

Pleasant Hope R-VI School District

Student/Parent Handbook 2026-2027

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

Phone: (417) 267-2850

Fax: (417) 267-4373

<https://www.phr6.org>



Board Adoption Date: July 1, 2026

Table of Contents

District Information	5
The Mission of Pleasant Hope C-110-S	5
School Board Members G-100-S.....	5
School Building Contact Information.....	5
District Office	6
Academic Calendar I-100-S.....	8
School Admissions S-100-S	9
Attendance and Absence Procedures S-115-S.....	9
Dress Code S-180-S.....	11
Personal Items.....	12
Food Service Program F-285-S	12
Allergy Prevention and Response S-145-S.....	13
Health Services S-215-S	14
Illnesses/Injuries.....	15
Health Screenings.....	16
Health Office	16
Administration of Medication S-135-S.....	16
Communicable Diseases F-245-S.....	17
Asbestos F-215-S.....	18
Student Insurance S-140-S.....	18
Student Records S-125-S	18
Personnel Records E-190-S	21
Parent and Family Involvement and Engagement (Title I, Part A) I-135-S	22
Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S.....	22
English Language Learners I-150-S	22
Visitor Procedures C-155-S	23
Transportation Services F-260-S	24
Student Discipline S-170-S.....	24
Bullying, Hazing, and Cyberbullying S-185-S.....	43
Report Form	45
Complaints or Concerns C-120-S.....	45

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.....	46
Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S	48
Title IX C-131-S	49
Student Searches S-175-S	50
Student Alcohol/Drug Abuse S-195-S.....	51
Weapons in School S-200-S	51
Instruction	52
Assessment Program I-195-S.....	52
Teaching About Human Sexuality I-120-S	52
<i>Teaching About Computer Science I-123-S</i>	52
Section 504 I-125-S	53
Special Education I-125-S	53
Homebound.....	54
Virtual/Online Courses I-160-S	54
Technology F-265-S	54
Credit Recovery	58
Library Information	58
School Cancellations and/or Early Dismissal	59
Arrival and Dismissal Procedures S-165-S	60
Deliveries	62
Building Information	63
Grading, Reporting System, and Academic Policies	63
• Elementary Field Trips.....	67
• Parties/Celebrations	68
• Parties/Celebrations	72
○ Educational/Service Field Trips & School Events	72
• Identification Cards/Badges	75
• Student Parking	79
• A+ Program S-130-S	80
• School to Work Program	81
• Cadet Teaching/Teacher & Office Aide Programs.....	81
• Royal Courts.....	81

Graduation Requirements I-190-S	81
High Demand Occupations	83
Missouri State High School Activities Association (MSHSAA) Activities ..	86
Extra-curricular Activities and Clubs I-210-S	90
Alumni Information	91
Transcript Request Requirements	91
District Policy Information	91
Physical Examinations and Screenings S-146-S	91
Surveying, Analyzing, and Evaluating Students S-150-S	91
School Nutritional Program F-290-S	92
Student Transfers S-120-S	92
Trauma-Informed Schools Initiative	93
Tobacco-Free Policy C-150-S	93
<i>Use of Recording Devices or Drones C-165-S</i>	94
Pleasant Hope Elementary & Ranch School Title 1.A Information	95
Administrative Staff Lists	96
Signature and Form Requirements	97
S-125-A Photo/Video/Audio Release Form Form E	98
F-265-P Technology Form A	99
F-265-P Technology Usage Agreement Form Form B	100
C-105-P District Rules and Guides Form A Student/Parent Handbook Acknowledgment	105
Elementary School-Parent Compact	106
Parental Consent and Release of Liability For Student Transportation to Vo-Tech	108

District Information

- **Vision:** “The PHR6 School District will build for the future of Pleasant Hope culminating life-long learning, employability skills, and future success.”
- **Mission:** “*The PHR6 School District will provide a high-quality learning environment that serves students, families, and our community.*”
- **Tagline:** “Building the Future of Pleasant Hope through High-Quality Learning”
- **Keys:** Serving, Life-Long Learning, Employability Skills, Future Success

District Goal

- **3.1 - Curriculum Implementation**
 - The teacher recognizes the importance of long-range planning and curriculum development. The teacher develops, implements, and evaluates curriculum based upon student, district and state standards data.
 - Quality Indicator 1: Implementation of curriculum standards

The Mission of Pleasant Hope C-110-S

...is to prepare our students for success.

School Board Members G-100-S

Mitzi Kelly -President
Debra Agee -Vice President
Jerri Dumas -Treasurer
Tracy Keithley -Secretary
Brandon Buckle -Member
Candace Carter-Member
Jonathan Traughber-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 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

jessicajohnson@phr6.org

PHES, where futures begin and learning never ends!

Pleasant Hope Middle School

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

Pleasant Hope High School

303 N Main St.
Pleasant Hope, MO 65725
Phone: (417) 267-2271
Fax: (417) 267-5007
Jered Brown, Principal
jebrown@phr6.org

Pleasant Hope Ranch School

5545 Hwy K
Brighton, MO 65617
Phone: (417) 376-3000
Fax: (417) 376-3575
Ty Smith, Principal
tysmith@phr6.org

District Office

Shaundra Ingram, Superintendent - singram@phr6.org

Steve Gallivan, Assistant Superintendent – sgallivan@phr6.org

Kevin McVey, K-12 Assistant Principal & Athletic Director – kmcvey@phr6.org

100 West Cowden
Pleasant Hope, MO 65725
Phone: (417) 267-2850
Fax: (417) 267-4373

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

Pleasant Hope R-VI School District

Elementary School Principal

Jessica Johnson

Middle School Principal

Jenny Pendleton

High School Principal

Jered Brown

Ranch School Principal

Ty Smith

K-12 Asst. Principal / Athletic Director

Kevin McVey

Assistant Superintendent

Steve Gallivan

Superintendent

Shaundra Ingram



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www.phr6.org

Board of Education

Mitzi Kelly, President

Debra Agee, Vice President

Jerri Dumas, Treasurer

Tracy Keithley, Secretary

Brandon Buckle, Member

Candace Carter, Member

Jonathan Traugher, Member

Dear Families and Community Members of Pleasant Hope R-VI Schools,

We are thrilled to welcome you back for the 2026–2027 school year! We hope you and your families had a restful and rejuvenating summer. Our entire team—teachers, staff, and administrators—is excited to see your students walk through our doors and begin another year of learning, growth, and community connection. Working together, we can continue the timeless traditions, while striving to create new ones in order to best support our students' educational experiences and build a stronger Pirate Nation!

As the 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. Pleasant Hope School District has a variety of volunteer opportunities, and welcomes strong community involvement! If you're interested in volunteering, please reach out to the District Office at 417-26-2850. 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 and mission that the PHR6 School District will build for the future of Pleasant Hope through a high-quality learning environment that serves students, families, and our community culminating life-long learning, employability skills, and future success!

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 and your individual student 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, Superintendent of Schools

Academic Calendar I-100-S



Pleasant Hope R-VI School District 2026-2027



July 2026				
M	T	W	T	F
		1	2	3
4	5	6	7	8
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August 2026				
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September 2026				
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October 2026				
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November 2026				
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December 2026				
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1st Semester = 64 Days

First Semester	
July 3	PHR6 Closed in Observance of Independence Day
August 17-20	Teachers Professional Learning Days
August 25	School Starts - Students Report
September 21	Teachers Professional Learning Day (All Conference)
October 5	Teachers Professional Learning Day
October 16	End of 1st Quarter
October 26	Teachers Professional Learning Day / Parent-Teacher Conferences
November 16	Teachers Professional Learning Day
November 23-27	Thanksgiving Break
December 18	End of 2nd Quarter/End of 1st Semester
December 21-January 1	Christmas Break

Second Semester	
January 4	Teachers Professional Learning Day
January 5	2nd Semester - Students Return
February 15	PHR6 Closed in Observance of President's Day
March 5	End of 3rd Quarter
March 8	Teachers Professional Learning Day / Parent Teacher Conferences
March 15-19	Spring Break
April 12	Teachers Professional Learning Day
May 10	Teachers Professional Learning Day
May 27	End of 4th Quarter/Last Day of School
May 28	Teacher Work Day
May 31	PHR6 Closed in Observance of Memorial Day

Priority Weather Make Up Days if Necessary (36 hours required)
January 25, February 22, March 1, April 5, April 19, April 26, May 17

End of Quarter Dates	Color Key:
October 16	Teacher Professional/Work Day (No Students)
December 18	No School
March 5	End of Quarters
May 27	Summer School - 18 days

- * School Day - 7:45 a.m. to 3:31 p.m.
- * 7.283 Hours Per Day = 1,048.80 Attendance Hours
- * Last Student Day - May 27

Student Days: 144
Teacher PD Days: 13
Total Teacher Contract Days: 157

Approval Date: 3/12/2026

Revised Date: 4/15/2026

January 2027				
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February 2027				
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March 2027				
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April 2027				
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May 2027				
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June 2027				
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29	30	31		

2nd Semester = 80 Days

School Admissions S-100-S

Students will be enrolled in accordance with policy and law. The District has limited foreign exchange student enrollment to a maximum of 2 students per year.

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. See the High School Section for specific attendance policies related to final exams, trip attendance, and tutoring make-up hours.

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 by 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, will be immediately deployed, or immediately returned 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.

Late Work

All Class Assignments will have a due date; any work submitted after the due date will be considered late work.

At the elementary school, late work will be accepted throughout the semester.

At the middle school, late work will be accepted until the end of each quarter, work will receive 100% credit if turned in before the assessment, work will receive 50% credit if turned in after the assessment, and any work not submitted by the end of the quarter will receive a zero.

At the high school, late work will receive a 20% grade reduction (for a maximum score of 80%). Late work must be submitted no later than 2 school days after the summative/unit assessment. Students requesting an assessment retake must turn in all late work for the unit in order to be eligible to retake; the retake will only receive a maximum score of 80%.

No late or make-up work will be accepted outside of the above respective timelines.

In order to assist students and parents in monitoring student progress, teachers will post grades weekly, and communicate with parents of students that are earning a 69% or below every progress reporting period.

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 (class assignments given during a student's out of school suspension will not receive any credit). 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 and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;

6. Clothing with profane, obscene, or otherwise inappropriate language;
7. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
8. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
9. Language or symbols that promote gangs;
10. Hats and hoods (hooded sweatshirts worn up);
11. Handkerchiefs;
12. Sunglasses;
13. Face paint, body paint, or drawings;
14. Overly-dramatic make-up;
15. 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);
16. Blankets carried or worn as coats or wraps while in the building;
17. Heavy or loose chains, or straps that create a safety risk.
18. Pajamas, including pajama pants, may not be worn to school unless on a designated spirit day.

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 extracurricular 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 for breakfast/lunch sent to the school office; it 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 \$18. Students with a negative balance of \$18 or more will receive a letter or email home and an alternate meal; families may also receive letters/emails with lunch status and low balance reminders. Students may not charge extra items or a-la-carte items; they must have cash or money in their account to purchase additional or a-la-carte items.

Food Service Prices

Elementary School

Breakfast \$2.55 Reduced \$0.30

Lunch \$3.60 Reduced \$0.40

Middle School

Breakfast \$2.55 Reduced \$0.30

Lunch \$3.60 Reduced \$0.40

High School

Breakfast \$2.55 Reduced \$0.30

Lunch \$3.60 Reduced \$0.40

Milk & Juice \$0.55

**All meal/milk prices are subject to change based upon the Food Service DESE Application submitted by the District*

Past-due meal charges will be collected by the District to ensure continuity of services; see alternative meal policies above for students with excessive meal charge balances.

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

Lunchtime visitors are not permitted.

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 Narcan, epinephrine, and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

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 rise to the level of a disability that requires 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.)

If a student is sent home from school per district policy for any of the above reasons (see list above), the student must be symptom free for 24 hours OR have a note from a physician to return sooner. *A student who has a **fever** 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 **prescribed** 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.

Mental Health

The District participates in a partnership with the Good Samaritan Boys Ranch School-Based Counseling Program at the Elementary, Middle, and High School buildings.

Parents can contact school counselors to obtain a referral for their student(s) to receive GSBK counseling during the school day to meet mental health needs. In a crisis situation, GSBK counseling staff will be utilized in conjunction with school counseling staff to determine and address emergent student mental health issues.

Trauma-Informed Resources can be found at: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>

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. Notifications will only be made to the parent or guardian responsible for the care of the child with head lice. To maintain medical confidentiality, class, school, nor district notifications will be made regarding the presence of head lice on a student.

Health Screenings

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

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

Health Office

If you have any questions, please contact the PHR6 Health Services Coordinator, at (417) 267-2277 ext. 2403.

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 by a parent/guardian with a Parental Consent Form (which may be obtained from the school nurse) signed for both over-the-counter or prescription medications. Medication must be in their original container with the prescription label or manufacturer guidelines intact. The School Nurse reserves the right to request a physician's note or further physician documentation if samples of a medication are given or the medication is not regulated by the Food and Drug Administration. Over-the-counter medications include, but are not limited to allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others.

Medications 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 others.

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.

Medication to be Administered During After-Hours or Field Trips

Students may require medications during after school hour field trips or overnight field trips that they do not take during school hours. In this event, parents will need to fill out an additional parental consent stating if they want their student to possess the medication or District staff to maintain the medication. If a student is deemed appropriate to self-carry the medication, they will need the prescribing physician's signature prior to leaving on the trip. The medication doses for the duration of the trip must be provided to the school nurse at least one school day prior to the student leaving for the trip. The After-Hours Field Trip Form may be obtained from the school nurse.

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.

Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

The District maintains an asbestos management plan and annual asbestos inspections. In addition, the District is working to remove asbestos from all facilities as a part of the long-range plan.

A copy of the Management Plan and inspection reports are available for review at the in the Superintendent's office, and a copy in each District building. Questions regarding asbestos or the management plan may be directed to JR Kyle, Facilities/Maintenance Director at 417-267-2850 or via email to jrkyle@phr6.org.

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://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

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 except to the extent the law authorizes disclosure

without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the building principal. Requests to amend education records may be directed to the building principal to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

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; athletic performance data; 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.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

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

Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting: Dr. Steve Gallivan, Assistant Superintendent.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

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

The Schoolwide Program Plan is available here: www.phr6.org

The School Parent and Family Engagement Plan may be found here: www.phr6.org.

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Name:	Steve Gallivan
Phone #:	(417) 267-2850
Email Address:	sgallivan@phr6.org

English Language Learners I-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: Steve Gallivan, Assistant Superintendent
Address: 100 W. Cowden, Pleasant Hope, MO 65725
Phone #: (417) 267-2850
Email: sgallivan@phr6.org

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.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit at least 3 days in advance.

The District does not permit outside agencies who are not District contractors to provide services to students on District property, or to observe students, unless required by law.

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 18 years or older and screened and approved by District administration before being permitted to volunteer. The District requires all volunteers having direct 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 the PHR6 Volunteer Forms available in the office and schedule sessions with classroom teachers and staff prior to volunteering. “Volunteer” includes parents/guardians attending field trips and events during the school day; please ensure that the Volunteer Forms are completed well in advance to ensure the ability to attend. When volunteers

are serving in the school, siblings may accompany only with advance administrator approval.

Transportation Services F-260-S

Transportation – Student Drop-Off & Pick-Up

All parents/guardians/visitors must remain in their personal vehicle when dropping-off and/or picking up their student(s); loitering in school parking lots/drop-off/pick-up areas is not permitted. If the parent/guardian/visitor would like to remain on-campus or district properties, then they must immediately report to the school building office, obtain a visitor badge, and gain administrator approval. Please see the detailed locations for student drop-off/pick-up at each building below. Parents/guardians/visitors are not permitted to complete student drop-off/pick-up in any other un-designated locations (including student parking lots) during the following times: 7:15 a.m. to 8:00 a.m. & 3:15 p.m. to 3:55 p.m.

Elementary School: west-side of Elementary School; see designated areas via parking lot striping; rear gym entrance.

Middle School: south-side of Middle School; front entrance.

High School: west-side of High School; rear entrance by band room/baseball field.

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 limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

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 that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student’s hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

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

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school District. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

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.

PHR6 DISCIPLINE MATRIX

Prohibited Conduct	Definition	PHHS	PHMS	PHES	PHRS	SUMMER SCHOOL
Attendance Truancy	A student that does not maintain regular attendance in the academic program.	1st (7 absences) - letter home; counselor intervention 2nd (10 absences) - letter home; principal intervention 3rd (14 absences) - letter home; hotline (notify SRO)				
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. This includes leaving the classroom, building, and/or campus without permission.	1st Offense - detention 2nd Offense - 1 day ISS for every consecutive offense 3rd Offense + - 1 day ISS for every consecutive offense	1st Offense - detention 2nd Offense - 1 day ISS 3rd Offense - 1 day of ISS and meeting with SRO	1st Offense - Conference with Parents 2nd Offense - Meeting with Parents 3rd Offense + - hotline	1st Offense - warning 2nd Offense - detention 3rd Offense + - 1 day ISS	N/A
Tardies	A student arriving after the class period has begun is marked tardy.	Tardies 1-4 - Warning Tardies 5-8 - After-School Detention Tardies 9+ - one ISS day for each.	Tardies 1-4 - Warning Tardies 5-7 - Detention Tardies 8+ - Detention/ISS	N/A	N/A	N/A

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.	1st Offense - zero for the assignment; no makeup 2nd Offense - zero for the assignment; no makeup 3rd Offense + - zero for the assignment; no makeup; ISS	1st Offense - redo assignment (80%) 2nd Offense - zero for the assignment; no makeup 3rd Offense + - zero for the assignment; no makeup; ISS	1st Offense - Minor Given - redo assignment 2nd Offense - Minor Given - Conference with Mrs. Johnson 3rd Offense + - DOR - Conference with Admin possible ISS	1st Offense - Task (minor) 2nd Offense - ISS 3rd Offense + - ISS	N/A
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	1st Offense - 10 days OSS 2nd Offense - 10 days OSS and referral to Supt for more 3rd Offense + - referral for expulsion	1st Offense - 10 days OSS 2nd Offense - 10 days OSS and referral to Supt for more 3rd Offense + - referral for expulsion	1st Offense - 10 days OSS 2nd Offense - 10 days OSS and referral to Supt for more 3rd Offense + - referral for expulsion	1st Offense - 10 days OSS 2nd Offense - Referral to Supt. possible Juv. Ref. 3rd Offense + - Juvenile Referral; possible expulsion	1st Offense - 10 days OSS and referral to Supt for long-term suspension 2nd Offense + - 10 days OSS and referral to Supt for long-term suspension
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	1st Offense - 4-10 days OSS 2nd Offense - 10 days OSS	1st Offense - 4-10 days OSS 2nd Offense - 10 days OSS	1st Offense - 1-5 days OSS 2nd Offense - 1-10 days OSS	1st Offense - 1-5 days OSS 2nd Offense - 1-10 days OSS	1st Offense - 10 days OSS and referral to Supt for long-term suspension

	criminal assault in the first or second degree.	and referral to Supt for more 3rd Offense + - referral for long term suspension 75 days	and referral to Supt 3rd Offense-referral for long term suspension	and referral to Supt 3rd Offense-referral for long term suspension	3rd offense-10 days OSS;Supt;Juv Ref	2nd Offense + - 10 days OSS and referral to Supt for long-term suspension
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.	1st Offense - 3-10 days OSS 10 days OSS and referral to Supt for more 3rd Offense + - referral for long term suspension up to 150 days	1st Offense- 3-10 days OSS 2nd Offense-10 days OSS and referral to Supt 3rd Offense-referral for long term suspension 3rd Offense-referral for long term suspension	1st Offense- 1-5 days OSS 2nd Offense- 2-10 days OSS and referral to Supt 3rd Offense- 5-10 or referral for long term suspension	1st Offense - 10 days OSS 2nd Offense - 10 days OSS;Sup ref; Juve Ref 3rd Offense + - Sup; Juv ref; possible expulsion	1st Offense - 10 days OSS and referral to Supt for long-term suspension 2nd Offense + - 10 days OSS and referral to Supt for long-term suspension & Juvenile Referral
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.	1st Offense - 1-4 days OSS 2nd Offense - 4-8 days OSS 3rd Offense + - 8 days OSS and removal of privileges to park and drive on campus	n/a	n/a	1st Offense - NA 2nd Offense - NA 3rd Offense + - NA	1st Offense - 10 days OSS 2nd Offense + - 10 days OSS

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.	SEE POLICY 1st Offense - 2-4 days ISS 2nd Offense - 2-4 days OSS 3rd Offense + - 5-10 days OSS	SEE POLICY 1st Offense - 2-4 days ISS 2nd Offense - 2-4 days OSS 3rd Offense + - 5-10 days OSS	SEE POLICY Range - Minor & Conference with Admin to 1 + days of ISS/OSS	1st Offense - 1-4 days ISS 2nd Offense - 2-4 days ISS 3rd Offense + - 5-10 days OSS	1st Offense - 5 days OSS 2nd Offense + - 10 days OSS
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	1st Offense - 1 day removal from bus	1st Offense - Parent Contacted and Assigned Seat given	1st Offense - Conference with Principal contact made with parents	1st Offense - Conf. with Principal 2nd Offense -	1st Offense - 5 days OSS 2nd Offense + - 10 days OSS

		2nd Offense - 2-4 days removal from bus 3rd Offense + - 4-8 day removal from bus	2nd Offense - 1- 4 days off bus 3rd Offense + - 4-8 days off bus referral to the superintendent	2nd Offense - 1 day off bus 3rd Offense + - 3 days off bus 4th - 5 days 5th - NO BUS	Loss of riding privs semester 3rd Offense + - Loss of riding privs year	
Dishonesty	Any act of lying, whether verbal or written, including forgery.	1st Offense - 1 day ISS 2nd Offense - 2-4 days ISS 3rd Offense + - 2-3 days OSS	1st Offense - 1 day ISS 2nd Offense - 2- 4 days ISS 3rd Offense + - 1-3 days OSS	1st Offense - Minor 2nd Offense - Minor Conference with Admin 3rd Offense + - DOR 1 day ISS	1st Offense - 1 day ISS 2nd Offense - 2-4 days ISS 3rd Offense + - 1-3 days OSS	1st Offense - Lunch Detention 2nd Offense + - 5 days OSS 3rd Offense + - 10 days OSS
Disrespectful or Disruptive Conduct	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive graphics. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	1st Offense - 1 day ISS 2nd Offense - 2-4 days of ISS 3rd Offense + - 4-8 days of ISS/OSS	1st Offense -1 day ISS 2nd Offense - 2- 4 days of ISS 3rd Offense + - 4-8 days of ISS/OSS	Range - Minor & Conference with Admin to 1 + days of ISS/OSS	1st Offense - 1 day ISS 2nd Offense - 2-4 days ISS 3rd Offense + - 4-8 days ISS/OSS	1st Offense - Lunch Detention and/or Recess Detention 2nd Offense + - 5 days OSS 3rd Offense + - 10 days OSS
Disrespectful or	Conduct that interferes with an orderly education process such as use of vulgar	1st Offense - 1 day ISS	Disrespect/Disruption will be	Range - Minor & Conference	1st Offense - 1 day ISS	1st Offense - Lunch

Disruptive Speech	or offensive language, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	2nd Offense - 2-4 days of ISS 3rd Offense + - 4-8 days of ISS/OSS	logged separately) 1st Offense -1 day ISS 2nd Offense - 2-4 days of ISS 3rd Offense + - 4-8 days of ISS/OSS	with Admin to 1 + days of ISS/OSS	2nd Offense - 2-4 days ISS 3rd Offense + - 4-8 days ISS/OSS	Detention and/or Recess Detention 2nd Offense + - 5 days OSS 3rd Offense + - 10 days OSS
Bathroom Misconduct	Conduct that is considered inappropriate in the restroom inclusive of, but not limited to multiple students in a single stall, vandalism, waste of school bathroom products, use of phones or photographs being taken in the bathroom.	1st Offense - 1 day ISS 2nd Offense - 2-4 days ISS 3rd Offense - 4-8 days ISS/OSS	1st Offense - 1 day ISS 2nd Offense - 2-4 days ISS 3rd Offense - 4-8 days ISS/OSS	Any offense - conference & parent call and/or use nurses restroom remainder	Any offense - 1-3 days ISS/OSS	1st Offense - Alternative Bathroom Assigned for remainder of Summer School 2nd Offense + - 5 days OSS 3rd Offense + - 10 days OSS
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.	1st Offense - 2 day OSS 2nd Offense - 4 days OSS 3rd Offense + - 6 days OSS	1st Offense - 1-2 day OSS and notify SRO 2nd Offense -3-4 days OSS and notify SRO	1st Offense - 1-2 day OSS and notify SRO 2nd Offense -3-4 days OSS and notify SRO	1st Offense - 1-3 days OSS;Juv ref 2nd Offense - 2-4 days OSS;Juv ref	1st Offense - 10 days OSS 2nd Offense + - 10 days OSS & Juv Referral

			3rd Offense + - 5-10 days OSS and referral to superintendent and SRO	3rd Offense + - 5-10 days OSS and referral to superintendent and SRO	3rd Offense + - 5 days OSS; juv ref	
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	1st Offense - 1 day ISS 2nd Offense - 3 days ISS 3rd Offense + - 4 days OSS	1st Offense - 1 day ISS 2nd Offense - 3 days ISS 3rd Offense + - 4 days OSS	1st Offense - 1 day ISS 2nd Offense - 3 days ISS 3rd Offense + - 4 days OSS	1st Offense - 1 day ISS 2nd Offense - 3 days ISS 3rd Offense + - 3-5 days ISS	1st Offense - 10 days OSS 2nd Offense + - 10 days OSS & Juv Referral
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.	1st Offense - 1 day OSS 2nd Offense - 3 days OSS 3rd Offense + - 5 days OSS	1st Offense - 1-2 day OSS 2nd Offense - 3 days OSS 3rd Offense + - 5 days OSS	1st Offense - 1 day OSS 2nd Offense - 3 days OSS 3rd Offense + - 5 days OSS	1st Offense - 1 day OSS 2nd Offense - 3 days OSS;Juv ref	1st Offense - 10 days OSS 2nd Offense + - 10 days OSS & Juv Referral

					3rd Offense + - 5 days OSS;Juv Ref	
Fighting	A conflict: verbal, physical, or both, between two or more people.	1st Offense - 1- 5 days OSS 2nd Offense - 5-10 days OSS 3rd Offense + - 10 days OSS and referral to Supt. for more	1st Offense - 1-4 Days ISS/OSS and SRO notified 2nd Offense - 5- 8 Days OSS and SRO notified 3rd Offense + - 8 Days OSS and referral to Supt. and SRO	1st Offense - Place of incident Recess= No recess for 4 days Learning environment = 1 day or more ISS 2nd Offense - 2 or more days of ISS 3rd Offense - 1-4-8 Days OSS	1st Offense - 1- 5 days OSS 2nd Offense - 5-10 days OSS 3rd Offense + - 10 days OSS;Supt;Juv ref	1st Offense - 5 days OSS (if physical, Juv Referral) 2nd Offense + - 10 days OSS (if physical, Juv Referral)
Horseplay	Actions that are rough and rowdy and may result in injuries or damages.	1st offense- Detention 2nd Offense: Office Detention/ISS 1-2 Days 3rd Offense: ISS 3-4 Days	1st Offense: Detention 2nd Offense: ISS 1-2 Days 3rd Offense: ISS 3-4 Days	1st Offense: Minor 2nd Offense: ISS 1Days 3rd Offense: ISS 1- 3 Days	1st , 2nd Offense: Task 3rd Offense: 1 day ISS	1st Offense - Lunch and/or Recess Detention 2nd Offense + - 5 days OSS 3rd Offense + - 10 days OSS

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).	1st Offense - expulsion - firearm 2nd Offense - expulsion 3rd Offense + - expulsion	See Policy p 72 Suspension or Expulsion under advisement of Supt.	Policy	1st Offense - Expulsion; Juv Ref 2nd Offense - Exp;Juve ref 3rd Offense + - Exp; Juv ref	1st Offense - 5 days OSS (if physical, Juv Referral) 2nd Offense + - 10 days OSS (if physical, Juv Referral)
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.	1st Offense - 10 days OSS 2nd Offense - 10 days OSS and referral to Supt. 3rd Offense + - Expulsion	1st Offense - 10 days OSS 2nd Offense - 10 days OSS and referral to Supt. 3rd Offense + - Expulsion	Policy	1st Offense - 10 days OSS 2nd Offense - 10 days OSS;Sup ref:Juv ref 3rd Offense + - Expulsion	1st Offense - 10 days OSS 2nd Offense + - 10 days OSS
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	1st Offense - 2 days of ISS 2nd Offense - 4 days of ISS 3rd Offense + - 4 days of OSS	1st Offense - 1-2 day ISS 2nd Offense - 3-4 Days of ISS 3rd Offense + - 1-4 Day of OSS	1st Offense - minor conference with parents 2nd Offense - 1-2 day ISS 3rd Offense + - 2-4 Days of ISS	1st Offense - 1-2 days ISS 2nd Offense - 4-5 days ISS 3rd Offense + - 1-4 days OSS	1st Offense - Lunch and/or Recess Detention 2nd Offense + - 5 days OSS 3rd Offense + - 10 days OSS
Harassment, including	Conduct that annoys, threatens, intimidates another person based on	1st Offense - 2-10 days of ISS	See Policy p 66	Policy	1st Offense - 1-3 days ISS	1st Offense - 10 days OSS

Sexual Harassment	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.	2nd Offense - 5-10 days of ISS 3rd Offense + - 10 days OSS	1st Offense - 1-4 days ISS 2nd Offense - 5-10 days ISS and referral to Supt. 3rd Offense + - 1-10 days OSS and referral to Supt.		2nd Offense - 5-10 days ISS 3rd Offense + - 1-10 days OSS;possible Juv ref	2nd Offense + - 10 days OSS
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.	1st Offense - 2 days OSS 2nd Offense - 3-5 days OSS 3rd Offense + - 10 days OSS and referral to Supt.	1st Offense - 2 days OSS 2nd Offense - 3-5 days OSS 3rd Offense + - 10 days OSS and referral to Supt.	1st Offense - 2 days OSS 2nd Offense - 3-5 days OSS 3rd Offense + - 10 days OSS and referral to Supt.	1st Offense - 2 days OSS 2nd Offense - 3-5 days OSS 3rd Offense + - 10 days OSS and Super ref	1st Offense - 10 days OSS 2nd Offense + - 10 days OSS
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.	1st Offense - 1 day ISS and confiscation of item 2nd Offense - 2 days ISS and confiscation of item	1st Offense - confiscation of item and detention 2nd Offense - confiscation of item and 1-2 days ISS	1st Offense - confiscation of item 2nd Offense - confiscation of item and 1-2 days ISS 3rd Offense + - confiscation of	1st Offense - 1 day ISS 2nd Offense - 2 days ISS 3rd Offense + - 3-5 days ISS	1st Offense - Lunch and/or Recess Detention 2nd Offense + - 5 days OSS 3rd Offense + - 10 days OSS

		3rd Offense + - 4 days ISS and confiscation	3rd Offense + - confiscation of item and 3-4 days of ISS	item and 3-4 days of ISS		
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.	1st Offense - 1 day OSS and restitution to pay for item 2nd Offense - 2-4 days OSS and restitution to pay for item 3rd Offense + - 5-10 days OSS and restitution for item	1st Offense - 1-3 days of ISS and Restrictions until restitution is paid 2nd Offense - Same as above plus 4-8 days ISS 3rd Offense + - Same restitution as above plus 1-4 days OSS	1st Offense - Restrictions until restitution is paid 2nd Offense - Same as above plus 1-3 days ISS 3rd Offense + - Same restitution as above plus 1-4 days OSS	1st Offense - 1 day ISS and restitution 2nd Offense - 1-4 days ISS, restitution 3rd Offense + - OSS and restitution	1st Offense - 10 days OSS 2nd Offense + - 10 days OSS
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.	1st Offense - 1 day ISS 2nd Offense - 2-4 days ISS 3rd Offense + - 4-8 days ISS	1st Offense - Verbal Warning/Detention 2nd Offense - 1-2 days ISS 3rd Offense + - 3-8 days of ISS	1st Offense - 1 day ISS 2nd Offense - 2-4 days ISS 3rd Offense + - 1-4 days OSS	1st Offense - 1 day OSS 2nd Offense - 2-5 days OSS 3rd Offense + - 5-10 days OSS; expulsion	1st Offense - 5 days OSS 2nd Offense + - 10 days OSS
Sexting and/or Possession of Sexually	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or	1st Offense - 2 days OSS and contacting of children's	1st Offense - 1-2 day OSS; hotline and contacting SRO	1st Offense - 1 day OSS; hotline	1st Offense - 1 day OSS; hotline	1st Offense - 5 days OSS

Explicit, Vulgar or Violent Material	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.	division on any account 2nd Offense - 3-10 days OSS 3rd Offense + - 10 days OSS and referral to Supt. for more	2nd Offense - 2-10 days OSS; hotline and contacting SRO 3rd Offense + - 10 days OSS; hotline and Contacting SRO	2nd Offense - 2-10 days OSS; hotline 3rd Offense + - 10 days OSS; hotline	2nd Offense - 2-10 days OSS; hotline 3rd Offense + - 10 days OSS; hotline	2nd Offense + - 10 days OSS
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	1st Offense - 10 days OSS and referral to Supt 2nd Offense - 10 days OSS and referral to Supt. 3rd Offense + - 10 days OSS and referral to Supt.	1st Offense - 4-8 OSS and referral to Supt 2nd Offense - 10 days of OSS and referral to Supt 3rd Offense + - referral to Supt and long term OSS	1st Offense - 1-4 OSS and referral to Supt 2nd Offense - 4-8 days of OSS and referral to Supt 3rd Offense + - referral to Supt and long term OSS	1st Offense - 1-3 OSS 2nd Offense - 3-10 OSS 3rd Offense + - Expulsion	1st Offense - 10 days OSS, Juv Referral 2nd Offense + - 10 days OSS, Juv Referral
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	1st Offense - removal of tech ability and username for 8 days 2nd Offense - removal of tech ability and	1st Offense - removal of tech ability for 4 days and placed in penalty box for quarter/month 2nd Offense - removal of tech	1st Offense - DOR Loss of Technology Privileges for 1 month conference with guardians 2nd Offense -	1st Offense - Loss of device for 8 school days 2nd Offense - Loss of device for 16 days 3rd Offense + -	1st Offense: Loss of device for 9 school days 2nd Offense - Loss of device for 9 days

	manner inconsistent with the terms of the Technology Usage Agreement.	username for 16 days 3rd Offense + - removal of tech ability and username for the semester	ability for 8 days and place in the penalty box for quarter/month 3rd Offense + - removal of tech ability for 1 month and placed in penalty box for the rest of the year	DOR Loss of Technology Privileges for 1 month conference with guardians 3rd Offense + - Loss of Tech. Privileges	Loss of device for semester	
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	1st Offense - 2 days OSS 2nd Offense - 2-10 days OSS 3rd Offense + - 10 days OSS and referral to Supt.	1st Offense - 1-4 days ISS 2nd Offense - 1-4 days OSS 3rd Offense + - 4-8 days OSS and referral to Supt	1st Offense - 1-3 days ISS 2nd Offense - 1-3 days OSS 3rd Offense + - 4-8 days OSS and referral to Supt	1st Offense - 1-3 days OSS 2nd Offense - 3-10 days OSS 3rd Offense + - 10 days OSS;juv ref	1st Offense - 5 days OSS 2nd Offense + - 10 days OSS
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.	1st Offense - 2 days OSS 2nd Offense - 2-10 days OSS and referral to Supt.	1st Offense - 1-4 days ISS and notify SRO 2nd Offense 1-4 days OSS and referral to Supt and notify SRO	1st Offense - 2nd Offense - 3rd Offense + -	1st Offense - 1-2 days OSS 2nd Offense - 2-10 days OSS;juv ref	1st Offense - 5 days OSS 2nd Offense + - 10 days OSS

		3rd Offense + - 10 days OSS and referral to Supt.	3rd Offense + - 4-8 days OSS and referral to Supt. and notify SRO		3rd Offense + - 10 days OSS;juv ref	
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.	1st Offense - 1 day ISS 2nd Offense - 2 days ISS 3rd Offense + - 3 - 10 days OSS	1st Offense - 1-3 day ISS and notify SRO 2nd Offense - 4- 8 days ISS and notify SRO 3rd Offense + - 10 days OSS, notify SR) and referral to Supt.	1st Offense - warning 2nd Offense - 1 day ISS 3rd Offense + - 2 - 10 days OSS	1st Offense - warning 2nd Offense - 2 days ISS 3rd Offense + - 3-10 days OSS	1st Offense - 10 days OSS 2nd Offense + - 10 days OSS
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	1st Offense - 2 days OSS and restitution 2nd Offense - 2-4 days OSS and restitution 3rd Offense + - 4-10 days OSS and restitution	1st Offense -1- 2 days OSS and restitution 2nd Offense - 2- 4 days OSS and restitution 3rd Offense + - 4-10 days OSS and restitution	1st Offense -1- 2 days OSS and restitution 2nd Offense - 2-4 days OSS and restitution 3rd Offense + - 4-10 days OSS and restitution	1st Offense - 1- 2 days OSS/restitution 2nd Offense - 2-4 days OSS/restitution 3rd Offense + - 4-10 days OSS/restitution	1st Offense - 10 days OSS 2nd Offense + - 10 days OSS
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned by school staff. This includes but is not limited to appearing on District property	1st Offense - Double the Original offense	1st Offense - extend original consequence by one day	1st Offense - 2nd Offense - 3rd Offense + -	1st Offense - double original offense	1st Offense - double original offense

	or at a school-sponsored event while serving a suspension or expulsion.	2nd Offense - 10 days OSS 3rd Offense + - 10 days OSS and referral to Supt. for more	2nd Offense - 1 day of OSS - must serve remaining ISS upon return 3rd Offense + - 2-8 days OSS- must serve remaining ISS upon return and referral to Supt		2nd Offense - 10 days OSS 3rd Offense + - 10 days OSS	2nd Offense - 10 days OSS 3rd Offense + - 10 days OSS
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.	1st Offense - expulsion if firearm or could cause instant death 2nd Offense - expulsion if firearm or could cause instant death 3rd Offense + - expulsion if firearm or could cause instant death	Notify SRO and Superintendent Suspension or Expulsion under advisement of Supt.	Policy - notify Supt.	1st Offense - Expulsion;juv ref 2nd Offense - expulsion;juv refer 3rd Offense + - expulsion Juv ref	1st Offense - 10 days OSS, Juv Referral, and Referral to Supt. for Long-term Suspension 2nd Offense + - 10 days OSS, Juv Referral, and Referral to Supt. for Long-term Suspension

STUDENTS SERVING ISS OR OSS MAY NOT PARTICIPATE IN OR ATTEND SCHOOL-SPONSORED EXTRACURRICULAR ACTIVITIES/EVENTS ON THE DAY OF THE ASSIGNED SUSPENSION.

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.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related

services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name: Steve Gallivan, Assistant Superintendent
Phone #: (417) 267-2850
Email Address: sgallivan@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: Shaundra Ingram, Superintendent
Phone #: (417) 267-2850
Email Address: singram@phr6.org

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

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.

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

The Department will initiate 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.

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: Steve Gallivan, Assistant Superintendent
Phone #: (417) 267-2850
Email Address: sgallivan@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: Shaundra Ingram, Superintendent
Phone #: (417) 267-2850
Email Address: singram@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: Steve Gallivan, Assistant Superintendent

Address: 100 West Cowden, Pleasant Hope, MO 65725
Email Address: sgallivan@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-175-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 of 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.

The District may utilize drug dogs on campus. Drug dogs will not come into direct contact with students.

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 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.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact Dr. Steve Gallivan, Assistant Superintendent.

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 not less than 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. Students in 5th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. 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 or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

Teaching About Computer Science I-123-S

For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

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 Assistant Superintendent Steve Gallivan, 100 W. Cowden, Pleasant Hope, MO 65725, (417) 267-2850, sgallivan@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 Assistant Superintendent Steve Gallivan, 100 W. Cowden, Pleasant Hope, MO 65725, (417) 267-2850, sgallivan@phr6.org. Alternative times are available by request. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Homebound

Students can be provided educational homebound service with administrator approval and a completed homebound application (applications can be obtained through the District Office). A student can be provided five hours of one-on-one instruction during a Sunday-to-Saturday time period. This instruction can be done in person, through electronic methods and/or by phone. Attendance when a student is provided five hours of one-on-one instruction during a Sunday-to-Saturday time period is claimed as full time for the week.

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 closely as possible) 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 4.5 credits (8 courses) 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/page/missouri-course-access-program-mocap> and District Policy.

Technology F-265-S

District 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.

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.

Policy on Student Display or Use of Electronic Personal Communications Devices
For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Prohibited Display or Use

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

Phones must be turned off and must be kept in lockers or backpacks, if a student brings one to school. The use of earphones on electronic devices during school hours is prohibited. Earphones are never allowed in the hallways during passing periods between classes.

Disciplinary Procedures

Earphones or Headphones that are seen being worn in the hallways will be confiscated. If a phone is not kept in the proper location and turned off, the phone will be confiscated and the current cell phone policy and behavior consequences will be utilized. 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.*

Exceptions

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy.

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 have access to a District-owned Chromebook and charger for school usage. In addition, students needing to access virtual courses may checkout a wi-fi hotspot with administrator approval of educational need, the required deposit, and a completed and signed hotspot usage form. During Elementary and Middle School, students are not permitted to bring these Chromebooks/chargers home; the devices must stay at school. 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 (estimated at \$350); 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.

Credit Recovery

Credit recovery is offered to students who have previously taken but failed to pass a course and therefore are in danger of not graduating/proceeding with their cohort group. A computer-based delivery system will be used to allow students an opportunity to demonstrate mastery of content and standards for the course which was previously failed. This opportunity will allow students to recover credit needed to graduate/proceed with their cohort group. To pass, students must score a minimum of 60% on the course grade. Credit recovery course work is graded on a pass/fail basis.

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 School Libraries Policies and Procedures

It is the policy of the PHR6 Libraries & Media Centers 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 from the elementary to middle or middle to high school will not be allowed media center privileges until all books and materials have been returned or paid for at the prior school.

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. In the event that PHR6 Schools are canceled (due to weather conditions, wellness breaks, or other unforeseen circumstances) all Middle School extracurricular events will also be canceled.

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 S-165-S

Elementary Students

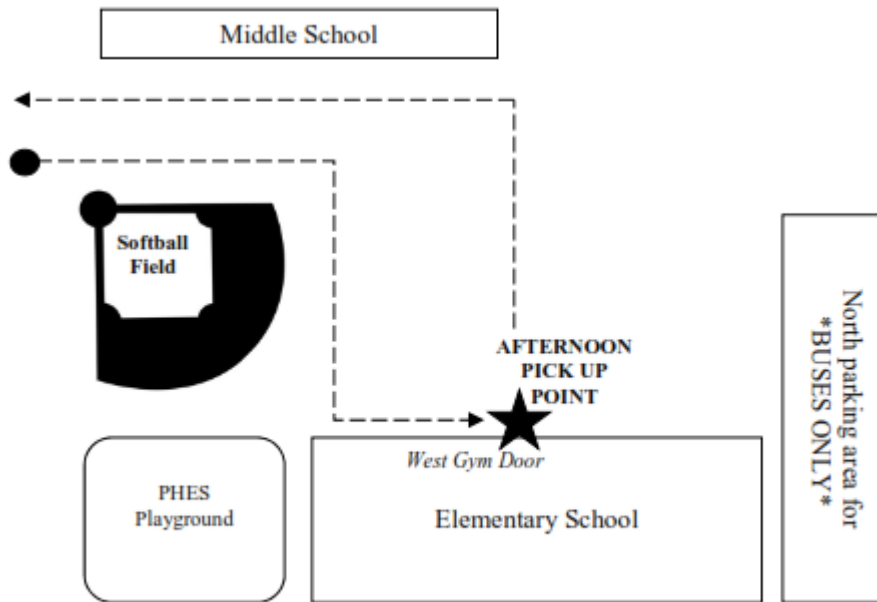
Students should arrive at school on time and not leave the school grounds without permission from the principal's office before the end of the school day. Students cannot be at school unsupervised before 7:30 a.m. and therefore should not be dropped off before this time. Breakfast is served from 7:30 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. Once a student arrives on property, they must come directly in to the building. 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:

Vision

- PHES is committed to:
 - Collaborating as a team.
 - Analysis and communicating data with all stakeholders.
 - Providing a high level of rigor daily.
 - Providing feedback to students and parents daily.
- “PHES, where futures begin and learning never ends!”

Building Goals

- **7.2 - Student Assessment & Data Analysis**
 - The teacher understands and uses formative and summative assessment strategies to assess the learner’s progress and uses both classroom and standardized assessment data to plan ongoing instruction. The teacher monitors the performance of each student and devises instruction to enable students to grow and develop, making adequate academic progress.
 - Quality Indicator 2: Assessment data to improve learning
- *Attendance*

Kindergarten-4th Grade: If a student’s cumulative attendance drops below 83%, an attendance hearing will be scheduled with the student’s guardian and a school official.

Preschool: Preschool students whose attendance falls below 70% will be placed on the waiting list. Reinstatement will be evaluated by preschool staff and elementary school administrator.
- *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 March. 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. Teachers will notify parents in intervals of 3 minors received (3, 6, 9, etc.). If a student received 10 minors in a semester, they may receive 1 day of ISS.

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 and Preschool students 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. Field trip attendees will be limited to the parent(s)/legal guardian(s) OR no more than two other family members per student (only non-school age siblings may attend field trips, but school-age siblings may not attend).

- *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. Parents may send a prepackaged snack for the class that will be shared with the class during lunch. In order to protect instructional time, birthday snacks are held with the students and teacher only; guests are not permitted.

- *Preschool*

Preschool students will need to be completely potty trained. Occasional accidents are understandable. Excessive accidents will place students on waiting list until an opening is available AND student is potty trained.

Preschool students will be picked up no later than 3:10. Multiple late pick ups may result in student being placed on the waiting list.

Minor discipline issues will be dealt with at school. Major discipline issues (physical contact with staff or other students, running from adults or intentional destruction of school property etc.) may result in a conference with parents and may result in students being placed on the waiting list or sent home for the remainder of the day.

Enrollment: PHES Preschool will accept enrollment for students who are 4 before August 1st, then all other students who are 3 and will turn 4 in after August 1st will be placed on a waiting list. Preschool will be filled with students who are eligible for kindergarten the following year prior to enrolling 3 year olds.

Preschool students are not allowed to ride the school bus. Parents/guardians must provide transportation daily. If the student's parent/guardian is a full time employee of the PHR6 School District he/she may ride the bus to the parent/guardian's school building and the student may attend all 4 days of preschool. All other students will only be allowed to attend either Tuesday/Thursday OR Wednesday/ Friday.

Pleasant Hope Middle School:

- Attendance/Tardies

Attendance/Tardies: Attendance is vital to academic success. Parents/Guardians are required to contact the office by 9:00 AM to report absences. Daily emails will be sent when a child has an attendance event including absences and tardies. Any students falling below 90%, attendance letters will be sent home.

Step 1: Warning Letter sent home (7 absences)

Step 2: Warning Letter sent home (10 absences)

Step 3: Warning Letter sent home and a phone call from administrator/counselor/SRO (14 absences)

Students must arrive on time to class prior to the tardy bell. Each semester the following will result from tardies accumulated in each class period. Tardies 1-3 Warning, Tardies 4-7 Lunch Detention, Tardies 8+ Office Detention/ISS

- *Curriculum*

The curriculum at Pleasant Hope Middle School 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>.

- *Course Syllabi*

At the beginning of the school year, teachers will provide a written syllabus for each course taught. Students and parents should be familiar with information provided for each class in which the student is enrolled. These will also be available for reference on individual teachers' Google Classrooms.

- *Classwork and Assignments*

At Pleasant Hope Middle School, we want grades to reflect learning; therefore, every student will complete every assignment. To help accomplish this goal, we will be utilizing a new system called "The Power of the ICU." This online database will clearly and accurately allow students, teachers, coaches, and parents/guardians to help support student learning, improve student growth, and make sure assignments are completed by the end of each grading period.

Here's how the Power of the ICU system works:

- 1) Everyone joins the ICU database which allows for emails and texts. This will be the tool that provides accurate information about missing assignments!
- 2) Teachers post missing work on the database each day and when a student is missing the assignment, the student, parent/guardian, coaches, and Pirate Time teachers all get an alert. Make-up work will be placed on the ICU list to make sure work is completed when a student is absent.

- 3) This alert will provide the name of the assignment and the needed links for access to the work. Then just like the real ICU, our team, including parents/guardians, will work together to help the student recover quickly. Google Classroom will still be used in our classes to share content and TeacherEase will be used to share grades.
- 4) Once completed and approved by the teacher, coach, or staff member, the assignment will be removed from the ICU list within 24 hours. Please note: The removed assignment may not be graded at that time, but this will show the entire team that the work is complete. If the quality of the assignment is not satisfactory, students may also be asked to redo the assignment with more support. These redos will also be communicated via the ICU alerts. All assignments posted on the ICU list will be graded assignments.
- 5) If a student reaches 5 or more missing assignments then one of our Lifeguards (faculty/staff) will meet with the student and ask the student the following questions...
 - 1) Who do you owe? 2) What do you owe? 3) What do you need? 4) How can I help? They will work directly with the student to make sure we are providing what he/she needs to learn!
- 6) Once this conversation takes place, a plan for completing work will be put into motion and communicated to the student, coaches, Pirate Time teachers, administration, and most importantly parents/guardians. ICU Study Halls will be available before school, during breakfast, during the school day, during lunch, after school, and during practices.
- 7) We need everyone to be on the same page with this ICU program and make sure we accomplish our PHMS Building Goal: Every Student Completes Every Assignment!

We are challenging traditional systems that are not always effective at motivating our students. Don't get us wrong, deadlines are important, but we all know that if we miss a deadline the work doesn't disappear. We still must complete what is required- zeros are an option. For those not on the list, "Pop Up" rewards/trips/events will occur weekly and monthly to encourage responsibility, time management, and quality of work. The Power of the ICU program will benefit all those on the team!

- *Communication is Key*

Many avenues exist for students/parents/guardians to monitor student progress. If a parent/guardian has a specific concern or question regarding his/her student, please contact the teacher directly through email. Teachers are asked to respond to emails within 24 hours during the school week, when possible. Faculty and staff are strongly encouraged to cease reading/replying to school emails by 4:00 p.m. each evening, as to preserve family and personal well-being. If you have an emergency or are unable to receive a reply to an email, please contact the office to schedule a meeting time with the teacher. If you would like to schedule a meeting

with the principal, please contact the office to arrange a meeting time. PLEASE NOTE: that in order to provide needed supervision of our students, the teachers and principal are not always available to meet before, during, or after a school day without an appointment. Thank you for understanding and supporting our teachers!

- *Conferences*

Pleasant Hope Middle School will host parent/teacher conferences in October and March with in-person and virtual options. All are strongly encouraged to participate. PHMS believes that communication between parents/guardians and teachers is critical to the academic success of each child. **After** meeting/discussing with a teacher, please contact the school office to schedule an appointment if you desire a conference with the principal. Scheduled meetings are preferable in order to conduct productive conferences.

- *Grade Reports*

Pleasant Hope Middle School teachers will enter grades in a timely fashion. We will provide mid-quarter progress reports and quarterly grade cards via TeacherEase and the ICU list. In addition, PHMS faculty will contact parents/guardians by phone, if failing grades are present at these times to create a plan for improvement. Students/Parents/Guardians are encouraged to monitor grades and assignment completion utilizing the parent/student portal. Contact the office for log-in assistance if needed.

- *Marking System*

Each student is encouraged and is expected 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 which 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 in all Core Classes (Math, ELA, Science, and Social Studies). The grade will be calculated by percentage based upon scores from informal and formal assessments throughout each quarter and will indicate the mastery of the grade level content studied. These percentages will be averaged to calculate semester grades.

- *Grade Percentages*

Letter Grade	Percentage
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%

A Pass/Fail grading system will be used in all other classes (Electives, Pirate Time, Study Skills, and Explore and Enrich). A passing grade will be earned if the student is prepared, participating, and completing assigned work/tasks 70% of the time. A failing grade will be earned if the student is prepared, participating, and completing assigned work/tasks less than 70% of the time.

- *Parties/Celebrations/Outside Food and Drink*
Assemblies will be scheduled periodically throughout the year to celebrate a wide variety of student successes in our school and to host guest speakers.

Birthday parties and treats are not permitted at school.

Energy drinks are not permitted at PHMS due to the health risks associated with them for children.

- **Educational/Service Field Trips & School Events**
 - Middle School 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 parents/guardians wish 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 the student 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.
 - Field trip attendees will be limited to the parent(s)/legal guardian(s) OR no more than two other family members per student (only non-school age siblings may attend field trips, but school-age siblings may not attend). All volunteers and field trip attendees must complete and pass all background checks through the District Office.
 - Field trips, assemblies, and school events are to celebrate and enhance student learning. If a student is serving a suspension, and/or attendance percentage is below 80% and/or the student is failing a core class, the student will remain at school and attend a study hall during these events. Teachers will communicate with parents/guardians if these conditions present themselves. Refunds will not be given for these events if paid prior to the trip or activity.
- *PHMS: Mindfulness and Character Education*
Together, Mindfulness and Character Education will assist the PHMS school family as it nurtures the academic, social, physical, and emotional health of its students.

Mindfulness: Mindful students and adults learn and utilize strategies to pay full attention to something, to slow down and truly notice the situation or feeling, and to respond in a relaxed, productive manner. We can all agree that being a tween/teen and raising a tween/teen presents many opportunities to be mindful.

All faculty, staff, students, and families will have opportunities to study, apply, and practice mindfulness. Together, we will learn to navigate the highs and lows of daily life and most importantly those of our children.

- Counselors
- Monthly Character Lessons
- Safe Spaces and Brain Breaks will be utilized to help us all become a More Mindful Middle school.

Student, Staff, & Family Expectations:

- Be Respectful.
- Be Responsible.
- Be Safe.

All who are a part of the PHMS team are expected to honor these expectations in all school settings including in the classroom, the hallways, the cafeteria, the bathrooms, the locker rooms, and the buses. We also want our PHMS team to be respectful, responsible, and safe while communicating with one another in emails, phone calls, text messages, and meetings throughout the school year. The focus of this approach is to keep the climate and culture of PHMS strong and make our team stronger so we can help all students find success. Students will earn points to spend in the school store and reward recesses for consistent positive behavior each quarter.

CORE VALUES

Be Respectful: This includes following directions, using appropriate language and kind words. We ALL strive to use always use the phrases: “Please, Thank you, You’re welcome, and Excuse me”

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 in the hallways, 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, hallways, cafeteria, bathrooms, buses, and school grounds. The focus of this approach is acknowledging and rewarding students for consistent positive behavior. 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. PHMS utilizes a multi-tiered approach for students who meet all expectations and students needing behavioral interventions.

Tier 1 -

Pirate Time is a scheduled class each day for all students that allows opportunities for study hall, service projects/trips, and additional privileges for those who are respectful, responsible, and safe. Our goal is for each PHMS student to be a Tier 1 student in order to protect instructional time, increase academic success, and experience the rewarding responsibilities/privileges of a maturing member of the community.

Tier 2 - Tier 2 serves those students who may need more support than just the typical classroom interventions. The administrator and teachers will identify these students based upon office referrals, suspensions, or increased issues throughout the school day. Parents/guardians will be contacted prior to implementation.

- Behavior Management Plans - These plans are structured support and plans for students, teachers, and administrators to use when students need more support. These plans are individualized and created by the entire team, students, parents/guardians, teachers, and administrators. The goal of these plans is to keep students in the classroom, use safe spaces effectively, and work with mentors to increase safety, responsibility, and respect at school.

Tier 3 - Tier 3 serves those students who could not find success with the Tier 2 Behavior Management Plans. Parents/guardians will be contacted by administrator, counselor, and/or teacher prior to enrollment in the Focus Room (whether full or part-time).

Enrollment in the Focus Room full/part-time. A daily progress report based upon behavior goals is used, updated, and shared daily with parents/guardians including comments/feedback/questions from all involved.

To be successful, we must create a partnership among the community, home, and school.

Be Mindful, Be Respectful, Be Responsible, and Be Safe - Celebrate the Positive
PHMS: Together, we can make a difference!

Pleasant Hope High School:**Vision**

- “All Students will become successful members of society moving forward with the capability to provide for themselves in all aspects of adulthood.” “All Members of the Learning Community will take pride in their community and promote healthy relationships with all in the community.”

Building Goal

- **1.2 - Student Engagement in the Subject Matter**

The teacher understands the central concepts, structures, and tools of inquiry of the discipline(s) and creates learning experiences that make these aspects of subject matter meaningful and engaging for students.

Quality Indicator 2: Student engagement in the subject matter.

- **Attendance/Tardies**

Attendance/Tardies: Attendance is vital to academic success. Parents/Guardians are required to contact the office by 9:00 AM to report absences. Any students falling below 90%, attendance letters will be sent home.

Step 1: Warning Letter sent home and phone call from counselor (7 absences)

Step 2: Warning Letter sent home and phone call from administrator (10 absences)

Step 3: Warning Letter sent home and phone call from SRO (14 absences)

Students must arrive on time to class prior to the tardy bell. Each semester the following will result from tardies accumulated for each class: Tardies 1-4

Warning, Tardies 5-8 After-School Detention, Tardies 9+ one ISS day for each.

- ***Identification Cards/Badges***

Student will be required to have their school ID with them all times while at school. ID's are the responsibility of students to keep track of. If a student loses an ID, replacement ID's will cost \$5.00. If a student fails to have their ID with them 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. If a student needs assistance with ID fees, then they may request this through their building counselor.

- ***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:

0 to 6 units.....9th Grade

6.5 to 12 units..... 10th Grade

12.5 to 18 units.....11th Grade

18.5+ 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. 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.

HS Student participation in field trips is a privilege. To remain eligible for field trip attendance, students may not have more than one F at the most recent progress report.

- **Attendance**

Pleasant Hope High School Attendance Policy:

Why Attendance Matters

Regular attendance is essential for student success. Being present in class allows students to fully engage in learning, stay on track academically, and participate in school activities.

Pleasant Hope High School encourages strong attendance by providing both expectations and incentives.

Attendance Expectations

- Students are expected to attend all scheduled classes each day.
- Attendance is tracked by class period each semester.

Final Exam Exemption Incentives

Students who maintain strong attendance may qualify for semester final exam exemptions:

- 100% Attendance
 - Exempt all final exams
 - Must have at least an 70% (C or higher) in each class
- 95% Attendance
 - Exempt up to 2 final exams
- 90% Attendance
 - Exempt 1 final exam

Attendance Requirements & Consequences

- Below 90% Attendance
 - Students will be ineligible to participate in:
 - Field trips
 - Co-curricular non-educational activities
 - Extracurricular activities
 - Eligibility can be restored by completing tutoring hours (every 30 minutes of tutoring restores 1 hour of attendance)
- Below 80% Attendance (Per Class)
 - Students will receive No Credit (NC) for the semester in that class.
 - Students may regain credit by completing tutoring hours to recover attendance.

Making Up Attendance (Tutoring Hours)

Students may recover lost instructional time through tutoring:

- 30 minutes of tutoring = 1 class period of attendance credited towards eligibility
- Tutoring hours may be used to:
 - Improve attendance percentage
 - Restore activity eligibility
 - Regain credit in a class

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*

Grade point averages (GPA) are figured on a 4.00 scale. Honor Classes are given more weight because of the level of difficulty.

Honor Classes are: DC Calculus, DC College Algebra, DC Trig, Computer Science Principles, Physics, DC Chemistry II, Accounting II, Spanish III & IV and approved online dual enrollment/credit. When figuring GPAs, the following scale will be used:

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*

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 administration. Some classes are full and by nature cannot be added to and some classes have a minimum number of students that must be maintained.

- ***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 will be required to obtain a parking pass from the office. Student parking spots will be designated, and their parking pass must be displayed in the top right of the student vehicle's windshield.
9. 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 counselor. Students must bring back verification from the college or university they attended and present it to the counselor's office the next school day.

- *Job Shadow Day*

A senior, upon approval from the counseling office may take 2 job shadow days and Juniors may take 1 job shadow day that will not be counted as an absence. Each additional job shadow day will be an absence with prior approval. All job shadow days must be prearranged with and approved by the counselor. Students must bring back verification from the individual that they shadowed and present it to the counselor's office the next school day.

- *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. All A+ eligibility criteria must be met prior to high school graduation ceremonies.

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 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 the District website www.phr6.org, or the high school counselor, and/or the District A+ Coordinator at (417) 267-2271, ext. 2302.

- *School to Work Program*
Students participating in the District's School-to-Work Program must obtain counselor and administrator approval. In addition, students participating in the school-to-work program must maintain a 2.0 GPA, or the student may be deemed ineligible to participate.
- *Cadet Teaching/Teacher & Office Aide Programs*
Students participating in the District's Cadet Teaching, and/or Teacher & Office Aide Programs must obtain counselor and administrator approval. Students participating in the Cadet Teaching and/or Teacher & Office Aide programs must maintain a 3.0 GPA, or the student may be deemed ineligible to participate.
- *Royal Courts*
Homecoming, Courtwarming, and Prom Kings/Queens will be limited to one "crowning" per year as a King or Queen; Queens/Kings are still eligible to be a Prince or Princess in future courts. The Senior class may nominate up to six king and six queen candidates for Prom. Both Juniors and Seniors will vote from the list of candidates for Prom.

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 (December of the student's year): Students who wish to graduate early will be required to meet with the guidance counselor and submit written notification to the principal by May of the proceeding year. 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.

Summer graduates will be considered graduated as of the May prior; therefore, they will be considered an alumni for all activities inclusive of senior functions and graduation ceremonies.

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: 25 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; Algebra 2 is required if Algebra 1 was completed in 8th grade)

Health - 0.5 Credit

Physical Education - 1 Credit

Personal Finance - 0.5 Credit

Fine Art - 1 Credit

Practical Art - 1 Credit

Electives: 8 Credits

US Constitution, MO Constitution, & Civics Test Completion with pass rate at 60% and above.

Dual Credit: DC Government DOES fulfill the PHR6 Government Requirement for graduation contingent upon EOC completion, US Constitution proficiency, MO Constitution proficiency, and Civics proficiency. DC Biology (Life Science and/or Nutrition for Living) DOES NOT fulfill the PHR6 Biology 1 Requirement for graduation, because it does not meet the Missouri Learning Standards.

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.

High Demand Occupations

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available [here](#).

For a direct link to the fiscal year 2025 High Demand Occupations list, please click [here](#).

Pleasant Hope Ranch School:

Vision

- “The Pleasant Hope Ranch School will empower and inspire all boys to strive for their future success!”

Building Goal

- **2.1 - Student Learning, Growth, & Development**
 - The teacher understands how students learn, develop and differ in their approaches to learning. The teacher provides learning opportunities that are adapted to diverse learners and support the intellectual, social, and personal development of all students
 - Quality Indicator 1: Cognitive, social, emotional and physical development
- *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 www.mshsaa.org.

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. 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 6-12. 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.

PHMS Interscholastic Activities Eligibility (MSHSAA)

Grades 5, 6, 7 and 8 Enrollment Requirements:

A student in Grades 5, 6, 7 or 8 must meet the following requirements in order to be eligible to participate in interscholastic activities:

Traditional Option: The student is enrolled full time for seated instruction in the public junior high/middle school of residence.

Non-Traditional Option -The student is an enrolled student of the public junior high/middle school, but all or some of the classes are not taken at the school (District Virtual Program) All classes attempted are graded and placed on the student's junior high transcript/school records, and a grade card is issued by the school the student intends to represent in one or more activities. All classes must be completed by the close of the school's grading period in order for those classes/grades to be considered toward activity eligibility for the following grading period.

Grade 5, 6, 7, and 8 Academic Requirements:

Any such student who failed more than ONE scheduled core subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade. This may not apply to a student promoted for the first time into a grade that is just starting to offer the sport or activity. prior to the first day of classes for eligibility in the first grading period of the year. At the end of each grading period/quarter, grades and eligibility will be reviewed and determined by administration using the above criteria.

Junior High/Middle School Recovery Summer School: A local school district may reinstate the FIRST grading period eligibility of a student being promoted who has failed more than one class but no more than three classes if the student passes the appropriate number of core classes through recovery summer school and the following requirements are met:

- a. Only core classes (science, math, social studies and communication arts) may count toward reinstatement of first grading period eligibility.
- b. The counting of summer school classes (seated or online/virtual) must first be approved by the local school administration.
- c. The grade earned for the summer school course is placed on the student's school transcript or records.
- d. A student who has failed two scheduled subjects must pass at least one core class through secondary school-sponsored/approved summer school; a student who has failed three scheduled subjects must pass at least two core classes through secondary school-sponsored/approved summer school.

Practice Requirements:

Each team must have 14 days of conditioning practice and each individual must have participated in 14 school conditioning practices on 14 different days prior to the date of the first interscholastic contest in all sports. This requirement shall be met if a student has been a member of another school sports team immediately preceding the sport season, has been actively practicing with the sport team, has had 14 days of physical conditioning and begins physical conditioning practice with the new sport team with no more than seven calendar days having passed between the two sports before beginning practice.

Citizenship Requirements:

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper authority. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditible citizens." Conduct shall be satisfactory in accord with the standards of good discipline.

Any student serving a suspension (in or out of school) is not eligible to attend or participate in interscholastic activities during the assigned suspension period. This includes academic practices/competitions, athletic practices/competitions, and all school sponsored events/activities.

A student who is expelled from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion.

A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute shall not be eligible until all proceedings with the legal system have been concluded and any penalty or special condition of probation has been satisfied. Local school authorities shall determine eligibility at that time.

Attendance Requirements:

A student must be present at school for the entire duration of the day of a school athletic, academic, or extra-curricular event. Only excused absences verified by the office/administrators will be allowed. These include but are not limited to medical appointments, which must be verified with a note from the doctor's office, and emergency situations. This also applies to PHMS dances.

Extra-Curricular Eligibility Policy

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 must also be in good standing. 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. Student-athletes are expected to maintain passing grades in all courses. To remain eligible for athletic participation, a student-athlete may have no more than one (1) failing grade (F) at each grade check. Procedures: Grade Checks: Grades will be reviewed every three (3) weeks during the school year. Eligibility Determination: If a student-athlete is found to have two (2) or more failing grades, they will be deemed academically ineligible to compete, effective immediately upon grade review. Regaining Eligibility: A student-athlete will remain ineligible until their grades show that they are no longer in violation of the policy (i.e., they have no more than one failing grade, and did not fail more than one course in the previous semester). Eligibility may be reinstated when verified by administration through an official grade update. Continued Participation in Practice: Coaches and administration will determine whether an academically ineligible student may continue to participate in practices, conditioning, or team activities while working toward eligibility. Late work will require 2 full school days for grade updates.
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.

Parents and spectators are to remain aware that Pleasant Hope R-6 can **have them removed from the premises** and can **prohibit them from attending future contests due to unruly behavior**. Game officials can also ask that school administrators remove fans from a contest facility. Spectators must understand that questioning calls by officials, expressing dissatisfaction of calls, and ridiculing officials will not be tolerated by the officials association or the school district and can result in the removal of the spectator from the facility.

Should a spectator display excessive unsportsmanlike behavior (home or away) PHR6 administration may suspend the fan for the next scheduled contest (A warning will be given to the fan). If they do not stop their behavior they will be asked to leave the facility and they will not be allowed to attend the next scheduled contest. If a fan is removed from a contest a second time, they will receive a suspension for the remainder of the season.

Extra-curricular Activities and Clubs I-210-S

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.

Based on Missouri Statute (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these.

The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements.

Alumni Information:

Transcript Request Requirements

Please submit the following via email or in writing in order to receive a copy of your PHR6 Transcript:

1. Scan/Picture of Your Photo ID (must be parent ID, if student is under the age of 18)
2. Scan/Picture of a Written Request for your PHR6 Transcript (see example: I, NAME, am requesting a copy of my PHR6 School Transcript as of TODAY'S DATE. SIGNATURE)
3. Type of Transcript: Official or Unofficial
4. Method of Transcript Receipt: Official (MAIL ONLY) or Unofficial (Mail, Email, or Fax); please include address/number for receipt!
5. Name of School Attended, Graduation Year, and Maiden Name should be included.

Transcript Request Link: <https://www.phr6.org/page/alumni-transcripts>

District Policy Information

Physical Examinations and Screenings S-146-S

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of students are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S

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: <http://egs.edcounsel.law/pleasant-hope-r-vi-school-district-policies>.

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 (including gender identity and sexual orientation), 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.

Student Transfers S-120-S

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.
2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
4. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

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, is strictly prohibited 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.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent.

Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

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 Students 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

Administrative Staff Lists

Pleasant Hope District Office Administrative Team

TITLE	NAME	Email Address	Phone:
Superintendent	Shaundra Ingram	singram@phr6.org	ext. 2501
Assistant Superintendent	Steve Gallivan	sgallivan@phr6.org	ext. 2504
Administrative Assistant	Lynn Eagon	leagon@phr6.org	ext. 2500
Administrative Assistant			ext. 2502
Bookkeeper	Vanessa Myers	vmyers@phr6.org	ext. 2503
Technology Director	Erick Hutson	ehutson@phr6.org	ext. 2535
Technology Coordinator	Frank Swinney	fswinney@phr6.org	ext. 2506
Facilities/Maintenance Director	JR Kyle	jrkyle@phr6.org	ext. 2507
Food Services Director	Michelle Bayless	mbayless@phr6.org	ext. 2246
School Resource Officer	Jay Munholln	jaymunhollon@phr6.org	ext. 2534
Process Coordinator	Kim Jackson	kimjackson@phr6.org	ext. 2505
K-12 Asst. Principal/Athletic Director	Kevin McVey	kmcvey@phr6.org	

Pleasant Hope Elementary School Administrative Team

Jessica Johnson, Principal
Brenda Tucker, Secretary
_____, Counselor
Holly Boyer, Nurse

Pleasant Hope Middle School Administrative Team

Jenny Pendleton, Principal
Pam Faucett, Secretary
Samantha Lawson, Counselor
Charlotte Redd, Nurse

Pleasant Hope High School Administrative Team

Jered Brown, Principal
Summer Orbin, Secretary
Eli McGrady, Counselor
Jessica Buckle, Nurse

Pleasant Hope Ranch School Administrative Team

Ty Smith, Principal
Lorie Schaffer, Secretary

PHR6 Staff Directory: <https://www.phr6.org/staff>

Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Chromebook/Charger/WI-FI Hotspot Agreement and Payment Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Elementary School-Parent Compact*
- *Parental Consent and Release of Liability for Student Transportation to Vo-Tech*
- *Educational Guardianship-Authorization for Medical Treatment for Minor Other Than Parent/Guardian*
- *K-5 Virtual Program Technology Check-Out Verification*
- *K-5 Virtual Program Determination*
- *K-5 Virtual Program Enrollment Application*
- *K-5 Virtual Program Parent Agreement*
- *6-12 Virtual Program Enrollment Application*
- *6-12 Virtual Program Technology Check-Out Verification*
- *6-12 Virtual Program Determination*
- *6-12 Virtual Program Parent Agreement*
- *Parent Opt-Out Forms for On-Campus Events (Elementary, Middle, & High School)*

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 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:

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. Personal devices may not be utilized without administrator and IT department pre-approval. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook 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 (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) 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. Personal devices may not be utilized without administrator and IT department pre-approval. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook 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

Elementary School Principal
Jessica Johnson
Middle School Principal
Jenny Pendleton
High School Principal
Jered Brown
Ranch School Principal
Ty Smith
K-12 Asst. Principal / Athletic Director
Kevin McVey
Assistant Superintendent
Steve Gallivan
Superintendent
Shaundra Ingram



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Pleasant Hope, Missouri 65725
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www.phr6.org

Board of Education
Mitzi Kelly, President
Debra Agee, Vice President
Jerri Dumas, Treasurer
Tracy Keithley, Secretary
Brandon Buckle, Member
Candace Carter, Member
Jonathan Traugher, Member

July 1, 2026

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 checkout 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 are not permitted to bring their Chromebook and charger home; the devices must stay at school.
- During high school, students can choose between: 1) a school-use only Chromebook, 2) a Chromebook usage fee of \$25 per year (in order to bring their Chromebook and charger home after the school day), or 3) a Chromebook lease fee of \$50 per year; 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 from PHHS. Students who are not able or chose not to pay the home usage or lease fee will be required to utilize shared Chromebooks in each teacher's classroom throughout the 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.

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 due to repair/replacement costs. If students leave the Pleasant Hope School District prior to graduation or do not graduate within the 4-year lease term, then the Chromebook must be returned or they must pay the full replacement price (approximately \$350) 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 Erick Hutson, District Technology Director regarding payment.

In Education,

Shaundra Ingram, Superintendent
Steve Gallivan, Assistant Superintendent
Jered Brown, High School Principal
Jenny Pendleton, Middle School Principal
Jessica Johnson, Elementary School Principal
Ty Smith, Ranch School Principal
Kevin McVey, PHR6 Assistant Principal/Athletic Director

**PLEASANT HOPE R-VI
CHROMEBOOK/CHARGER/WI-FI HOTSPOT AGREEMENT AND PAYMENT FORM
2026-2027 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. 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.
- Don't leave your hotspot or Chromebook in a high heat area.

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 \$350), 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 a 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):

- ☐ Option 1: Chromebook School Only Usage: \$0/year (all schools)
- ☐ Option 2: Chromebook Usage Fee: \$25/year (high school students or virtual students)
- ☐ Option 3: Chromebook Lease Fee: \$50/year (high school students only; these students will keep their Chromebook as personal property upon graduation from PHHS with a total minimum paid of \$200)
- ☐ Other: Wi-Fi Hotspot Deposit: \$25 (hot spots are ONLY available to students that are attending 100% virtually (not in seated courses); the deposit will be returned to student upon return of the hotspot at unenrollment, graduation, or end of school year) unless the Hotspot is damaged

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

Parent Signature: _____

Student Signature: _____

Date: _____

Office Use Only:

STUDENT NAME: _____

Chromebook

- Serial Number: _____

Wi-Fi Hotspot

- IMEI Number: _____
- ICCID #: _____
- Phone #: _____
- Hotspot returned date _____ Refund issued on _____

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

Check # _____ Cash _____

Verified by: _____ Date: _____

I acknowledge that I have received and reviewed the 2026-2027 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 2026-2027 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: _____

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.



Pleasant Hope R-VI School District

100 West Cowden, P.O. Box 387

Pleasant Hope, Missouri 65725

Phone: 417-267-2850

Fax: 417-267-4373

www.phr6.org

Mrs. Shaundra Ingram, Superintendent

**EDUCATIONAL GUARDIANSHIP-AUTHORIZATION FOR MEDICAL
TREATMENT FOR MINOR OTHER THAN PARENT/GUARDIAN**

I _____ (Name of Parent) give permission to
_____ (Name(s) of Responsible Adult(s)) to make educational and medical
decisions for _____ (Name of Student/Child).
I am aware that I may revoke this authorization at any time and that this form will need to be renewed
at the beginning of every school year.

Name & Telephone Number of Physician: _____

Hospital of Choice: _____

Name & Telephone of Dentist: _____

Name & Telephone Number where Responsible Adult can be reached:

Name & Telephone Number where Parent can be reached:

Signature of Student's Guardian

Signature of Responsible Adult

Printed Name of Student's Guardian

Printed Name of Responsible Adult

Date

Date

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

My commission expires: _____



Pleasant Hope R-VI School District

100 West Cowden
Pleasant Hope, Missouri 65725

Phone: 417-267-2850

Fax: 417-267-4373

www.phr6.org

K-4 Virtual Program Enrollment Application

Student Name: _____

Student Grade (2026-2027): _____

Pleasant Hope R-VI students may be enrolled in MOCAP or other virtual courses at that district expense based upon the following procedures:

Enrollment Process

1. Prior to enrolling in MOCAP or other virtual courses, the student must utilize the district's virtual course approval process.
2. The enrollment process will be substantially similar to the District's current enrollment process for other than virtual courses.
3. Resident Students who transfer into the District while enrolled in a MOCAP course or program will continue to be enrolled in the course or program upon enrollment in the District.
4. Resident Transfer students who have previously gained credits through successful passage of approved courses under MOCAP shall be accepted by the District.
5. If a student wants to enroll full-time in a MOCAP program, the student's parents/guardians must declare their intent to enroll in a full-time MOCAP program. Then the parent/guardian must contact the school district that is hosting the MOCAP program to complete the enrollment.

Approval

1. The District will approve an enrollment request for PHR6 virtual learning as long as the student meets the eligibility requirements, enrollment occurs within the standard enrollment period, and enrollment in the requested course or program is in the student's best educational interest.
2. Parents, counselors and others may be consulted to determine whether PHR6 virtual courses serve a student's best educational interest.
 - The "best educational interest" determination will be made on a case-by-case basis and will include facts and circumstances regarding an individual student's situation.
 - **The best educational interest determination will also include the student's completion of previous virtual classes through PHR6.**
 - Benchmark testing may be needed to determine the "best educational interest" of the student; parents applying for virtual enrollment should be prepared to work together with the district to schedule benchmark testing, if determined appropriate by the

administrator immediately or as soon as possible in order to prevent a delay in the virtual enrollment decision-making process

3. In general, students with disabilities may enroll in MOCAP and other virtual courses using the same process applicable to other students. However, for students with disabilities served under the provisions of Individuals with Disabilities Education Act (IDEA) or the Rehabilitation Act of 1973, Section 504 (504), the student's individual education program (IEP) or 504 team may need to consider whether virtual courses or virtual school would serve the student's best educational interest, and if so, whether supports and services or accommodations are necessary in order for the student to participate.
4. Enrollment in MOCAP courses or full-time virtual school will not exceed full-time enrollment in the District.
5. Information regarding MOCAP and District-sponsored virtual courses will be included in Parent/Student Handbooks, student registration materials, and on the District's website.

Denial, Appeal, Removal

1. Refusal to grant approval for a student to enroll in PHR6 virtual courses will be for good cause and a determination that it is not in the student's best educational interest.
2. The District shall provide written notice to the family regarding the reasons for denial and the family's right to appeal to the Board. The written notice to the family will detail the appeal process.
3. If a student is approved to enroll in a PHR6 virtual course or program, the District will monitor a student's progress. If the course is not meeting the educational needs of the student enrolled in the course, the District may remove the student from the course. Recommendations from the course provider and/or DESE regarding the student's continued enrollment in the program will be considered before a student is removed.

Please Check one of the following:

- _____ As the Parent/Guardian of the above named student I am requesting my student be enrolled in virtual MOCAP course(es) and/or virtual Edgenuity course(es) on a **non-full time** basis at Pleasant Hope R-VI.
- _____ As the Parent/Guardian of the above named student I am requesting my student be enrolled in full-time virtual Edgenuity courses on a **full-time** basis at Pleasant Hope R-VI. I understand approval is based on the best educational interest of the student.
- _____ As the Parent/Guardian of the above named student I am declaring my intent to enroll my student in a **full-time** MOCAP program. I understand that I as the parent/guardian must contact the school district that is hosting the MOCAP program to complete the virtual enrollment.

PARENT AGREEMENT

We, as parents/guardians, understand the enrollment, approval, and denial, appeal, and removal process for Pleasant Hope R-VI School District Virtual Enrollment, and agree to the terms and conditions presented above.

Parent/ Guardian (Print Name): _____

Parent/Guardian (Signature): _____

Date: _____

K-5 Virtual Program Parent Agreement

I understand that my child will be enrolled in the LAUNCH virtual learning program for the current/upcoming school year.

PARENT RESPONSIBILITIES

We, as parents, will support our child/children's virtual learning using the LAUNCH program in the following ways:

- ☐ I understand that LAUNCH operates on Springfield Public Schools calendar, with the first day beginning on Monday, August 24, 2026.
- ☐ I understand my child will need to be logged on to their device Monday - Friday from approximately 8:30am-2:00pm, and must be actively engaged in the live lessons.
- ☐ I understand that my child may need to complete homework, make-up work, or complete any unfinished assignments past the virtual hours.
- ☐ I understand it is my responsibility to notify the LAUNCH teacher if my child will be absent, and it is my responsibility to ensure he/she makes-up the missed course work.
- ☐ I understand it is my responsibility to communicate with the LAUNCH teachers and monitor my child's progress frequently.
- ☐ I understand that my child must be enrolled with LAUNCH through the end of 2nd Quarter (December 2026).
- ☐ If I would like to make a change to return to seated classes it is my responsibility to notify the Elementary or Middle School by December 11, 2026, he/she may return at the start of 3rd Quarter on (January 5, 2027).
- ☐ I understand if I choose for my child to return to seated courses at the beginning of 3rd quarter, my child will then be assigned a classroom teacher. He/she may have a different teacher due to classroom enrollment than they were previously assigned in July 2026. (Only applies for K-4th Grade)

Parent/ Guardian (Print Name): _____

Parent/Guardian (Signature): _____

Date: _____

K-5 Virtual Program Technology Check-Out Verification

Pleasant Hope School District has allowed me to use the following items for my student to complete his/her virtual learning at home.

I received the following on _____
(date)

☐ Chromebook: PHR6 #: _____

☐ Internet Hotspot:

☐ SSID #: _____

☐ ICCID #: _____

☐ Phone #: _____

☐ I understand that I am responsible for the items listed above and will return these items in working condition at the end of my child's virtual learning course. I understand that I am responsible for replacement in the items above if they are not returned or broken.

Date: _____

Parent/Guardian Signature: _____

Office Staff Signature: _____

K-5 Virtual Program Determination

Student Name: _____

Student Grade (2026-2027): _____

Virtual Program Determination Team Members:

Educational Student Benchmarks Considered:

Virtual Program Application Approval/Denial:

_____ Your student was **APPROVED** for a MOCAP or Edgenuity class(es) or full time virtual learning program at Pleasant Hope R-VI, because the school district was able to determine that it is in your student's best educational interest based on the benchmarks considered by the team.

_____ Your student was **DENIED** virtual enrollment at Pleasant Hope R-VI School District, because the student did not make satisfactory progress in previously enrolled virtual classes offered by Pleasant Hope School District. However, the student is **ELIGIBLE** for **full-time MOCAP virtual learning program hosted by a different school district**. The parent/student is eligible to contact one of the following MOCAP virtual providers to enroll in virtual full-time classes:

At Home Virtual Program (Mehlville School District)

Greenways Academy (Boonville R-I School District)

Launch (Springfield Public Schools)

Missouri Connections Academy- MOCA (Sturgeon R-V School District)

Missouri Digital Academy-MODA (Laquey R5 School District)

Missouri Virtual Academy-MOVA (Grandview R-II School District)

Mizzou Academy (University of Missouri)

R7 Online (Lee Summit R-8 School District)

Parents/Guardian will need to contact the school district listed in order to enroll in the virtual program for that school. *Please note: A student enrolled in one of the above MOCAP providers will be enrolled*

in the school district that provides the virtual learning and will not be a Pleasant Hope R-VI student. As such, full-time students enrolled with the listed MOCAP providers will not be eligible to participate in extracurricular activities at Pleasant Hope R-VI School District.

_____ Your student was DENIED for a virtual learning program, because the school district was able to determine that it is NOT in your student's best educational interest based on the benchmarks considered by the team (if the parent refused to provide the district with significant benchmark testing or to allow the district to provide benchmark testing, then a lack of multiple educational benchmarks for team consideration may exist).

Specific Reason for Denial:

If denied, the student's family can appeal the decision to the Pleasant Hope Board of Education.

Appeal Process:

1. If the family wishes to file an appeal with the District's Board of Education ("Board-level appeal"), a party must inform the Board Secretary in writing within ten (10) calendar days of having received the notification of the denial of enrollment of virtual classes. The Board Secretary will work with all parties involved to schedule the date the Board will hear the appeal.
2. At the Board-level appeal meeting, both parties will be permitted to address the Board and provide information relevant to the decision of denying enrollment in virtual classes. The Board may limit the amount of time each party has to present information and may exclude the presentation of information the Board deems irrelevant to the denial of enrollment in virtual classes.
3. The family will be notified of the Board's determination in writing within 30 calendar days of the date the Board heard the appeal.

Sincerely,

Pleasant Hope R-VI School District
100 West Cowden
Pleasant Hope, MO 65725
417-267-2850



Pleasant Hope R-VI School District

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

5-12 Virtual Program Enrollment Application

Student Name: _____

Student Grade (2026-2027): _____

Pleasant Hope R-VI students may be enrolled in MOCAP or other virtual courses based upon the following procedures:

Enrollment Process

1. Prior to enrolling in MOCAP or other virtual courses, the student must utilize the district's virtual course approval process.
2. The enrollment process will be substantially similar to the District's current enrollment process for other than virtual courses.
3. Resident Students who transfer into the District while enrolled in a MOCAP course or program will continue to be enrolled in the course or program upon enrollment in the District.
4. Resident Transfer students who have previously gained credits through successful passage of approved courses under MOCAP shall be accepted by the District.
5. If a student wants to enroll full-time in a MOCAP program, the student's parents/guardians must declare their intent to enroll in a full-time MOCAP program. Then the parent/guardian must contact the school district that is hosting the MOCAP program to complete the enrollment.

Approval

1. The District will approve an enrollment request for PHR6 virtual learning as long as the student meets the eligibility requirements, enrollment occurs within the standard enrollment period, and enrollment in the requested course or program is in the student's best educational interest.
2. Parents, counselors and others may be consulted to determine whether PHR6 virtual courses serve a student's best educational interest.
 - The "best educational interest" determination will be made on a case-by-case basis and will include facts and circumstances regarding an individual student's situation.
 - **The best educational interest determination will also include the student's completion of previous virtual classes through PHR6.**
 - Benchmark testing may be needed to determine the "best educational interest" of the student; parents applying for virtual enrollment should be prepared to work together with the district to schedule benchmark testing, if determined appropriate by the

administrator immediately or as soon as possible in order to prevent a delay in the virtual enrollment decision-making process

3. In general, students with disabilities may enroll in MOCAP and other virtual courses using the same process applicable to other students. However, for students with disabilities served under the provisions of Individuals with Disabilities Education Act (IDEA) or the Rehabilitation Act of 1973, Section 504 (504), the student's individual education program (IEP) or 504 team may need to consider whether virtual courses or virtual school would serve the student's best educational interest, and if so, whether supports and services or accommodations are necessary in order for the student to participate.
4. Enrollment in MOCAP courses or full-time virtual school will not exceed full-time enrollment in the District.
5. Information regarding MOCAP and District-sponsored virtual courses will be included in Parent/Student Handbooks, student registration materials, and on the District's website.

Denial, Appeal, Removal

1. Refusal to grant approval for a student to enroll in PHR6 virtual courses will be for good cause and a determination that it is not in the student's best educational interest.
2. The District shall provide written notice to the family regarding the reasons for denial and the family's right to appeal to the Board. The written notice to the family will detail the appeal process.
3. If a student is approved to enroll in a PHR6 virtual course or program, the District will monitor a student's progress. If the course is not meeting the educational needs of the student enrolled in the course, the District may remove the student from the course. Recommendations from the course provider and/or DESE regarding the student's continued enrollment in the program will be considered before a student is removed.

Please Check one of the following:

- _____ As the Parent/Guardian of the above named student I am requesting my student be enrolled in virtual MOCAP course(es) and/or virtual Edgenuity course(es) on a **non-full time** basis at Pleasant Hope R-VI.
- _____ As the Parent/Guardian of the above named student I am requesting my student be enrolled in full-time virtual Edgenuity courses on a **full-time** basis at Pleasant Hope R-VI. I understand approval is based on the best educational interest of the student.
- _____ As the Parent/Guardian of the above named student I am declaring my intent to enroll my student in a **full-time** MOCAP program. I understand that I as the parent/guardian must contact the school district that is hosting the MOCAP program to complete the virtual enrollment.

PARENT AGREEMENT

We, as parents/guardians, understand the enrollment, approval, and denial, appeal, and removal process for Pleasant Hope R-VI School District Virtual Enrollment, and agree to the terms and conditions presented above.

Parent/ Guardian (Print Name): _____

Parent/Guardian (Signature): _____

Date: _____

6-12 Virtual Program Technology Check-Out Verification

Pleasant Hope School District has allowed me to use the following items for my student to complete his/her virtual learning at home.

I received the following on _____
(date)

☐ Chromebook: PHR6 #: _____

☐ Internet Hotspot:

☐ SSID #: _____

☐ ICCID #: _____

☐ Phone #: _____

☐ I understand that I am responsible for the items listed above and will return these items in working condition at the end of my child's virtual learning course. I understand that I am responsible for replacement in the items above if they are not returned or broken.

Date: _____

Parent/Guardian Signature: _____

Office Staff Signature: _____

6-12 Virtual Program Determination

Student Name: _____

Student Grade (2026-2027): _____

Virtual Program Determination Team Members:

Educational Student Benchmarks Considered:

Virtual Program Application Approval/Denial:

_____ Your student was **APPROVED** for a MOCAP or Edgenuity class(es) or full time virtual learning program at Pleasant Hope R-VI, because the school district was able to determine that it is in your student's best educational interest based on the benchmarks considered by the team.

_____ Your student was **DENIED** virtual enrollment at Pleasant Hope R-VI School District, because the student did not make satisfactory progress in previously enrolled virtual classes offered by Pleasant Hope School District. However, the student is **ELIGIBLE** for **full-time MOCAP virtual learning program hosted by a different school district**. The parent/student is eligible to contact one of the following MOCAP virtual providers to enroll in virtual full-time classes:

At Home Virtual Program (Mehlville School District)

Greenways Academy (Boonville R-I School District)

Launch (Springfield Public Schools)

Missouri Connections Academy- MOCA (Sturgeon R-V School District)

Missouri Digital Academy-MODA (Laquey R5 School District)

Missouri Virtual Academy-MOVA (Grandview R-II School District)

Mizzou Academy (University of Missouri)

R7 Online (Lee Summit R-8 School District)

Parents/Guardian will need to contact the school district listed in order to enroll in the virtual program for that school. *Please note: A student enrolled in one of the above MOCAP providers will be enrolled*

in the school district that provides the virtual learning and will not be a Pleasant Hope R-VI student. As such, full-time students enrolled with the listed MOCAP providers will not be eligible to participate in extracurricular activities at Pleasant Hope R-VI School District.

_____ Your student was DENIED for a virtual learning program, because the school district was able to determine that it is NOT in your student's best educational interest based on the benchmarks considered by the team (if the parent refused to provide the district with significant benchmark testing or to allow the district to provide benchmark testing, then a lack of multiple educational benchmarks for team consideration may exist).

Specific Reason for Denial:

If denied, the student's family can appeal the decision to the Pleasant Hope Board of Education.

Appeal Process:

1. If the family wishes to file an appeal with the District's Board of Education ("Board-level appeal"), a party must inform the Board Secretary in writing within ten (10) calendar days of having received the notification of the denial of enrollment of virtual classes. The Board Secretary will work with all parties involved to schedule the date the Board will hear the appeal.
2. At the Board-level appeal meeting, both parties will be permitted to address the Board and provide information relevant to the decision of denying enrollment in virtual classes. The Board may limit the amount of time each party has to present information and may exclude the presentation of information the Board deems irrelevant to the denial of enrollment in virtual classes.
3. The family will be notified of the Board's determination in writing within 30 calendar days of the date the Board heard the appeal.

Sincerely,

Pleasant Hope R-VI School District
100 West Cowden
Pleasant Hope, MO 65725
417-267-2850

6-12 Virtual Program Parent Agreement

I understand that my child will be enrolled in the EDGENUITY virtual learning program for the 2026-2027 school year.

PARENT RESPONSIBILITIES

We, as parents, will support our child/children's virtual learning using the EDGENUITY program in the following ways:

- ☐ I understand that EDGENUITY operates on a flexible calendar, with the first day beginning on Monday, August 24, 2026. Students will need scheduled academic progress goals to complete the required coursework by the December 11, 2026 (first semester) and May 21, 2027 (second semester) deadlines
- ☐ I understand my child will need to be logged on to their device Monday - Friday for approximately 7 hours per day.
- ☐ I understand that my child may need to complete homework, make-up work, or complete any unfinished assignments past the virtual hours.
- ☐ I understand it is my responsibility to notify the EDGENUITY coordinator if my child will be absent, and it is my responsibility to ensure he/she makes-up the missed course work.
- ☐ I understand it is my responsibility to communicate with the EDGENUITY coordinator and monitor my child's progress frequently.
- ☐ I understand that my child must be enrolled with EDGENUITY through the end of 2nd Quarter/1st Semester (December 2026).
- ☐ I understand that my child must complete the coursework for the class in order to earn a grade for the class.
- ☐ If I would like to make a change to return to seated classes it is my responsibility to notify the Middle or High School by December 11, 2026, he/she may return at the start of 3rd Quarter/2nd Semester on (January 5, 2027).
- ☐ I understand if I choose for my child to return to seated courses at the beginning of 3rd quarter/2nd Semester, my child will then be assigned a schedule. He/she may have a different schedule due to classroom enrollment than they were previously assigned in August 2026.

Parent/ Guardian (Print Name): _____

Parent/Guardian (Signature): _____

Date: _____



Pleasant Hope Elementary School

On Campus Opt-Out Trips Form

Dear Parents and Guardians,

The following is a list of events that Pleasant Hope Elementary students may walk to with their class/ club and teachers/ advisors. In the event of inclement weather students may be bussed to these locations. If you **DO NOT** want your student to attend these events please **OPT-OUT** by completing and returning this form to Pleasant Hope Elementary in August.

During these events students will be chaperoned with club advisors or teachers. Students will be grouped with other elementary students and not be grouped with Middle School or High School students with the exception of HS A+ students or MS/HS students who are assisting in providing a tour with the teacher/ sponsor and group.

The following is a list of on campus events/ celebrations student may attend:

- 4th Grade Tour to Middle School
- Middle School Playground
- Middle School Library
- Assemblies and performance rehearsals to the Middle School
- Middle School Library
- Cross County Trail
- Track
- Middle School Softball/ Baseball Community Field
- Athletic Facility

☐ Thank you for the offer however, **I DO NOT** want my child to attend these on campus events.

Student Name: _____

Classroom Teacher's Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

PLEASANT HOPE MIDDLE SCHOOL

On Campus Opt-Out Trips Form

Dear Parents and Guardians,

The following is a list of events that Pleasant Hope Middle School students may walk to with their class/ club and teachers/ advisors. In the event of inclement weather students may be bussed to these locations. If you **DO NOT** want your student to attend these events please **OPT-OUT** by completing and returning this form to Pleasant Hope Middle School in August of each school year.

During these events students will be chaperoned with club advisors or teachers. Students will be grouped with other Middle School or High School students.

The following is a list of on campus events/ celebrations student may attend:

- 8th Grade Tour to High School
- State send-off celebrations at the Elementary & High School
- Homecoming parade
- Assemblies and performance rehearsals to the Elementary or High School
- Middle School Softball/Baseball Community Field
- Track/Football Complex
- Cross County Trail
- Athletic Facility
- Outdoor PE or Band Activities (City Park, Other PHR6 School Campuses, City Streets)

☐ Thank you for the offer however, **I DO NOT** want my child to attend these on campus events.

Student Name: _____

Classroom Teacher's Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

PLEASANT HOPE HIGH SCHOOL

On Campus Opt-Out Trips Form

Dear Parents and Guardians,

The following is a list of events that Pleasant Hope High School students may walk to with their class/ club and teachers/ advisors. In the event of inclement weather students may be bussed to these locations. If you **DO NOT** want your student to attend these events please **OPT-OUT** by completing and returning this form to Pleasant Hope High School in August of each school year.

During these events students will be chaperoned with club advisors or teachers. Students will be grouped with other Middle School or High School students.

The following is a list of on campus events/ celebrations student may attend:

- Graduation walk at the Elementary & Middle School
- State send-off celebrations at the Elementary & Middle School
- Homecoming parade
- Assemblies and performance rehearsals to the Elementary or Middle School
- Middle School Softball/Baseball Community Field
- Track/Football Complex
- Cross County Trail
- Athletic Facility
- Outdoor PE or Band Activities (City Park, Other PHR6 School Campuses, City Streets)

☐ Thank you for the offer however, **I DO NOT** want my child to attend these on campus events.

Student Name: _____

Classroom Teacher's Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____