
5. Hats; hoods (hooded sweatshirts worn up); do-rags; handkerchiefs; sunglasses; face paint; overly-dramatic make-up; or other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn, although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event. No blankets shall be carried or worn as coats or wraps while in the building. No heavy or loose chains, or straps that create a safety risk are allowed.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extra-curricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Personal Items

Problems can arise when students bring articles, which are hazards to the safety of others or interfere in some way with learning or school procedures. Personal items, especially those of great value should not be brought to school. If items are brought to school, even for an educational purpose, they should be stored in a secured locker or in the school office. The school district is not responsible for personal items brought to school.

Food Service Program F-285-S

We use a computerized lunch program. All money sent to will be placed in the student's account (breakfast and/or lunch). Money should be sent in one lump sum. Change will not be given.

The entire amount will be added to your child's account. Parents will be notified when the account is low. You will receive a letter notifying you of the account status. The District operates as a closed campus. Students will not be allowed to leave school during lunch period.

Students may charge meals up to \$10. Students with a negative balance of \$10 or more will receive a letter home and an alternate meal consisting of a sunbutter and jelly sandwich, fruit, and milk. Students may not charge extra items or a-la-carte items. They must have case or money in their account to purchase those items.

Food Service Prices

Elementary School

Breakfast \$1.05 Reduced \$0.30

Lunch \$2.20 Reduced \$0.40

Middle School

Breakfast \$1.05 Reduced \$0.30

Lunch \$2.30 Reduced \$0.40

High School

Breakfast \$1.05 Reduced \$0.30

Lunch \$2.40 Reduced \$0.40

Free and Reduced Lunch Application

Applications for Free and Reduced Price lunch are provided in the annual back-to-school paperwork and are otherwise available in the building offices upon request at any time throughout the school year.

Adult Visitors for Lunch

In accordance with the District's rules regarding visitors, parents and patrons of elementary and Ranch students are welcome to visit District schools and attend District events, but non-parent visits should be limited in occurrence. Visitors may bring a snack or treats prepackaged to share with a student's class and this celebration is permitted during lunch time only, not during instructional time. The District may disapprove a schedule visit if it may become disruptive. Lunchtime visitors must obtain permission one day prior to visit. Lunchtime visitors are not permitted at the secondary level.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches

In order to ensure the safety of our children including those with serious allergen issues, all food items brought to school must be store prepared and store wrapped. No homemade items will be permitted.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine as allowed by District rules.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

Individual Approaches

The District will evaluate and determine whether a student's allergies rises to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries

The following are guidelines regarding medications at school and medical situations that would require students to be absent from school. We strongly encourage you to follow these guidelines to help us maintain a health school environment. We request that you keep your child home from school if he or she has any of the following symptoms:

- Elevated temperature (greater than 100.0 degrees)
- Nausea
- Vomiting
- Diarrhea
- Any symptoms related to contagious disease (ex. Skin rash, red and/or draining eyes, persistent cough, head lice, scabies, etc.)

A student who has a temperature is not allowed to return to school until he/she has been without fever for 24 hours (without taking fever-reducing medicine). A student who is on antibiotics needs to be on their medication 24 hours before returning to school. Pleasant Hope School District follows the guidelines of the “Prevention and Control of Communicable Diseases” published by the Missouri Department of Health.

In the event of a minor injury or illness, the school nurse or classroom teacher will administer first aid. If a child requires additional medical attention, the parent or guardian will be notified immediately by the nurse or principal. The parent or guardian will be responsible if additional care is needed. If a delay is judged to be potentially detrimental to the child’s welfare and a parent or guardian cannot be reached, an emergency medical service will be contacted to provide treatment and transportation to the hospital if needed.

Providing transportation and adult supervision for a child needing to be sent home for sickness or injury is the responsibility of the parent or guardian. If they are unavailable, then they must secure transportation and supervision by a responsible adult. No sick or injured child will be transported to his or her home along or with another pupil. In all cases, a responsible adult will accompany the child.

If a student receives an injury to the head, the parents will be contacted by the nurse, principal, or counselor. Minor bumps, scrapes, and bruises will be treated, but a phone call will not be made to report the injury unless there is a prior medical condition that makes a call necessary.

Head Lice

Any student found with live head lice will not be allowed to return to school for 24 hours to allow for treatment. The student will be rechecked by the nurse before being allowed to return to class.

Health Screenings

You must contact the building office if you do not wish for your child to participate in the following screenings:

1st- 12th grades: Hearing, Vision, Height, Weight, Blood Pressure

Kindergarten: Hearing, Vision, Height, Weight

Health Office

If you have any questions, please contact Karie Kaiser, School Nurse, at (417) 267-2277 or kkaiser@phr6.org or Greg Ross, School Nurse, at (417) 267-7701 or gross@phr6.org.

Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

Non-Prescription Medication – A written note from the parent/guardian with the student’s name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student’s health care provider and the information may be shared with necessary District staff members on a need to know basis. Please contact the school nurse.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student’s treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious

exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: <https://mydss.mo.gov/healthcare/mohealthnet-for-kids>.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the

District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District 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 used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the principal's office.

Notice

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the 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

Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. Visitors must wear a “Visitor’s Pass” while on school grounds. Students are not to invite students from other schools to visit. Students will not be allowed to leave classes for the purpose of meeting with visitors without permission from the office. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor’s pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Meeting with Teachers

Communication between teachers and parents is vital to the academic success of each child. If you would like to meet with your child’s teacher for any reason, please contact the teacher by email or call the school office and we will schedule an appointment.

Volunteer Information

The District welcomes community and parent volunteers for District programs. Volunteers must be screened and approved by District administration before being permitted to volunteer. The District requires all volunteers having direct unsupervised contact with students or those having access to student records to undergo a criminal background check. The District may, in its discretion, decline the services of any volunteer at any time. Volunteers must work under the direction of District staff and administration and are not to act as substitute teachers. Volunteers must fill out a Volunteer Form available in the office and schedule sessions with classroom teachers and staff prior to volunteering.

Transportation Services F-260-S

Transportation Changes

All students have procedures in place for daily dismissal. Students will be required to go to their normal locations at the end of each day. The District realizes that changes may occur throughout the year. In this case, a note must be sent to the classroom teacher or office before 2 p.m. for transportation changes.

Transportation Passes

Students are to ride their assigned buses, getting on and getting off at their regularly assigned stops, unless a note from a parent or guardian authorizes students to depart at other than their regular stop or to ride a bus other than their regular assigned bus.

Parent/guardian notes will be approved by the office and then a transportation pass will be given back to the student. This pass will be given to any student who has a change in his/her normal routine for a transportation mode in going to their after-school destination. Notes should include student name, teacher name, date(s) change will occur, new instructions, and a parent or guardian signature.

Should a last minute change in your child's transportation needs occur at the end of the day, and it was not possible to send a note, please call the office before 2:00 PM. Phone lines get very busy at the end of the day and it may be difficult to get through to the office after this time.

Student Discipline S-170-S

Student Code of Conduct

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving damage of school owned property, the student may also be required to pay restitution for the cost of damage or replacement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

- (1)** Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (2)** Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (3)** Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
- (4)** Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their

assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law. The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student’s education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

Physical Restraint – The use of person to person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student’s hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Serious violation of the District’s Student Discipline Policy — Any act of violence or violent behavior, any drug-related activity, any offense listed in Section 160.261.2, RSMo, or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.

Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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 communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying 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. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any

	instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy in view of others that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.

Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.
Other Weapons	Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions

Bullying – 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 such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school’s campus or at a District activity using the student’s own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinators are the building principals and counselors.

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

Reporting Bullying or Cyberbullying

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and 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, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form

The District's Bullying Incident Report form is available in each building office and counselor's office.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: Kelly Lowe, Superintendent
Phone #: (417) 267-4373
Email Address: klowe@phr6.org

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name: Brent Offerdahl, High School Principal
Phone #: (417) 267-2271
Email Address: bofferdahl@phr6.org

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both. The District designates the following individual to serve as the District's Title IX Coordinator:

Name: Shaundra Ingram, Superintendent
Address: 100 West Cowden, Pleasant Hope, MO 65725
Email Address: singram@phr6.org
Phone #: (417) 267-2850

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator. All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Public Notice

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

Student Searches S-220-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student in grades 5-12 is assigned a hallway and gym lockers. If a student wishes to lock their locker, they will be required to provide their own lock. If the District attempts to access the locker and its contents, but the student refuses to open the lock, the District will cut the lock and the student will be responsible for the cost of replacement. Students of the Ranch will be assigned lockers and dorm rooms, both of which are subject to search by the District.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help

students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to a school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (*See the Handbook's section on Administration of Medication for more information.*)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (*See the Handbook's section on Student Discipline for more information.*)

Student Alcohol and Drug Testing S-196-S

The use of illegal drugs by students is a major problem facing the nation, and the District. The administration has noted and documented, both formally and informally, an increase in the use of drugs by students, including those students participating in extracurricular and co-curricular activities.

Students who represent the District in extracurricular activities and/or performances are leaders in the school environment. Students who receive a parking pass to park on school property are entitled to drive and park in a safe environment. Participation in these extracurricular activities/performances and parking at school is a privilege, not a right, and it is essential that these students uphold the highest possible standards of conduct as role models for the rest of the student body and as representatives of their school and community. It is also paramount that students participating in these activities are able to do so safely and in a manner that will not endanger themselves or others. A properly administered random drug testing program for all students in grades 9-12 who represent the District in extracurricular activities and/or performances and who park on school property will promote these goals and objectives.

All students in grades 9-12 and students of the Ranch who plan to participate in extracurricular/co-curricular activities or park on campus will have 10 days from the first day of school to sign the drug testing consent form or they will forfeit their ability to participate in any extracurricular/co-curricular activities as well as park on campus. Students will remain in the drug testing pool at all times during the school year.

Students who test positive for drugs or who otherwise violate the screening process may be suspended or excluded from extracurricular and co-curricular activities, and/or may lose the privilege to park on school property. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of this policy to

participate in extracurricular and co-curricular activities, and /or park on school property. If the discipline policy of the Pleasant Hope R-6 School District is violated with respect to drugs and alcohol, the student will be subject to the consequences of the discipline policy. The violation will also be counted as a violation of this policy. Violation of this policy will constitute the immediate removal from the A+ program based upon the A+ citizenship agreement.

Students may request a parking permit after the consent form to random student drug testing has been completed and upon providing proof of a valid driver's license.

Definitions

Drugs – The synthetic or generic equivalent or derivative drugs that are illegal under federal, state or local laws, including, but not limited to, marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants and stimulants not prescribed for the user. This includes steroids and steroid derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include, but shall not be limited to, all drugs listed in the Narcotic Drug Act, § 195.101, RSMo. and Section 202 of the Controlled Substances Act, 21 U.S.C. 812. The school reserves the right to test for as many of these drugs as deemed necessary.

Co-curricular Activities– Activities that students participate in/or outside of the classroom as a result of being enrolled in a school-offered class.

Extracurricular Activities – Extracurricular activities, as defined within the confines of this policy, are: basketball, football, volleyball, track and field, cross country, softball, baseball, cheerleading, dance squads, and all other clubs. Participation in extracurricular activities is a privilege, not a right.

Parking on School Property – Students are required to obtain a parking permit before they are allowed to park their vehicles on school property. Students are permitted to park on school premises as a matter of privilege, not of right.

Positive Test Result – A toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. This term may alternatively be referenced as a “positive,” a “positive test” or a “positive result”.

Negative Test Result – A toxicological test result which is considered to demonstrate the absence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Random Testing – Students covered by this policy will be subject to random selection for testing. In implementing the procedure, each participating student will be assigned a number. On testing day, a predetermined number of said students will be selected using a table of random numbers. If a student selected in this manner is absent, the next proceeding number will be selected.

Drug Testing Procedure

Students will be drug-tested for the following illegal drugs.

1. Opiates*: morphine, codeine. Hydrocodone (Vicodin, Hycodan, Panacet, Anexsia) and hydromorphone (Dilaudid) may confirm positive through GC/MS at a lower cut-off level of 300ng/ml. One manufacturer also noted that high concentrations of oxycodone might cause a positive.
2. Amphetamines*: Adderal, Dexedrine, Benezedrine. Methamphetamine will usually show up in an amphetamine panel.
3. Benzodiazepines**: diazepam (Valium), chlordiazepoxide (Librium), oxazepam (Serax), alprazolam (Xanax) and others.
4. Barbiturates**: pentobarbital, butabital, amobarbital, secobarbital and Phenobarbital.
5. Methadone: Dolophine.
6. Oxycodone: Percodan, Percocet, Oxycontin, oxymorphone (Numorphan), hydrocodone (Vicodin) and codeine.
7. Cocaine*
8. Methamphetamine: though it usually shows up in the amphetamine panel, many manufacturers feel that a separate panel specifically for Meth is more beneficial. The material I have says that MDMA (Ecstasy) can show up as Meth. Some medications, taken in larger dosages, may show up as Meth. Those listed are: Pseudoephedrine, Selegiline (Atapryl, Dipryl, Eldepryl), Benzphetamine (Didrex), a Vicks inhaler and Ranitidine (Zantac). The lab confirmation can separate between legal and illegal Meth.
9. Marijuana*
10. Phencyclidine (PCP)**: Venlafaxine (Effexor) may show up as PCP.
11. MDMA (methylenedioxymethamphetamine): Ecstasy
12. Propoxyphene (Darvon): a synthetic opiate.

Testing will be administered by urinalysis. Prior to entering the testing site, the student will be given an identification number by a school official. When called by the test administrator of the screening service, the student will proceed to the testing site and present the identification number to the test administrator, who will record that number on the test recoding form.

The test administrator will ask the student to remove any hat and outer garments (if any) and place the contents of the pockets on the testing table. The student will be allowed to return any non-containers to his/her person. The student will be asked to select a collection cup, open the cup, and empty the contents on the testing table. The testing administrator will accompany the student to the restroom where the student will be instructed to place the collection cup on a ledge or counter and then wash his/her hands.

The test administrator will have placed blue dye into each toilet in the restroom and have taped off all but the sink prior to student testing or as the student is washing. When the student has finished drying his/her hands, the test administrator will instruct the student to step into the restroom and void into the collection cup. The student will also be asked not to flush the toilet or use any faucet. The test administrator will step

out of the restroom area until the student completes the void. The student places the collection cup on a pre-arranged flat surface and exits the restroom area.

When the testing administrator re-enters the restroom, he will check the collection cup to determine if there was a sufficient amount of specimen to test, if the specimen had an appropriate temperature, and that there were no foreign color or odor to the specimen. If any of the above takes place, the test administrator will reject the specimen and collect a second specimen.

If the specimen is acceptable for testing, the student will be asked to wash his/her hands and stand by the entrance of the restroom (keeping the specimen in his/her sight). The test administrator will open a screening test device and place it in the specimen. When the test administrator completes the screening process, the student will be permitted to leave the testing area, unless the initial screen indicates the presence of a drug included on the school district's testing agenda.

Positive Test Results

If a specimen is positive, proper collection procedures are followed, and the specimen will be shipped to a SAMSHA-certified laboratory for a second screening. Periodically, the school district may request a non-positive specimen be sent to the laboratory for confirmation of accuracy of the testing process. The designated school official will release the results of the confirmation test to the appropriate principal. If the second test is negative, no further action is taken. If the results of the second screening are positive, the student is subject to the violations and consequences as specified in this policy and procedure.

The principal will meet with the parents to obtain their permission to forward the parent's name, ID# and contact # to the Medical Review Officer (MRO). The (MRO) will contact the parent/guardian of the student, and the student, to arrange a meeting to discuss the test results. The parent/guardian will be asked to bring any medications the student is currently taking in order to determine if there is a legitimate medical reason to explain the presence of the positive drug in the student's specimen.

Confidentiality

Upon receiving results from the laboratory, the screening service will deliver a sealed report to the designated school official, or designee, who will transmit the report to the appropriate school principal. The principal will share the results with the student's parent/guardian. The principal will inform the coach or sponsor about any positive results. No other person shall have access to the testing results. For purposes of the random drug testing process, an identification number is assigned by the High School Activities Director which will identify all students. The results are kept in confidential files separate from a student's permanent education records and those files will be destroyed upon the student's graduation from school. All other reports are kept in a secure location.

Tampering with Specimen

If the test administrator notes any tampering with the specimen, then that specimen will automatically be considered a positive test result and the student will provide a second specimen. While under the supervision of the test administrator, the student shall be provided water and must produce a specimen within 90 minutes. If the second specimen is tampered with, then the student will be subjected to the consequences of the policy, just as if the test had been reported as positive from the screening laboratory.

Retest After Service of Suspension

At the conclusion of the 28-day activity suspension the student will be allowed to rejoin the activity/sport. A student who has tested positive and has served the required suspension period will be required to undergo one or more additional drug-use tests during the following 365 days, as determined at the discretion of the Pleasant Hope School District. S/he will again be drug-tested on the first random testing date following the activity suspension. In the case of retesting a student suspended for marijuana, a lower level of the substance might continue to be evident for up to 90 days because of the extended length of time the substance stays in the body. In this situation the student would continue activity participation. If the marijuana level stays the same or increases on the additional tests it will be treated as a second positive test. It will also be considered a second positive if any level is detected after 90 days.

First Offense

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities and parking on the Pleasant Hope campus for twenty-eight (28) calendar days from the date of the positive drug test. During this time the parent/guardian may obtain—at the parent / guardian’s own expense—a substance abuse evaluation and education/counseling for the student. Students who are enrolled in a class that involves co-curricular activities will remain in the class during the twenty-eight (28) days and may participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time. They may attend extra- or co-curricular practices, but not participate in performances or games. They will not be allowed to dress out but are required to remain with the group/team.

If, because of the suspension, the student is unable to participate in the activity which constitutes a portion of the student’s grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the grade as s/he would have had they been allowed to participate in the activity.

Second Offense

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 90 days from the date of the positive drug test of the second offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity which constitutes a portion of the student’s grade the student will be given the opportunity to

complete alternative assignments so that the student can earn the same grade as s/he would have had they been allowed to participate in the activity.

Third Offense

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances and competitions for the length of the student's enrollment at Pleasant Hope R-6 School District from the date of the positive drug test of the third offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in any activity which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as s/he would have had they been allowed by participating in the activity.

Drug Counseling and Assistance

The main goal of this drug testing policy is to educate students regarding the serious problems of drug and alcohol abuse. As such, drug counseling and assistance programs may be sought by the parents of any student who has a positive drug test under the policy. If requested by the parents/guardian, assistance in obtaining help for the student will be provided by the school counselors. Any costs for assistance otherwise or enrollment into any drug counseling sessions will be exclusively the responsibility of the student or parent/guardian.

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District

has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is accessible at: <https://www.phr6.org/o/phr6>.

Teaching About Human Sexuality I-120-S

Students in middle school and high school health class will be provided instruction regarding human sexuality that is appropriate for students' age and gender. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction. All curriculum materials used in the District's human sexuality instruction are available for review prior to its use in instruction.

Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Special Education Director David Dilley, 303 N Main St., Pleasant Hope, MO 65725, (417) 267-2850, ddilley@phr6.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The 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 District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District 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 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 Monday – Friday (8:00 am – 4:30 pm) in the office of the Special Education Director David Dilley, 303 N Main St., Pleasant Hope, MO 65725, (417) 267-2850, ddilley@phr6.org. Alternative times are available by request. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://www.phr6.org/o/phr6> and District Policy.

Technology F-265-S

Cell Phone Guidelines

The school offices are business offices and the telephones in those offices are to be used by school personnel for business purposes only unless the office has granted permission for an individual to use the phone.

At the Elementary and Ranch schools, cell phone use, including via wearable device that has cellular capabilities (e.g. a smart watch) by students is prohibited during school hours.

At the Middle and High Schools, the office will not interrupt teachers' classes to give messages to your child or for them to take a phone call from you due to loss of instruction time for all students. Your child will not be called to the office for you to talk with them while they are in class. The office will relay your message or pass an item onto your child. You may talk with your child in between classes or on their lunch. Enclosed in the Student Packet is a bell schedule. Please do not attempt to phone your child using cell phone technologies (voicemail, text messages, etc.) during school hours. Doing so may place your student in violation of technology use policy.

Middle/High School Cell Phone Policy

Cell Phones will be allowed before school in the gymnasium only. Once the school day starts cell phones are not allowed to be used without a teacher or school staff approval. We understand that cell phones are a convenient way to communicate with your student, but if you need to speak with them please call the school office. Discipline for unauthorized cell phone use will be as follows:

- 1st offense- Cell phone brought to office to be picked up at the end of school day.*
- 2nd offense- Cell phone brought to office to be picked up at the end of school day and phone call to Parent/Guardian.*
- 3rd offense- Cell phone brought to office to be picked up at the end of school day by Parent/Guardian.*
- 4th offense and more- Student will be assigned ISS, cell phone will need to be picked up by Parent/Guardian.*

Electronics Use

The use of earphones on electronic devices during school hours is prohibited unless preapproved by the supervisor in the area the student is currently in. Earphones are never allowed in the hallways during passing periods between classes. Earphones or Headphones that are seen being worn in the hallways will be confiscated. There is an important skill of two-way communication that is greatly affected by the use of earphones by one of the communicating parties.

Technology Devices and Acceptable Use Policy

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Technology Devices

All students will be issued a District-owned Google Chromebook and charger. In addition, students needing to access virtual courses may checkout a wi-fi hotspot with the required deposit and a completed and signed hotspot usage form. During Elementary, students are not permitted to bring these Chromebooks/chargers home; the devices must stay at school. During Middle School, students will be charged a \$25 usage fee each year in order to be allowed to bring their Chromebook and charger home; students that do not pay the fee will be required to leave their Chromebook and charger in the school library at the end of each day. During High School,

students may choose between a Chromebook usage fee of \$25 per year in order to be allowed to bring their Chromebook and charger home, or a \$50 Chromebook lease fee of \$50 per year (for a total payment of \$200), which will allow the students to keep their Chromebook and charger upon graduation. Ranch School students can pay a \$25 deposit and take their Chromebook and charger back to their dorm room to use for homework. Lost or damaged Chromebooks or chargers must be paid for in full based upon replacement costs; the first \$25 of repairs or replacement of parts will be covered by the student usage fee; however, any additional amount above \$25 will be added to the student's fines list for repayment. Any students who leave the district prior to graduation must return the Chromebook and charger or pay for the price of a replacement before any grades/transcripts will be transferred to another school. A Chromebook usage form will be provided for students and parents to sign for guidelines of usage of the Chromebook and usage fee/lease specifications.

Students who will use, or may use the computers in the lab, classroom, or library, must have their UserId, and Passwords entered into BOTH the library and computer lab systems. The two systems cannot see each other to share this information, so students must be given access to both. The UserId and Password that you use MAY NOT be shared with other students. They are for your use only. If you share your UserId and Password with other students, and they make changes on the computer system, you will be held responsible. The Congressional passage of the Children's Internet Protection Act disallows students the use of all free Internet e-mail services. Should an e-mail account be necessary, one may be set up with the approval of and by the technology coordinator.

Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

Safety and Cybersecurity

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Retention/Promotion Procedure

Student achievement of the skills for the grade to which the student is assigned and his/her readiness for work at the next grade level will be required before he/she is assigned to the higher grade. Those students who have mastered appropriate skills will be promoted and those who have not may be retained and given remedial instruction.

In recommending promotion or retention, these factors will be considered:

- A. Academic achievement in all subject areas, especially attainment of grade-level objectives, as determined by assessments, teacher assignments, and work samples
- B. Chronological age
- C. Study Habits
- D. Attendance
- E. Social and emotional maturity
- F. State-mandated requirements for middle school students

The decision for retention will be made by the principal, counselor, and the Teacher Support Team in accordance with the above referenced factors, and written notification of retention will be sent to the parent/guardian.

Library Information

Pleasant Hope Libraries Mission Statement

It is the mission of the Pleasant Hope Elementary, Middle, and High School libraries to provide a high quality library-media program in an educational environment that will promote and enrich each student’s emotional, academic, social, intellectual, and ethical growth. The program will prepare students to become productive, responsible members of our society, while encouraging students to become lifelong readers.

The Board of Education shall oversee the selection of instructional materials and those of the library media centers. The collections of books and materials will be developed systematically; ensuring that both the breadth of the curriculum is served, and the needs and interests of the faculty and students are addressed. It is the obligation of the district to provide for a wide range of viewpoints, abilities, and cultural diversity. The school library is seen as an extension of the classroom, and therefore, it is an integral part of the total curriculum. The library-media center should be used as a vehicle for students to achieve needed skills and should meet the needs of the school community in general.

Pleasant Hope Elementary School Library Policies and Procedures

It is the policy of the PHES Library-Media Center to lend items to students, teachers, and community members within the district. The Library-Media Center strives to help students become independent seekers of information and to encourage reading as enjoyment. Policies and procedures are as follows:

- Students in grades Preschool, Kindergarten, and 1st will be allowed to borrow two books or periodical at a time.
- Students in grades 2-4 will be allowed to borrow three books or periodicals at a time.
- Students who do not bring books back in a timely manner will not be allowed to check out additional materials.
- Books that have been lost or damaged are the sole responsibility of the student who has checked them out. The damaged or lost materials will need to be paid for.
- Books that have been paid for and then found within twelve months can be returned for a full refund from the board of education following the next monthly board meeting.

Students moving to the middle school will not be allowed media center privileges until all books and materials have been returned or paid for at the elementary school they previously attended.

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the Apptegy school notification app to notify students and parents/guardians. Announcements will also be made on local TV and radio stations, the District website, Facebook, and other District social media pages. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Arrival and Dismissal Procedures

Elementary Students

Students should arrive at school on time and not leave the school grounds without permission from the principal's office before the end of the school day. Students cannot be at school unsupervised before 7:30 a.m. and therefore should not be dropped off before this time. Breakfast is served from 7:30 to 7:55 a.m. At the end of the day, students not riding the bus should be picked up promptly at 3:19 pm.

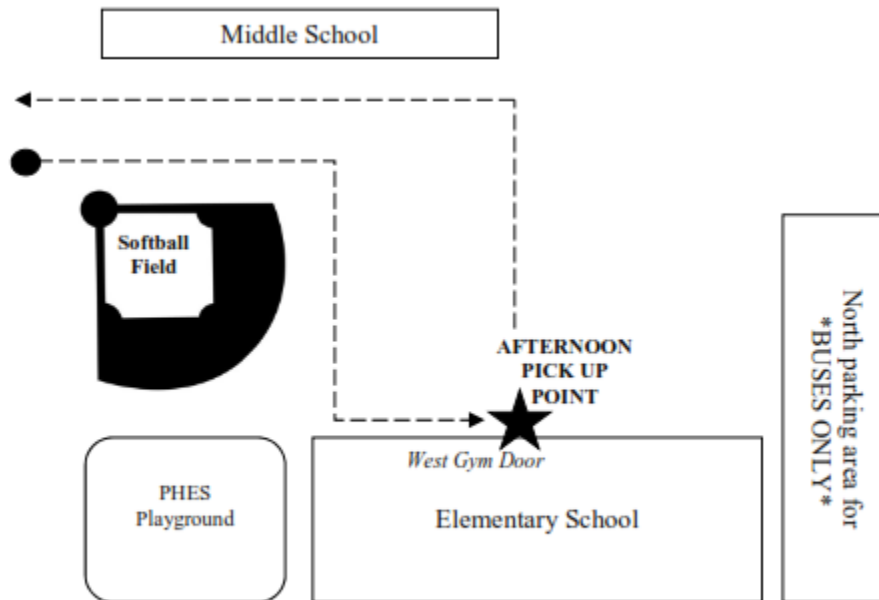
When a student arrives in the morning, they will either go to breakfast or report directly to their classroom. On Mondays, students will report directly to the gym for Morning Gathering instead of going directly to the classroom. Parents may visit for Morning Gathering each

Monday. Visiting parents will sit in the bleachers and students are to sit with their class. This is an opportunity for students to visit and make connections with students in their class.

At the 7:55 a.m. bell, the students will recite the Pledge of Allegiance. It is requested that all parents exit the gym and return to the front of the building when the Pledge ends. To preserve instructional time, parents will not be permitted to return to the classroom with their child.

Elementary Student drop-off and pick-up

For the safety of our students, parents transporting children to school are required to drop off students in the South parking lot only (located next to the playground) no earlier than 7:30 a.m. After school, students riding home in cars will be released at 3:26 p.m. (10 minutes before the bus riders) and will be picked up at the west gym doors. Parents and guardians picking up students after school are asked to follow the “car rider procedure” listed below for the safety of all students. Parents will arrive in the car rider lane shown below and remain in their vehicles. The duty teachers will release students as their vehicle proceeds around the car rider lane, parents will exit, and the parent in the next vehicle will receive their student and exit. If a parent needs to come into the school at the end of the day, they are asked to locate a parking space and not leave their vehicle in the car rider lane before going to the office. Students will only be released from the office before 3:00 p.m. After this time, parents picking their child up in the office will need to wait for all car riders to be safely out of the way. The North parking area is designated for school buses, deliveries, and traveling teachers only.



Please comply with these safety procedures for student pick-up. Thank you!

Elementary Student sign-in/sign-out

We encourage students to attend school daily and to be in school for the entire session. However, if it is necessary to bring a student late or to take a student out before the regular dismissal time, please come by the elementary office to sign your child in/out. Teachers will not excuse students without permission from the office. To assure student safety, any student being picked up after school by a third party, staying for programs after school or having a change in transportation must have a note stating the change or they will be sent home their regular way.

Middle School Students

Any student arriving before the first bell should remain in the commons area. Students should not arrive at the middle school earlier than 7:25 a.m. Breakfast is served from 7:25 to 7:45 a.m. If a student's bus arrives early or the student should arrive early then he/she is to report directly to the commons and wait for the first bell. After arriving on school grounds, students are not to leave unless permission is granted from the office.

No student should be in the building after 3:37 p.m. unless requested by a teacher or participating in a supervised activity. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day.

High School Students

We operate a closed campus policy. Students should not arrive at the high school earlier than 7:00 a.m. Breakfast is served from 7:20 to 7:40 a.m. Students must stay on the school grounds from the time they arrive until dismissal at 3:31 p.m. or until they are picked up by parents or go home on the bus. Students must bring a written parental request to the office to leave the campus for any reason. If it is necessary to leave school for any reason, a permit must be obtained from the office. The student must sign out in the office. Students are not permitted to leave school during lunch period, nor will students be allowed in the parking lot at any time during the school day without a pass from the office.

Deliveries

The District discourages the delivery of flowers and/or balloons to students in our buildings, as they may cause distractions. We will not take helium balloons or flowers to students in classrooms. If deliveries are made, they will be stored and picked up by students at the end of the day. These items can present safety hazards on the bus and to other students who may have allergies. Please make transportation arrangements for your child if you are sending something for a special occasion. If transportation arrangements are not made, delivered items will be kept at school until picked up. We encourage parents and others to celebrate special occasions outside the school setting.

Building Information

Grading, Reporting System, and Academic Policies

Pleasant Hope Elementary School:

- Attendance
If a student's cumulative attendance drops below 83%, an attendance hearing will be scheduled with the student's guardian and a school official.
- Grades
Pleasant Hope Elementary School will send home progress reports quarterly, at the end of each nine-week period. The grade card will indicate the mastery of the grade level content studied during the quarter.
- Grading system
The quarterly grade will be based on many factors including: content-based assessments – written and oral, class participation, project-based assignments, satisfactory completion of assigned class work and homework. Grading will not be used as a tool for disciplinary action.

Special symbols and terms appropriate to the educational program are used to indicate student progress. Exceptional pupils shall be graded according to their I.E.P. (Individual Educational Program).

- Parent/Teacher conferences
Pleasant Hope Elementary School will conduct parent/teacher conferences in October and February. All parents should meet with their child's teacher and discuss his/her progress in school. PHES believes that communication between parents and teachers is critical to the academic success of each child.
- Daily work policy
All work not completed during the work period will be the responsibility of the student to complete. Each teacher has his/her own policy concerning the method used to complete assignments which are incomplete.
- Positive Behavior Support
Positive Behavioral Support is a process for creating safer and more effective schools. The process focuses on improving a school's ability to teach and support positive behavior for all students. PBS is a team based process for systematic problem solving, planning and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach and students can learn.

PBS has three core values:

Be Respectful: This includes following directions, using appropriate language and kind words.

Be Responsible: This includes actively participating, coming to school prepared and setting a good example.

Be Safe: This includes keeping hands and feet to yourself, walking on the right side of the hallway, entering and exiting the building in an orderly fashion and reporting any incidents.

Students are expected to honor these core values in various school related settings including the classroom, encore classrooms, hallways, cafeteria, bathrooms, buses and school grounds.

The focus of this approach is acknowledging and rewarding students for consistent positive behavior. We utilize a multi-tiered approach for students needing behavioral interventions.

Tier 1 - The Pirate Patch serves as positive behavior recognition to encourage all students to consistently demonstrate PBS's core values. When a classroom earns 500 Pirate Patches the class earns a chance to "Spin the Wheel" at Morning Gathering on Tuesdays to determine their reward for their positive behavior.

As part of the PBS process, teachers and other staff members use evidence-based practices to increase student learning and decrease student classroom disruptions. To keep students following the rules in a positive manner, we constantly teach and refer to our school-wide expectations while striving to provide students with more praise than correction.

Tier 2 - Tier 2 serves those students who may need more support than just the pirate patches and other school-wide practices. This support can be gained in two ways, either through participating in a Check-In, Check-Out or a Check and Connect.

Check-In, Check-Out (CICO) - CICO is a group-oriented program that provides constant observations across multiple settings throughout the day. Students participating in CICO meet with a staff mentor once in the morning and once in the afternoon. During these meetings, mentor and student discuss the school-wide expectations and how best to meet them throughout the day.

Morning meetings are designed to discuss expectations for the day that are displayed and documented on a Daily Progress Report. Participants are awarded up to 9 points per targeted time and receive all 9 points if they are successfully meeting expectations for that time. During the Check-Out meeting, the points are added up and the points received are divided by points possible to achieve a percentage. Participants' goals are based on the percentage of points they earn throughout the day. Throughout the day students receive regular prompts and feedback from teachers for meeting the behavioral expectations. The afternoon meeting consists of discussing the student's progress

throughout the day, building a relationship while also discussing expectation goals that were made and ones that were not.

Identification for participating in CICO is based on a documented Office Discipline Referral form after a student has received 10 minors. The behavior of obtaining teacher/peer attention or avoiding work/tasks is addressed during both morning and afternoon CICO meetings. CICO sheets are sent home every evening for parents to review, sign, and send back the next day.

Check and Connect - Check & Connect is a structured mentoring program designed to enhance student engagement with school and learning, promote student competence, and provide persistent support for academic and behavioral standards and expectations. Staff mentors meet with participants on a weekly basis to review risk factors and check-in with the students. Progress is recorded on the “Check” section of the Monitoring Sheet. Mentors record focus of contact with the student in the “Connect” section of the Monitoring Sheet. The “Connect” component consists of the Mentor building relationships with the student, helping the student participate in school, providing teaching on appropriate problem solving skills, assisting in the setting of educational goals, and working collaboratively with families.

To be successful, our behavior program needs to be a partnership between home and school. Please support PBS at home by doing the following:

- Review behavior expectations (Pirate ARRS - Always Respectful, Responsible, Safe) with your child.
- Using the three expectations at home.
- Providing positive reinforcements at home.
- Sharing comments with or asking questions about PBS.

Together we can achieve more!

- Reading Retention Law

Students not reading at grade level or above at the end of the third grade year shall be given a reading assessment or set of assessments within forty-five (45) days of the end of the third grade year; the method(s) of assessments shall be determined by the District. The following students are exempt from the reading assessments:

- Students who have an Individualized Education Program (IEP).
- Students who are receiving special education services pursuant to Section 504 whose service plan includes an element addressing reading.
- Students who have limited English proficiency.
- Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students.

Students whose third-grade reading is below second grade level shall be required to complete at least thirty (30) additional hours of reading instruction or practice outside the regular school day during the fourth grade. The District may also require the student to attend summer school for reading instruction as a condition of promotion to fourth grade. A student who does not attend the required summer school instruction in reading may be retained. DESE may, subject to appropriation, reimburse the extra costs incurred in providing the additional thirty (30) hours of reading instruction or practice.

Another reading assessment shall be given within forty-five (45) days of the end of the fourth-grade year. If the reading is below the third grade level, the fourth grade student shall be required to attend summer school for a minimum of forty (40) hours of reading instruction and practice; a student who does not attend the required summer school instruction in reading may be retained. At the end of the summer school instruction, the student shall be given another reading assessment. If the student's reading remains below the third-grade level, the District shall notify the student's parents/guardians, and the student shall not be promoted to the fifth grade. Mandatory retention shall only apply to fourth grade students whose reading remains below the third-grade level. No student shall be denied promotion more than once solely for the inability to meet the reading standards.

The District shall provide reading improvement plans to all students entering the fourth, fifth or sixth grades that are not reading at grade level and shall offer summer school reading instruction to any student with a reading improvement plan. Any student may be retained if he/she has not fulfilled a required summer school attendance for reading instruction. This process shall be repeated, as necessary, through the end of the sixth grade, with the target grade level rising accordingly. The permanent record of a student determined to be reading below the fifth-grade level at the end of the sixth-grade year shall carry a notation advising that such student has not met the minimal reading standards. The notation shall stay on the student's record until such time as the District determines that the student has met the District's minimal reading standards. The District shall inform the parents/guardians of the methods and materials used to teach reading in kindergarten through fourth grade in terms understandable to a layperson; shall inform the parents/guardians of those students for whom a reading improvement plan is required; and upon request shall inform parents, patrons or the media the number and percentage of students receiving reading remediation. Students who receive reading instruction outside of the normal school hours shall be counted for average daily attendance for state school aid.

- *Curriculum:* The curriculum at Pleasant Hope Elementary is designed to be sequential from Kindergarten through graduation. It is directly correlated to the Missouri Learning Standards and the Missouri Assessment Program (MAP). The outline of the skills that students will be taught/tested at each grade level are available on the Missouri Department of Elementary and Secondary Education website (DESE) at: <http://dese.mo.gov/college-career-readiness/curriculum/missouri-learning-standards>. Copies of this outline are also available in the office upon request. It is suggested that

you read through these periodically throughout the year to assist you in assessing your child's progress towards the year's goal.

- *Elementary Field Trips*

Elementary field trips are under the same guidelines as athletic event trips. Students should ride to and from the field trip/event on the school bus. Parents/guardians will not ride to and from the field trip/event on the school bus, they are required to transport themselves and meet at the location. If a parent/guardian wishes to take their child from the field trip/event, they must sign them out on a sign out sheet. ***ONLY*** a parent or legal guardian listed on their enrollment form will be allowed to take a child from the event. Parents/guardians will not be permitted to transport or chaperone students other than their own.

- *Parties/Celebrations*

Pirate Pride Assemblies

Pirate Pride Parade Assemblies will be scheduled periodically throughout the year to celebrate a wide variety of student successes in our school.

Special Party Days

There are two parties that room parents assist with during the year: The Elementary Fall Party (October), and the Friendship Party (February). Parents are encouraged to volunteer as room parents through the Parent Teacher Organization (PTO). For more information about how to become involved in our PTO, please contact the office.

Birthday Parties

Birthday Parties are not permitted at school. Each classroom teacher will designate one day per month to celebrate birthdays. On this day, parents may send a prepackaged snack for the class. In order to protect instructional time, birthday snacks are held with the students and teacher only. Guests are not permitted.

Pleasant Hope Middle School:

- *Course Syllabus*

At the beginning of the school year (or at the beginning of each course), teachers will provide a written syllabus for each course taught. Students and parents should be familiar with information provided for each course for which the student is enrolled.

- *Marking System*

Each student is encouraged to attain the highest level of achievement of which he/she is capable. Competition against his/her own record for self-improvement and the satisfaction that comes from performing each task well is an important goal for each student. An A-F grading scale will be utilized to calculate the overall grade for each quarter. The grade will be calculated by percentage on their performance on assessments throughout each quarter.

- Grade Percentages

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

Pleasant Hope High School:

- Identification Cards/Badges

Student ID's will be required to be worn at all times while at school. Certain classes will allow them to be left aside during that class. They should be worn at all times when in the hallway or to leave a classroom. ID's are the responsibility of students to keep track of. If a student loses an ID, replacement ID's will cost \$3.00. If the old ID is returned, the \$3.00 will be refunded at that time. In our era of school security and keeping students responsible please remember to wear your ID lanyard around your neck at all times. If a student fails to have their ID on after being given the opportunity to get a new ID they will be placed into In-School-Suspension for the next day if they do not have it the following morning. Students taking another student's ID will be subject to theft and appropriate suspensions at that time.

- Classification of Students

Classification of students in the Pleasant Hope High School is on an annual basis. Those who have completed satisfactorily the eighth grade in an accredited school will be classified as ninth graders. The classification of students above the ninth grade will be determined by the number of units satisfactorily completed, including required courses at any given time, as follows for class of 2021 through 2024:

- 0 to 6.5 units.....9th Grade
- 7 to 13.5 units..... 10th Grade
- 14.5 to 20.5 units.....11th Grade
- 21 to 32 units.....12th Grade

Reclassification will only be considered for those students who have not advanced in class status due to failures. Reclassification will be made at semester, if the student is short ½ to 1 credit and has passed all subjects at semester, and then their case will be reviewed by the principal and counselor for possible reclassification.

- Course Syllabus and Progress Report

At the beginning of the school year (or at the beginning of each course), teachers will provide a written syllabus for each course taught. Students and parents should be familiar with information provided for each course for which the student is enrolled. Students will also receive a progress report outlining the essential learning outcomes for the school year in their courses so they have an idea of the types of skills and concepts they are to master throughout the year.

- Marking System

Each student is encouraged to attain the highest level of achievement of which he/she is capable. Competition against his/her own record for self-improvement and the satisfaction that comes from performing each task well is an important goal for each student.

Scholarship marks are given in comparison with the standards of achievement expected of a student in the grade level of his/her classification and in comparison with others in the class. In order that indication of achievement may be recorded and made available for reference when needed, the following system is used: A-Excellent; B-Superior; C-Average; D-Below Average; I-Incomplete; F-Failure. Incompletes for Semester Final Grades must be made up within 5 school days after the submittal of semester grades.

After one week concluding the end of the first semester, all "I"s, will be calculated as an "F" in determining the official GPA and class rank for that semester. A student may appeal for more time under extenuating circumstances to a committee made up of the principal, counselor and affected teachers. An "I" does not generate credit. If additional work is completed, either in summer school or on personal arrangements with teachers, these "F"s can be changed on an individual basis. The official rank for that semester, however, will not be adjusted.

Final examinations, or other appropriate evaluative activities, are to be administered in all high school classes at the close of each semester. If a student has an 80% average in the class and 98% attendance for the entire semester, the student will be exempt from taking the final. The final examination should be comprehensive in nature and should account for 10% of the total grade. If a student is absent on the day of the final exams, he/she must present a doctor's note or have the absence prearranged through the office in order to make up the final exam.

Reports of student progress in scholarship and in study and work habits are made at each marking period.

- Attendance
At the high school level, any students falling below 90% cumulative attendance for a semester will be subject to loss of credit in that class.
- Academic Ethics
Pleasant Hope High School promotes academic honesty. Cheating and plagiarism will not be tolerated. Plagiarism will result in the grade of zero for that assignment. Violations of academic ethics will be handled at the discretion of the teacher and may be subject to referral to the administration. Students participating in the A+ Program must maintain a record of “good citizenship” to qualify for post-secondary financial assistance. To qualify for the A+ financial incentive, a student’s behavior shall be in compliance with the Board of Education policies, the Pleasant Hope High School Guidelines on student discipline as outlined in this handbook, the A+ School Guidelines, the Safe Schools Act, and state and local regulations and laws.
- Weighted Grades Computation
The following classes have been identified as “Honor” classes: English IV, Math/Analysis, AP Calculus, Pre-Calculus, Physics, Chemistry II, Science Research, Psychology, Accounting II, Advanced Spanish, and approved dual enrollment. Honor classes will receive additional grade points in recognition of the additional efforts needed for the class work involved. The following scale will be used when figuring grade point averages:

Letter Grade	Standard Point Value	Honor Point Value	Grade Percentage
A	4.0000	5.0000	94-100%
A-	3.6660	4.6660	90-93%
B+	3.3330	4.3330	87-89%
B	3.0000	4.0000	84-86%
B-	2.6660	3.6660	80-83%
C+	2.3330	3.3330	77-79%
C	2.0000	3.0000	74-76%
C-	1.6660	2.6660	70-73%
D+	1.3330	2.3330	67-69%
D	1.0000	2.0000	64-66%
D-	0.6660	1.6660	60-63%
F	0.0000	0.0000	0-59%
I	Incomplete Grade		

Honor points will be averaged into class rank to determine Valedictorian and Salutatorian status and class ranking. Students must be enrolled by the 10th day of the school year of their senior year to be eligible for salutatorian and valedictorian status. Salutatorian and Valedictorian will be awarded based on weighted GPA computed at the end of the 7th semester or the first semester of their senior year.

- **Academic Letter Requirements**

In order to qualify for an academic letter the student must have earned at least 7.0 units of credit for the year (except for senior year) and achieved a yearly grade point of 3.666 with no semester grade lower than a “B”. Students must be enrolled in regular education classes to qualify for the letter.

- **Changing Schedules**

Students will have one day to arrange a change in their schedule at arena scheduling during the first week of classes each semester. This will be the one opportunity to change to a different class with teacher permission. Changes will only be allowed for lack of a required course, repeating a course for a better grade, or failing a class at semester. Any other changes will only be done with permission from the principal and teachers. Some classes are full and by nature cannot be added to and some classes have a minimum number of students that must be maintained. If a student drops a class at any time after the first 10 days of the semester an “F” will be recorded on the transcript. This “F” will be included in computing the GPA.

- **Student Parking**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student’s automobile on school premises may be searched if the school authority has a reasonable suspicion to believe that illegal, unauthorized or contraband items are contained inside.

Students who drive a motor vehicle to school must know and obey the following rules:

1. Each student must register the vehicle each school year. Registration blanks may be obtained in the office.
2. Each student must park in the assigned parking area correctly.
3. Sitting in cars during the school day is not permitted.
4. Students may not enter the parking lot during the school day without permission of the office.
5. Motorized vehicles of any type are not allowed anywhere except on school driveways or parking lots. This includes snowmobiles, motorcycles, motorbikes, etc.
6. Speeding or careless driving on the school grounds is dangerous and could easily jeopardize other students and therefore is not permitted.
7. Driving from the school grounds during school hours or entering a vehicle and driving on school grounds during the school day is not permitted. People riding and/or driving vehicles contrary to this regulation are considered equally at fault.
8. Students not obeying these rules will be subject to suspension of driving privileges, detention or suspension.

- *Vo-Tech Students*

Vo-Tech students will attend PHHS on a regular basis. In order to attend Vo-Tech a student must be in attendance at PHHS (exception-funeral, doctor appointment with note, court appearance with note). Students must also remain at school through study hall like non Vo-Tech students if an occurrence arises that prevents them from attending Vo-Tech on a certain day. On early out days Vo-Tech students are assigned to the library when the schedule is rearranged. All students enrolled in the Ozarks Technical College shall ride the school bus provided by the District. Before permission may be granted for a student to drive to Vo-Tech, the student must first receive permission 24 hours in advance from parents and OTC via a drive slip before the building principal will consider the request, and a parent/guardian (or the student if 18 years of age or older) must sign the release form included at the end of this Handbook. The exception will be made only on rare occasions and if it is abused the privilege will be lost. Any student driving to or riding home from Vo-Tech without permission will be considered truant from school. When OTC is in session and PHHS is not, students must still attend OTC as the bus will be going. When PHHS is in session and OTC is not, OTC students are not required to be at school until their classes begin at PHHS. On snow cancellation days or other cancellations, no bus will be provided to attend OTC for the students.

- *College Day*

A senior, upon approval from the counseling office may take 2 college days and Juniors may take 1 college day that will not be counted as an absence. Each additional college day will be an absence with prior approval. All college days must be prearranged with and approved by the teachers. Students must bring back verification from the college or university they attended and present it to the counselor's office the next school day. No College Day will be granted after May 1st.

- *A+ Program S-130-S*

A+ Program Description

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

A+ Program Requirements

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted, non-cumulative GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the

avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through on the District website <https://phhscounselingcenter.weebly.com/a.html>, or the high school counselor, and/or the District A+ Coordinator, Mr. Chris Lankford, clankford@phr6.org, (417) 267-2271, ext. 2302.

- *Graduation Requirements I-190-S*

Graduation Exercises

The Board approved minimum requirements for graduation are listed below (specific subject area requirements are in “The Plan Book”), and passing proficiency exams over the Missouri and the United States Constitutions and a course on the institutions, branches and functions of the government of the state and the United States government and the electoral process. In addition, students must complete the four required EOC exams. The student will receive a diploma if the student has met the Pleasant Hope R-VI School District’s graduation requirements.

Early graduation: Students who wish to graduate early will be required to meet with the guidance counselor and submit written notification to the principal. The guidance counselor will notify the student’s parents or guardians of the student’s decision if the student is a dependent. The student will receive a diploma if the student has met the Pleasant Hope R-VI School District’s graduation requirements. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies, prom, and other senior related functions, but will be considered an alumni for all other activities.

All students who have successfully completed the graduation requirements for a high school diploma and are in good standing may participate in graduation exercises. However, any student who has otherwise met all scholastic requirements for graduation will be granted a diploma, whether or not participating in graduation exercises.

Graduation Credit Requirements: 26 credits

English - 4 Credits (English 1 & 2 are required)

Social Studies - 3 Credits (American Government is required)

Science - 3 Credits (Biology is required)

Mathematics - 3 Credits (Algebra 1 is required)

Health - 0.5 Credit

Physical Education - 1 Credit

Personal Finance - 0.5 Credit

Fine Art - 1 Credit

Practical Art - 1 Credit

Electives: 9 Credits

Graduation for Students Eligible for Services under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

Pleasant Hope Ranch School:

- *Pleasant Hope Ranch School Visitors*
Permission must be obtained from the Director of the Good Samaritan Boys Ranch and/or the Principal of Pleasant Hope R-VI Ranch School prior to an on-campus visit; this policy applies to parents/guardians, board members, volunteers, and other patrons of the schools
- *PHRS Reward and Restorative Discipline Practice*
Bi-Weekly Reward System
 - The student cannot have **any** ISS or OSS visits
 - **The student must have less than 5 task masters (OPEN SCHOOL ONLY)**
 - The students must be passing academic courses (70% or higher)--no school deficiencies
 - *Brain Breaks*
 - Student focus and attention activities through the use of “brain breaks” should be utilized when the classroom environment seems to be overstimulated, anxious, highly confused, or overwhelmed. Brain breaks can be used to restore the emotional state needed and stimulate the brain to return to learning.
 - Brain breaks should be between 10 and 20 minutes, and should be utilized approximately twice daily.
 - See the list of “BRAIN BREAKS” for specific brain break activities or focused-attention practices for de-escalation.
 - *PBIS*
 - The effectiveness of PBIS in a decrease of students’ negative outcomes such as expulsions, office discipline referrals (ODRs), and suspensions has been reported in an extensive body of research. At high-need schools, students may experience poor school climate resulting from power

- struggles between adults and students, an emphasis on reactive disciplinary procedures, and poor morale. When there is misalignment between behavior expectations across the home, community, and school settings, schools need to focus on explicitly teaching students new, appropriate skills; use consistent language when referring to expected behaviors; and provide effective and regular reinforcement when positive, expected behaviors occur.
- The PHRS PBIS Student Rewards and Expectations guide should be utilized to reinforce positive student behaviors.
 - Students will visit the school store bi-weekly (see library schedule) to spend their PBIS points towards positive rewards; utilize the PHRS Treasure Chest Check-Out Slip to prepare for school store visits.
- *Take 5's*
 - Take 5's are mental and emotional "reset" stations located in every PHRS classroom. These stations should be utilized when a student becomes overstimulated, anxious, or overwhelmed in order to allow the student the time, space, and attention needed to return to learning.
 - The PHRS "Take 5" Guidelines should be utilized when a student is in the early stages of escalation. A clear process for utilization of "Take 5's" should be established with students in each classroom.
 - Take 5 Stations include the following: 1) desk/chair/bean bag/etc., 2) storage tub: the tub contains resources for 5 activities: coloring, breathing, resting, journaling, fidgeting AS WELL AS a timer.
 - *Cool Downs*
 - Cool Downs are another mental and emotional "reset" opportunity for trauma students. Cool Downs are taken in the PHRS Library (or ISS Room, if the library is unavailable) in order to allow the time, space, and attention needed to return to learning. Cool Downs should be offered or assigned after Tasks are given or if a student is escalating or overwhelmed.
 - The PHRS Cool Downs - Restorative Discipline guide sheet should be followed in order to implement Cool Downs effectively.
 - Once students reach the Cool Down location, they will set a timer, select a sensory activity tub, and then process the situation with the Cool Down Coordinator in order to make sure that they are ready to return to learning. Typically, Cool Downs will last 30 minutes; this will be determined by the Coordinator.
 - ISS Interventions
 - Sending teacher must first communicate what the intervention is being assigned for as a result of a specific behavior
 - Give the student appropriate wait time to de-escalate, which would be approximately 10 minutes (the student can read, draw, pluck a guitar, utilize a manipulative, lay their head down, etc.)
 - If the student is very dysregulated, utilize distraction, exercise, and cool-down techniques to help them regulate
 - ISS TEACHER:

- Allows the student to explain their point of view/summary of the situation (written)
 - Repeat what they told you and identify issues (why the behavior isn't okay, how it affects others--see from others point of view, alternate acceptable behaviors/coping skills.
 - Help create empathy for the caring adults that invests in them (teachers, intervention teacher, me)
 - Give them examples of how we are all needing to utilize coping skills, mutual respect, workplace readiness skills, interpersonal skills
 - Allow 5-10 minutes for the student to reflect on the conversation (silently); **also, allow the student to write a note to the administrator with any additional ideas for how we can better help them, if they would like to!**
 - Send the student back to class (escort if concerned about the student; call ahead and send with a pass either way)
 - If the student is not participating appropriately in the intervention, then the ISS teacher will communicate that it now counts as an ISS visit.
- Marking System
Each student is encouraged to attain the highest level of achievement of which he is capable. Competition against his own record for self-improvement and the satisfaction that comes from performing each task well is an important goal for each student.

Scholarship marks are given in comparison with the standards of achievement expected of a student in the grade level of his/her classification and in comparison with others in the class. In order that indication of achievement may be recorded and made available for reference when needed, the following system is used: A-Excellent; B-Superior; C-Average; D-Below Average; I-Incomplete; F-Failure. Incomplete grades will remain as "I"s, converting to "F"s before the next progress period if a reasonable attempt(s) to remove the "I"s has not occurred.

Reports of student progress in scholarship and in study and work habits are made at each marking period.

- Academic Ethics
Pleasant Hope Ranch School promotes academic honesty. Cheating and plagiarism will not be tolerated. Plagiarism will result in a grade of zero for that assignment. Violations of academic ethics will be handled at the discretion of the teacher and may be subject to referral to the administration.

Athletics & Extracurricular Activities:

Missouri State High School Activities Association (MSHSAA) Activities

The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at

<https://www.mshsaa.org/resources/pdf/Official%20Handbook.pdf>.

Middle School Activities

Each middle school student is urged to join clubs and participate in extracurricular activities. Join activities that interest you. When you commit yourself to an activity, you owe your best efforts not only for the benefit of the club, or activity, but also for yourself. Extracurricular activities are all those activities connected with the Pleasant Hope School system but not part of any class nor used in determining any class credit or grade. Co-curricular are all those activities connected with the Pleasant Hope School System, which are a mandatory part of a class, used to determine class credit or grade. **Attendance at middle school dances will be limited to students who are in good standing academically and in terms of behavior.** Students must be present at school the day of the dance or the day prior if on a weekend to be eligible to attend. If a student goes home sick the day of the dance they may not attend that evening. However, if a student was absent the day of the dance due to a scheduled doctor visit, the student may be able to attend provided a doctor excuse is provided to the principal. Participation in some activities also falls under the guidelines, rules and policies of the Missouri State High School Activities Association.

Student Athletic and Activities Standards (MSHSAA Bylaws 213.0)

Participation in interscholastic athletics is a privilege and carries with it responsibilities to the community, staff, and students. The following standards define expectations for athletes who represent our school through participation in these activities in grades 7-12. The list is not all-inclusive and does not specify additional standards set forth by coaches. Athletes must also meet the eligibility requirements of the Missouri State High School Activities Association. If standards are violated, the athlete may be restricted from practicing, competing, or representing the team. Penalties noted below will apply unless extenuating circumstances are present.

- 1. Academics: Athletes must be good students.**
Athletes in grades 7-8 must be enrolled in a normal course load and have been promoted at the end of the previous year. **Athletes must have** no more than one BL to be the academically eligible for the current cycle. A student will be allowed to practice while ineligible but will not be allowed to participate in contests.
- 2. Attendance: Athletes will attend school on the date of an activity.**
If an athlete misses class on the date of a contest he or she will not be eligible on that date and cannot be eligible again until the student attends a full day of classes without an absence.
- 3. School Conduct: Athletes must be good school citizens.**
Athletes may not represent the school (practice or in games) while on in-school or out-of-school suspension. Excessive discipline referrals (5 or more) or a second out-of-school suspension may result in loss of eligibility for 10-20 school days.
- 4. Out-of School Conduct: Athletes must be good citizens of the community.**
Any athlete who is arrested or charged with a misdemeanor (except minor traffic violations) or felony must inform the coach or principal the next school day. If there is credible evidence of guilt the student may lose their eligibility for 10-180 school days.
- 5. Substance Abuse: Athletes must not abuse illegal or controlled substances.**

Athletes must participate in the district's random drug testing program. Athletes found to be in possession or use of alcohol or any illegal controlled substance will be ineligible to compete for a minimum of 10 school days on the first offense. The second offense will result in loss of eligibility for a minimum of 60 school days. All policies and standards for athletics will apply to student social functions such as dances and lock-ins.

Extra-Curricular Eligibility Policy

Students must pass 80% of available credits the previous semester to be eligible to participate in extracurricular activities the current semester. The eligibility of students receiving special services will be subject to the above procedures unless stipulated by the IEP. Summer School classes can make up for failing grades that were attained during the first or second semester through credit recovery for core classes only or those classes required for graduation purposes.

High School Activities

Each high school student is urged to join clubs and participate in extracurricular activities that interest them. When students commit themselves to an activity, they owe their best efforts not only for the benefit of the club, or activity, but also for themselves.

Extracurricular activities are all those activities connected with the Pleasant Hope School system, but not part of any class nor used in determining any class credit or grade. Co-curricular activities are all those activities connected with the Pleasant Hope School System, which are a mandatory part of a class, used to determine class credit or grade.

Attendance at high school dances will be limited to current attending students in grades 9 through 12, and graduated students through the age of 20. Students that have dropped out of school will not be allowed to attend. Outside date approval forms must be turned in by the date designated by the office. For prom, Pleasant Hope High School freshmen and sophomores are considered outside dates.

As mentioned above, participation in some activities also falls under the guidelines, rules and policies of the Missouri State High School Activities Association.

All school policies will be followed by students and their guests. Pleasant Hope High School students may be held responsible for the actions of their guests.

Student Athlete Standards

Participation in interscholastic athletics is a privilege and carries with it responsibilities to the community, staff, and students. The following standards define expectations for athletes who represent our school through participation in these activities in grades 9 – 12. The list is not all-inclusive and does not specify additional standards set forth by coaches. Athletes must also meet the eligibility requirements of the Missouri State High School Activities Association. If standards are violated, the athlete may be restricted from practicing, competing, or representing the team.

1. High School athletes must have successfully completed courses earning a minimum of 80% of their credits in the preceding semester and must be enrolled in

courses earning a minimum of 80% of their credits in the current semester. A student who is ineligible academically may be required to attend tutoring and can still participate in practices but will not be allowed to participate in contests.

2. If a student misses class on the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date and could not be certified eligible again until the student attends a full day of classes without an unexcused absence.
3. Athletes may not represent the school (practice or in games) while on out-of-school suspension.
4. All athletes must have on file with the athletic director a current physical examination. Physicals are now good for a period of two years. Any student that had a physical after the date of June. 1, 2018 will be cleared until two years from the date of the physical. The student and parents will have to verify insurance and sign concussion protocol forms each year still. Anytime a student sees a physician for an injury he/she may not resume activity until the doctor issues a written release.
5. Any athlete who is arrested or charged with a misdemeanor (except minor traffic violations) or felony must inform the coach or principal the next school day. If there is credible evidence of guilt the student may lose their eligibility until the matter is resolved.
6. Athletes must participate in the district's drug testing program.
7. If transportation is necessary, a school bus shall be used. Students are to ride the bus to the activity. Other arrangements will have to be made ahead of time with written and verbal consent of the parent.

Extra-curricular Activities and Clubs

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

District Policy Information

Asbestos F-215-P

The District is providing its yearly notification to parents that the District will maintain a copy of the Asbestos Management Plan in the Superintendent's office, and a copy in each District building.

English Language Learners S-150-S

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

For more information about the programs for students with LEP or assistance for families, please contact:

Name: David Dilley, Special Education Director
Address: 303 N. Main Street, Pleasant Hope, MO 65725
Phone #: (417) 267-2850
Email: ddilley@phr6.org

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building principal.

All District policies can be located at: <https://www.phr6.org/o/phr6>.

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on

race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
Fax: (202) 690-7442; or
Email: program.intake@usda.gov

This institution is an equal opportunity provider.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

**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 programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	Complaints filed with the Department 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V
² In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

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

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

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
2. 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:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **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 public record and may be made available to parents, teachers, and other members of the general public.
5. **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).
6. **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.

Pleasant Hope Elementary & Ranch School Title 1.A Information

Pleasant Hope Elementary & Ranch School are Title 1.A schools and received federal funding for this program. Below are some details about Title 1.A and why PHES and PHRS qualify.

- “Title I” is the federal program that provides funding to local school districts to improve the academic achievement of disadvantaged students.
- It is part of the Elementary and Secondary Act first passed in 1965.
- The Act is reauthorized by Congress from time to time, and often given a new name. It was known as the No Child Left Behind Act. It is currently the ESSA (Every Student Succeeds Act)
- Section A of Title I provides federal grants for states to distribute directly to local school districts.
- This is by far the largest source of federal money for local schools.
- School districts do not have to apply for Title I funding as they would have to for a competitive grant. It is intended to improved academic achievement among disadvantaged students.
- “Disadvantaged” students are those who come from low-income families, are in foster homes, or are neglected or delinquent, or who live in families receiving temporary assistance from state governments.
- Parents of each student attending a school receiving Title I.A funds may request information regarding the professional qualifications of the student’s classroom teacher. This information will be provided upon request.
- Title allocations are spent on the following;
 - Supplemental instruction salaries/benefits
 - Instructional materials and supplies
 - Professional development
 - Parental involvement
 - Homeless resources
- The funding is distributed to local school districts based upon two factors:
 - Total enrollment numbers
 - Percentage of census poverty children

If you have any questions in regards to Title I.A please feel free to contact the school offices.

Jessica Johnson, Elementary School Principal, (417) 267-2277

Ty Smith, Ranch School Principal, (417) 376-3000

Staff Lists

Pleasant Hope Administrative Team

TITLE	NAME	Email Address	Phone:
Superintendent	Shaundra Ingram	singram@phr6.org	ext. 2101
Administrative Assistant	Lynn Eagon	leagon@phr6.org	ext. 2100
Administrative Assistant	Anna Nold	anold@phr6.org	ext. 2102
Bookkeeper	Vanessa Myers	vmyers@phr6.org	ext. 2103
Student Services Director	David Dilley	ddilley@phr6.org	ext. 2104
Special Education Coordinator	Stephannia Severs	ssevers@phr6.org	ext. 2107
Technology Coordinator	Frank Swinney	fswinney@phr6.org	ext. 2106
Maintenance Director	JR Kyle	jrkyle@phr6.org	ext. 2105

Pleasant Hope Elementary School

Service Team

Jessica Johnson, Principal
Brenda Tucker, Secretary
Shauna Barrera, Counselor
Karie Kaiser, Nurse
Karen Hicks, Library Media Specialist
Ali Nimmo, Day Custodian
Warren Eagon, Night Custodian
Dala Wiegert, Night Custodian

Preschool

Stacy Burdette, Teacher
Jayme Miner, Aide
Stacey Redmon, ECSE Teacher
Cherie Stanek, ECSE Aide

Kindergarten

Brandy Church, Teacher
Michelle Fox, Teacher
Skyla Staffen, Teacher

First Grade

Kami Bohnstedt, Teacher
Sarah Preston, Teacher
Jessica Grey, Teacher

Second Grade

Jessica Legan, Teacher
Cortni Lowery, Teacher
Peggy Biellier, Teacher

Third Grade

Laura Davis, Teacher
Tina Wood, Teacher

Fourth Grade

Ronda Chapman, Teacher
Ellen Grantham, Teacher

Specials Classes

Rebekah Dale, Music/ Computer Lab Teacher
Amber White, Art Teacher
Jeremy Davis, Phys. Ed. Teacher

Special Services

Rebecca Lockhart, Teacher
Kim Allhands, Title I Math Interventions
Jamey Jenkins, Title I Math Interventions
Regina Amodeo, Title I Reading Interventions
Jennifer Evans, Title I Reading Interventions
Gale Davis, Special Services Aide
Crystal Mau, Reading Aide
Charlie Stewart, Speech Implementer

Food Services

Ginger Mincks, Food Service Director
Debbie Lewis, Cook
Krista Foster, Cook

Pleasant Hope Middle School

Service Team

Lance Gallamore, Principal
Pam Faucett, Secretary
Melissa Huechtemen, Counselor
Greg Ross, Nurse
Dena Offerdahl, Librarian
Mickey Culbertson, Day Custodian
Misty Harris, Night Custodian
Rhonda Hill, Night Custodian

Faculty/Staff

5th Grade	Kevin Derrick	kderrick@phr6.org
5th Grade	Diana Green	dgreen@phr6.org
6th Grade ELA/Social Studie	Justin Boker	jboker@phr6.org
6th Grade Math/Science	Cheryl Fletcher	cfletcher@phr6.org
7th/8th Grade ELA	Joshua Breeze	jbreeze@phr6.org
7th/8th Grade Math	Elizabeth Robrahn	erobrahn@phr6.org
7th/8th Grade Social Studies	John Ginnings	jginnings@phr6.org

7th/8th Grade Science	Rhonda Shephard	rshephard@phr6.org
Art	Amber White	awhite@phr6.org
Art	Elizabeth Scott	escott@phr6.org
PE		
Computers	Scott Wolf	swolf@phr6.org
Special Services	Wendi Brower	wbrower@phr6.org
Special Services	Karen Tompkins	ktompkins@phr6.org
Band	Randall Bearden	rbearden@phr6.org
Choir	Rebekah Dale	rdale@phr6.org
Librarian	Dena Offerdahl	dofferdahl@phr6.org

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Pleasant Hope High School

FACULTY	NAME	Email Address	Phone:
Math Department	Tarah Bohner	tbohner@phr6.org	ext. 2330
Math Department	Kelsey Rogers	krogers@phr6.org	ext. 2323
Science Department	Clay Crawford	ccrawford@phr6.org	ext. 2327
Science Department	Britany Cheek	bcheek@phr6.org	ext. 2328
English Department	Donald Bauer	dbauer@phr6.org	ext. 2315
English Department	Annie Roberts	aroberts@phr6.org	ext. 2316
Social Studies Dept.	Chris Keller	ckeller@phr6.org	ext. 2320
Special Services Dept.	Eric DeRossett	ederossett@phr6.org	ext. 2324
Special Services Dept.	Cristen Hartman	chartman@phr6.org	ext. 2317
Ag Department			ext. 2335
Ag Department	Jered Brown	jbrown@phr6.org	ext. 2334
Business Department	Misty Shirk	mshirk@phr6.org	ext. 2314
FACS Department	Boo Koss	bkoss@phr6.org	ext. 2318
Foreign Language Dept.	Julia Valdes	jvaldes@phr6.org	ext. 2319
Librarian	Dena Offerdahl	dofferdahl@phr6.org	ext. 2306
Physical Education	Brandon Sherrer	bsherrer@phr6.org	ext. 2305
Art Department	Elizabeth Scott	escott@phr6.org	ext. 2332
Music Department	Randall Bearden	rbearden@phr6.org	ext. 2312
Alternative	Page Jones	pjones@phr6.org	ext. 2502

Pleasant Hope Ranch School

Title	Name	E-mail Address
Principal	Ty Smith	tysmith@phr6.org
Administrative Assistant	Lorie Schaffer	lschaffer@phr6.org
Business Department	Susan Cross	scross@phr6.org
English Department	Tamera Allen	tallen@phr6.org
English Department (Mumford)	Amy Bortle	abortle@phr6.org
Math Department	Dawn Bayless	dbayless@phr6.org
Math Department (MLS)	Austin Crosby	acrosby@phr6.org
Physical Education Department	Kevin McVey	kmcvey@phr6.org
Science Department	Kylin Mason	kmason@phr6.org

Science Department (Beis 2)
Social Studies Department (Beis1)
Social Studies Department
Title I Services Department
ISS Department
Paraprofessional/Aide (MLS)
Paraprofessional/Aide (Mumford)
Paraprofessional/Aide (Beis1)
Paraprofessional/Aide (Beis2)

Misty Houk
Sadie Jezek
Zach Ruble
Shelly Nelson
Paul Williams

Linda Heryford
Debbie Kootz

mhouk@phr6.org
sjezek@phr6.org
zruble@phr6.org
snelson@phr6.org
rwilliams@phr6.org

lheryford@phr6.org
dkootz@phr6.org

Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Chromebook Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Elementary School-Parent Compact*
- *Parental Consent and Release of Liability for Student Transportation to Vo-Tech*

Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date:

*Parents that **DO NOT** want their child's photographs, image, and/or recordings for the purposes mentioned above may initial here: _____; **DO NOT SIGN ABOVE**

**Students 18 years of age or older may sign this release form for themselves.

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for a communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District’s parent portal, a secure measure, to check your child’s school information and progress.

I, Parent/Guardian of (please print) _____, provide to my child’s school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

Email Address(es):

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

Student Technology Usage Agreement

Students

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.



Pleasant Hope R-VI School District

100 West Cowden
Pleasant Hope, Missouri 65725
Phone: 417-267-2850
Fax: 417-267-4373
<https://www.phr6.org>

July 1, 2021

Welcome to a great new school year at Pleasant Hope Schools. It has been another year of growth for our schools and we look forward to providing your child with the best education possible moving forward! Through the use of technology, our staff are able to provide students with a variety of unique and engaging educational experiences virtually. All Pleasant Hope students will be issued a district-owned Chromebook and charger. In addition, students needing to access virtual courses may check out a wi-fi hotspot with the additional required deposit and hotspot usage form.

- During elementary school, students are not permitted to bring their Chromebook and charger home; the devices must stay at school.
- During middle school, students will be charged a \$25 usage fee each year in order to be allowed to bring their Chromebook and charger home. Students who are not able or chose not to pay the fee will be required to leave their Chromebook and charger in the school library at the end of each school day.
- During high school, students can choose between a Chromebook usage fee of \$25 (in order to bring their Chromebook and charger home) or a Chromebook lease fee of \$50. Students that pay the lease fee each year for four years (or all at once for a total payment of \$200) will be allowed to keep their Chromebook and charger upon graduation. Students who are not able or chose not to pay the usage or lease fee will be required to leave their Chromebook and charger with their last hour teacher at the end of each school day.
- Ranch school students are generally not permitted to bring their Chromebook and charger back to their dorm. However, students needing to access their Chromebook and digital materials outside of school hours may check out a Chromebook from the school office with administrator approval, completion of a Chromebook usage form, and a \$25 deposit.

Based upon prior communication and commitments, all returning students to the middle school building will be exempted from the new \$25/year policy until they reach high school; this will apply to returning students entering 6th, 7th, or 8th grade at the middle school in 2021-2022 (cohort years 2026, 2027, & 2028). All returning students to the high school building will be exempted from the new \$50/year lease policy until 2024, but still required to pay the \$25/year usage fee; this will apply to returning students entering 10th, 11th, or 12th grade at the high school in 2021-2022 (cohort years 2022, 2023, & 2024). **The increase in usage fees and lease fees is due to an increase in costs of the Chromebooks, software licensing, chargers, and repairs.**

Students who do not pay the \$25 usage fee will not be able to take their Chromebook home with them to utilize outside of school hours. If students leave the Pleasant Hope School District prior to graduation, then the Chromebook must be returned or they must pay the full replacement price before any records/transcripts will be forwarded to the new school. Lost or damaged Chromebooks must be paid for in full based upon replacement costs; the first \$25 of repairs or replacement of parts will be covered by the student usage fee; however, any additional costs above the \$25 will be added to the student's fines list for repayment.

All payments must be made to Pleasant Hope R-6 Schools. If this cannot be done, please visit with Frank Swinney, District Technology Coordinator regarding payment.

In Education,

Shaundra Ingram, Superintendent
Brent Offerdahl, High School Principal
Lance Gallamore, Middle School Principal
Jessica Johnson, Elementary School Principal
Ty Smith, Ranch School Principal

**PLEASANT HOPE R-VI
CHROMEBOOK/CHARGER/WI-FI HOTSPOT AGREEMENT AND PAYMENT FORM
2021-2022 School Year**

Goal: Expand Digital Learning Opportunities

The goal of our 1:1 technology is to improve student achievement by personalizing learning and increasing students' ownership of their learning. For the 2021-2022 school year, all students in grades K-12 will receive a Chromebook and charger for their educational use. This document outlines an agreement between Pleasant Hope R-VI Schools, parents and students for the care and instructional use of the Chromebook.

Educational Resources on the Chromebook

The Chromebook is managed by Google Apps for Education. Along with a login for the device, Google Apps provides online tools for writing, calculating, presenting, drawing and many other applications. Your child may use these tools for a variety of purposes in classroom assignments. Google Apps can also be accessed with other devices or computers with an Internet connection. Google apps help to improve learning through better communication, collaboration, and increased access to curriculum resources.

Accessing the Internet at Home

The Chromebook is a web-based device. While some documents created at school may be edited offline at home, Internet access is important for full functionality. If wireless internet is not available at home, various locations in the community provide free wireless Internet, including public libraries. In addition, wi-fi hotspots are available for checkout for those students needing to access virtual courses.

Care and Maintenance

- Students are responsible for the general care of their Chromebook, charger, (and hotspot, if applicable). The Chromebooks are designed for school use and should be treated with care.
- Treat your Chromebook, charger, (and hotspot, if applicable) as you would any valuable electronic device.
- When not being used, store the Chromebook, charger, (and hotspot, if applicable) in a secure place, out of sight.
- Don't touch the screen, and be gentle with the keyboard, trackpad, and ports.
- Don't add stickers or markings to the Chromebook.
- Don't eat or drink near the Chromebook.
- Avoid extreme heat or cold.
- Do not lend your Chromebook, charger, (and hotspot, if applicable) to anyone.
- Report any damage to your teacher or school media center immediately.

Responsible Use

- Digital citizenship is an essential 21st century skill. During the school year, your teachers and library media specialist will be reviewing appropriate online behavior and acceptable use of resources. It's important to maintain a family dialogue about educational, recreational and social use of the Chromebook and other devices your student accesses. Chromebooks are connected to a network that is filtered for inappropriate material, but user responsibility is still the best way to avoid pitfalls in the online world. Remember Chromebook use is monitored.
- Use Internet devices in a central location at home, rather than behind closed doors.
- Help your student to focus on completing tasks and assignments before any recreational activities.
- Help your student solve technical glitches by recording exactly what went wrong and when.
- Ensure that your child understands that he or she should not give personal information to any person or any website without checking with an adult first.
- Talk with your student about cyberbullying encouraging him/her to be kind and to communicate clearly online.
- Advise your student that anything they post, text, or upload may be forwarded, copied, and published to anyone including future education admissions offices and employers.
- Only registered users in the PHR6 school district will be able to login to the Chromebook, and all usage can be monitored.

PHR6 agrees to:

- Provide a Chromebook and charger for each student, including a loaner device if a Chromebook needs repairs.
- Provide filtered Internet access on the Chromebook; provide a mobile hotspot (if applicable) for students needing to access virtual courses
- Provide Google Apps for Education and other educational applications that support learning in the classroom and at home.

The Student agrees to:

- Take good care of the Chromebook, charger, (and hotspot, if applicable) in all locations.
- Bring the Chromebook and charger to school every day, fully charged.
- Be a responsible digital citizen.
- Use the Chromebook for educational purposes. Only pursue personal interests that align with school policies.
- Report any damage or loss, whatever the cause, to your teacher as soon as possible.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Follow the Student Acceptable Use Guidelines outlined in the Student Handbook.
- Return the Chromebook and charger (and hotspot, if applicable) to PHR6 at the end of each school year. Students who withdraw enrollment for any reason must return the Chromebook on or before the date of withdrawal.

The Parents/Guardians agree to:

- Ensure your student understands appropriate care of Chromebook, charger, (and hotspot if applicable) in all locations.
- Review responsible digital citizenship with your student.
- Support student learning and the exploration of personal interests that align with school policies.
- Ensure that any damage or loss is reported to school immediately. Report vandalism or theft to the appropriate police department.

I agree that my child _____ (student's full name) and myself commit to the above mentioned careful and responsible care of the Chromebook and charger (and hotspot, if applicable) provided by the Pleasant Hope R-VI School District. I understand that it is my child's responsibility to manage and care for the Chromebook and charger (and hotspot, if applicable) and that I am responsible for damage and/or loss of the Chromebook and charger (and hotspot, if applicable) and agree to pay for the Chromebook's full replacement cost (approximately \$300), charger's full replacement cost (approximately \$35), and/or wi-fi hotspot's replacement cost (if applicable, approximately \$100) should it be lost or negligently damaged. I understand that if I do not pay the \$25/year usage fee or \$50/year lease fee (high school option only), then I will NOT be allowed to remove my Chromebook from the school building and will only be able to access it during the school day. All students/parents paying a usage fee will receive a receipt upon payment; please keep this for your own records.

Please check all that apply (only one Chromebook option should apply):

- Chromebook Usage Fee: **N/A** (elementary school students, other students opting not to have Chromebooks outside of school hours, or returning students--not new--entering 6th/7th/8th grade in 2021-2022)
- Chromebook Usage Fee: **\$25/year** (middle and high school students or virtual students)
- Chromebook Lease Fee: **\$25/year** (high school returning students--not new--entering 10th/11th/12th grade in 2021-2022)
- Chromebook Lease Fee: **\$50/year** (high school students only; these students will keep their Chromebook as personal property upon graduation with a total minimum paid of \$200)
- Wi-Fi Hotspot Deposit: **\$25** (deposit will be returned to student upon return of the hotspot at unenrollment, graduation, or end of school year)

****Please make checks or money orders payable to: Pleasant Hope R-VI Schools***

Parent Signature: _____

Student Signature: _____

Office Use Only:

Chromebook Serial Number: _____

Wi-Fi Hotspot IMEI Number: _____

Payment Received: \$ _____ Receipt received: _____ (parent/student signature required)

Verified by: _____ Date: _____

I acknowledge that I have received and reviewed the 2021-2022 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

Elementary School-Parent Compact

Pleasant Hope Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the 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 that will help children achieve the State's high standards.

This school-parent compact is in effect during the 2019-20 school year.

SCHOOL RESPONSIBILITIES

Pleasant Hope Elementary School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

PHES will implement the Missouri Learning Standards and participate in ongoing high quality professional development focused on the utilization of research-based instructional practices.

- 2. Hold parent-teacher conferences (at least annually in elementary schools) during which this compact will be discussed as it relates to the individual child's achievement. Specifically, those conferences will be held:**

In October, and February or March; this will be communicated by the building administrator

- 3. Provide parents with frequent reports on their children's progress. Specifically, the school will provide reports as follows:**

At the end of each quarter, academic progress reports will be made available to parents.

- 4. Provide parents reasonable access to staff. Specifically, staff will be available for consultation with parents as follows:**

Teachers are available each day by appointment during their planning period.

- 5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:**

As a member of the Parent/Teacher Organization (PTO), as a volunteer at the Fall and Friendship Parties, attend field trips, as a classroom volunteer, as a presenter on an area of expertise that is relevant to the grade-level educational goals, etc.

PARENT RESPONSIBILITIES

We, as parents, will support our children's learning in the following ways:

- Monitoring attendance.
- Ensuring that homework is completed.
- Monitoring amount of television children watch.
- Volunteering in child's classroom.
- Participating, as appropriate, in decisions relating to my child's education.
- Promoting positive use of my child's extracurricular time.

- Staying informed about my child’s education and communicating with the school by promptly reading all notices from the school or the school district either received by my child or by mail and responding, as appropriate.

STUDENT RESPONSIBILITIES

We, as students, will share the responsibility to improve our academic achievement and achieve the state’s high standards. Specifically, we will:

- Do my homework every day and ask for help when I need it.
- Read at least 20 minutes every day outside of school time.
- Give my parents or the adult who is responsible for my care all notices and information received by me from my school every day.

Principal: _____

Date: August 13, 2019

Parent: _____

Date: _____

Student: _____

Grade: _____ Date: _____

****Please sign and return this page to your child’s teacher. Thank you!****

*Parental Consent and Release of Liability
For Student Transportation to Vo-Tech*

Transportation Permission

My child, _____, has permission to drive my child's personal vehicle from Pleasant Hope High School to Ozarks Technical College during the time period of _____, 20__ through _____, 20__.

Acknowledgement of Personal Liability and Release of Liability

I understand that the District provides transportation from the High School to Ozarks Technical College and that students attending Vo-Tech are generally required to ride the school bus provided by the District. To be granted an exception, my student must first receive permission at least 24 hours in advance from his/her parent/guardian and from Ozarks Technical College via a drive slip before the building principal will consider the request. Additionally, my student must submit this signed release form with his/her request. I understand the exception will be made only on rare occasions and if it is abused the privilege will be lost.

I assume any risk that may arise from my child's operation of a motor vehicle and transport from Pleasant Hope High School to Ozarks Technical College. I accept full responsibility for all medical expenses for any injuries that occur to my child as a result of his or her transportation in his/her own personal vehicle from the High School to Ozarks Technical College.

I understand that Pleasant Hope R-VI School District's insurance does not cover damages arising from, or related to, the operation of any private vehicle by my child or any personal negligence by my child while operating his/her private vehicle. I hereby waive any damages and/or harm resulting to my child from my child's operation of a motor vehicle from Pleasant Hope High School to Ozarks Technical College.

By signing this form, I hereby release the Pleasant Hope R-VI School District, its Board, its Board members, administrators, directors, officers, teachers, employees, assigns, and volunteers (the "Released Parties") from and against any and all claims, demands, actions, complaints, suits or other forms of liability that any of them may sustain arising out of or in any way related to any damage or injury caused to my child or by my child's operation of a motor vehicle from Pleasant Hope High School to Ozarks Technical College (the "Released Claims").

I also agree to indemnify and hold harmless the Released Parties from the Released Claims, including any and all related costs, attorney fees, liabilities, settlements, and/or judgments.

Signature

I confirm that I have carefully read this PARENTAL CONSENT AND RELEASE and agree to its terms knowingly and voluntarily. I also confirm that I am the parent or legal guardian of the child identified in this Form.

I have signed this CONSENT AND RELEASE this ___ day of _____, 20__.

This CONSENT AND RELEASE has been read and is understood by me.

Name of Student's Parent or Legal Guardian

Signature of Student's Parent or Legal Guardian

Date

*A student 18 years of age or older may sign this release in place of a parent/guardian.