

**Pierce City R-VI School  
District  
Student/Parent Handbook  
2024-2025**



**300 N. Myrtle Street  
Pierce City, MO 65723**

**Adopted by the Board of Education: July 24, 2024**

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### Mission C-110-S

The mission of the Pierce City R-VI School District is: To prepare students for future success.

### School Board Members G-100-S

President: Kodie O'Hara

Vice President: Lee Jones

Treasurer: Danielle Saffer

Member: Zach Renkoski

Member: April Ellis

Member: Joe Reber

Member: Jared Kleiboker

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.

### Building Information and Contact Information

#### **Pierce City Schools District Office**

300 N. Myrtle Street

Pierce City, MO 65723

Phone: (417) 476-2555

Fax: (417) 476-5213

#### **Central Elementary**

400 N. Gibbs Ave.

Pierce City, MO 65723

Phone: (417) 476-2255

Fax: (417) 476-5446

#### **Pierce City Middle School**

300 N. Myrtle St.

Pierce City, MO 65732

Phone: (417) 476-2842

Fax: (417) 476-5405

#### **Pierce City High School**

300 N. Myrtle St.

Pierce City, MO 65732

Phone: (417) 476-2515

Fax: (417) 476-5466

Administration

Mr. Matthew Street, Superintendent of Schools  
(417) 476-2555  
[mstreet@pcschoools.net](mailto:mstreet@pcschoools.net)

Mr. Jared Frey, Middle School and High School Principal  
(417) 476-2515  
[jfrey@pcschoools.net](mailto:jfrey@pcschoools.net)

Mrs. Emily Scott, Elementary Principal  
(417) 476-2255  
[emulcahey@pcschoools.net](mailto:emulcahey@pcschoools.net)

Mr. Brian Abramovitz, Assistant Middle School and High School Principal  
(417) 476-2515  
[jfreybabramovitz@pcschoools.net](mailto:jfreybabramovitz@pcschoools.net)

Mrs. Jana Parrigon, Special Services Coordinator  
(417) 476-2255  
[janparrigon@pcschoools.net](mailto:janparrigon@pcschoools.net)

Mr. Zach Kleine, Athletic Director  
(417) 476-2515  
[zkleine@pcschoools.net](mailto:zkleine@pcschoools.net)

Mr. Greg Powell, Food Services Director  
(417) 476-2515  
[gpowell@pcschoools.net](mailto:gpowell@pcschoools.net)

Mrs. Sarah Elbert, Elementary Health Services  
(417) 476-2255  
[selbert@pcschoools.net](mailto:selbert@pcschoools.net)

Mrs. Kristi Barchak, Middle and High School Health Services  
(417) 476-2215  
[kbarchak@pcschoools.net](mailto:kbarchak@pcschoools.net)

Mr. Jarrod O'Hara, School Resource Officer  
(417) 476-2555  
[johara@pcschoools.net](mailto:johara@pcschoools.net)

Mr. Harold Clanton, Transportation Director  
(417) 476-2313  
[pcbuses@gmail.com](mailto:pcbuses@gmail.com)

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



Dear Pierce City Families,

We are excited to start the new school year in Pierce City! By working together, we can ensure your child has a quality educational experience in a safe environment that enables them to acquire knowledge, skills, and attitudes necessary to become a responsible, successful individual.

It is our desire to help make your child's school experience as positive as possible. This handbook is a tool that can be used to assist both students and parents. It provides basic information about the school policies, general guidelines, and other information. Be sure to read the attached policies and procedures sections to become familiar with student discipline procedures, attendance requirements, bus policy, etc.

Please remember open communication is a vital part of your child's school experience. You have the ability to contact your child's teacher via email or through our automated phone system.

We look forward to getting to know your child and to working with you during this upcoming school year. Working together, we can ensure the success of all of our students. Please contact us with any questions or concerns.

Respectfully,

Mr. Matthew Street, Superintendent

# Academic Calendar I-100-S

## PIERCE CITY SCHOOLS | 2024-2025 CALENDAR

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

13-16: Teacher Work Days  
20: First Day

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

1-3: Christmas Break  
6: PD Day

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

2: Labor Day  
9: PD Day

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

3: PD Day

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

21: PD/Conferences

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

3: PD/Conferences  
24-28: Spring Break

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

4: PD Day  
25 & 26: School in Session  
27-29: Thanksgiving Break

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

7: PD Day  
14-17: School in Session  
18: Good Friday, No School

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

9: PD Day  
16-19: School in Session  
19: Dismiss @ Noon  
20-31: Christmas Break

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

19 & 20: School in Session  
21: Last Day of School, Dismiss at 12:00

<b>Teacher Work Days</b>
<b>No School</b>
<b>Monday in Session</b>
<b>Half Days</b>

3 Built in Snow Days  
5 AMI Days  
Possible Snow Make-Up Days

- January 27
- February 24
- March 31
- April 28

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

Summer School

Board Approved on January 24, 2024

## **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 for at least half the 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.

***\*\*We ask that you make appointments for your children on Mondays whenever possible.***

Parents must report a student's absence as soon as possible on the day of the absence, but no later than 10 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 excused.

Students who are absent are encouraged to make-up the work to aid learning. Parents/students are responsible for contacting the teacher or building administrator to obtain assignments. Students will be given one day for every day that the student is absent to turn in make-up work. There will be no grade reduction on makeup work if work is completed and turned in on time.

The following are the steps that the school will take in regard to attendance:

1. The Building Secretary will call home for every student that is absent on a daily basis.
  - a. Per the Student Handbook, parents must report a students' absence as soon as possible on the day of the absence but no later than 10am.
2. After a student has been absent for three (3) consecutive days without contact made to the school, the parent will be contacted by the building principal or counselor by telephone or certified letter in order to inquire about the reason for the student's absence.
  - a. If a home visit is determined to be a viable option at this point, the SRO, counselor and/or principal may go to the house.
  - b. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, a certified letter will be sent to the parent/guardian requesting a conference within a week.
3. If the parent/guardian does not contact the principal within a week of receipt of the certified letter, the building principal will make a referral to the proper legal authorities. This can include but is not limited to:

- a. Home-Visit (Wellness Check by SRO, Counselor, Assistant Principal)
- b. Contact the Children’s Division, local prosecutor and/or juvenile office
- c. A report filed and a summons issued
- d. Hotline call could be made if educational neglect is suspected:
  - i. Frequent or continuous absences
  - ii. Lack of plausible reasons for absences provided by the parent when contacted
  - iii. Absences attributed to the intent of neglect of the parent
  - iv. Failure by the parent to confirm the students’ enrollment in another district or home-school
  - v. Attempts to resolve the absences of the student by the District are not met with cooperation by the parent

Excessive absences will result in the following consequences:

- Elementary: 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.
- Middle and High School: Students are expected to be at school every day, however some absences are unavoidable. Students are allowed to miss up to eight class periods per course per semester and still receive credit. On the eighth absence students will be placed on the attendance watch list and parents/guardians will be contacted. Every course period missed after eight will result in disciplinary action.
  - Appeals committees will be available for any student who exceeds the nine-day limit and feels that extenuating circumstances were present. This committee will be comprised of three individuals. This committee will convene at the request of the parents. At that time the parent or guardian will present to the committee any conditions that might be justifiable reason for excessive absences. The decision of this committee will be considered final; however, further appeal can be made to the Pierce City R-VI Superintendent.

Excessive absences could also result in retention, mandated summer school and/or a report being submitted to the Children’s Division.

### *College Visits*

Due to the four-day school week all college visits should be scheduled on a Monday. If a student chooses to visit a school on another day of the week it will be counted as an absence, unless approved by administration

### *Late Arrival/Tardiness*

If you arrive late to school, your child must be walked in to be checked in at the front office.

A late arrival or tardy occurs when a Middle School/High School student arrives after the expected class period has begun, as determined by the District, or when an Elementary student arrives after 8:05 a.m. The District will count tardiness as an absence if the student arrives twenty or more minutes after a class period has begun. If you arrive late to school, you must report to the office to sign in.

Excessive tardiness will result in the following consequences for Middle and High School students:

- 3, 4, 5 tardies in one class = detention
- 6 + tardies in one class = In-School Suspension

### *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 that is not an appropriate length for a school setting.
7. Holes in pants that are above [mid-thigh or knee-length] unless patched;

8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;.
12. Hats and; hoods (hooded sweatshirts worn up);
13. Do-rags;
14. Handkerchiefs;
15. Sunglasses;
16. Face paint;
17. Overly-dramatic make-up;
18. 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);
19. Blankets carried or worn as coats or wraps while in the building;
20. Heavy or loose chains, or straps that create a safety risk

#### *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 including, but not limited to, conference, after school detention, in school suspension, or out of school suspension.

#### **Food Service Program F-285-S**

Parents/guardians should send money to be turned into Food Services, the building secretary, or pay through the school website.

1. Students will obtain a lunch number or card from the office.
2. At the beginning of designated lunch periods, students will proceed in an orderly manner to the cafeteria, line up in the proper line, and proceed past the serving counter in an orderly manner.
3. Students will return plate, table service, and milk containers to the appropriate place.
4. Students who bring their lunches must eat them in the cafeteria. Sacks and waste material must be placed in the receptacle provided for that purpose.
5. Students will not leave the campus to obtain lunch elsewhere. We have a closed campus.
6. All food will be eaten in the cafeteria- not elsewhere in the building.
7. Only a student's parent/guardian may bring outside food or drink unless otherwise approved by the administration.

### *Breakfast*

Price: \$1.35

Elementary, Middle and School breakfast will be served in the cafeteria from 7:30 – 7:55 each morning. Students will eat in the cafeteria and then report to their assigned classroom.

### *Lunch*

Elementary Price: \$2.65

Middle and High School Price: \$2.95

All students will be served lunch during midday shifts.

### *Free and Reduced Lunch Application*

An application for free and reduced lunch will be provided in enrollment paperwork and may be obtained upon request from the building secretary. Please return all forms to the office.

### *Adult Visitors for Lunch*

Parents/guardians of Elementary students are welcome to eat lunch with their student. There is seating available outside the cafeteria for parents/guardians to join student for lunch. You must check in at the office to arrange this.

## **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*

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

If a student becomes ill or is injured, he/she should come to the nurse's office. If no nurse is on duty, then the student should come to the principal's office. If he/she is unable to get to the office, the illness or injury should be reported immediately. No student is to leave the school premises without notifying and receiving permission from the office.

### *Health Screenings*

Routine vision, hearing, and dental screenings will be provided to students throughout the year. Prior to any routine health screening, parents will be notified and provided the opportunity to opt-out.

### *Fever Protocol*

Students must be fever free without medication for at least 24 hours before returning to school.

### *Health Office*

If you have any questions, please contact Kristi Barchak or Sarah Elbert, (417) 476-2255.

### **Administration of Medication S-135-S**

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

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

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.

Periodic inspections are performed by a certified asbestos inspector.

A copy of the Management Plan and inspection reports are available for review at the Superintendent's Office located at 300 N Myrtle as well as each school office. Questions regarding asbestos or the management plan may be directed to MR. Matthew Street, Superintendent at 417-476-2555.

#### **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 1<sup>st</sup> 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); 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 building principal.

### *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.

- 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: Jana Parrigon.

**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.pcschools.net](http://www.pcschools.net)

The School Parent and Family Engagement Plan may be found here: [www.pcschools.net](http://www.pcschools.net)

**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:	Mrs. Jana Parrigon, Special Services Director
Phone #:	(417) 476-2555
Email Address:	<a href="mailto:janparrigon@pcschools.net">janparrigon@pcschools.net</a>

*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 of Coordinator:	Jana Parrigon, Special Services Coordinator
Address of Office:	300 N. Myrtle Street Pierce City, MO 65723
Phone #:	(417) 476-2255
Email:	<a href="mailto:janparrigon@pcschoools.net">janparrigon@pcschoools.net</a>

### **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. 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.

Parents who wish to speak with a teacher will need to telephone the office, call the teacher's classroom phone and leave a voicemail, or email the teacher, to make an appointment to visit with the teacher during planning/conference time.

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 5 days in advance.

#### *Classroom Parties/Celebrations*

There are days during the year when the entire student body will be involved in certain school activities. Parents will be notified of assemblies and special occasions involving large portions of the student body.

If parents wish for their child not to participate in a class party, please notify the teacher or office and the student will be provided with an alternative setting and activity.

#### *Classroom Parties*

There are days during the year when the entire student body will be involved in certain school activities. Parents will be notified of assemblies and special occasions involving large portions of the student body.

Parents will be invited into the building periodically for holiday parties. Parents are asked to **NOT** go to their child's classroom before being released to do so. All snacks must be prepackaged and offered to all students in the class. All students who leave early must be checked out with both the classroom teacher and the front office.

If parents wish for their child not to participate in a class party, please notify the teacher or office and the student will be provided with an alternative setting and activity. Student birthday treat time is at 3:20 pm and must be arranged in advance with the regular classroom teacher. Parents will be invited into the building periodically for holiday parties. Parents are asked to NOT go to their child's classroom before being released to do so. All snacks must be prepackaged and offered to all students in the class. All students who leave early must be checked out with both the classroom teacher and the front office.

### *Birthday Invitations*

Bringing invitations for out of school birthday parties is discouraged; however, if a student does so, he/she must bring an invitation for every student in the class. We encourage all out of school birthday party arrangements to be made outside of school.

### *Classroom Birthday Celebrations*

Students are welcome to bring birthday treats for their class as long as the treat(s) is prepackaged and offered to every student in the class. Treats must be brought in by the student or dropped off at the front office. Parents/visitors are not permitted in the classroom during birthday celebrations.

### *Field Trips*

All parents who will be assisting in the supervision of children must complete a background check through the Family Care and Safety Registry.

### **Elementary Car Rider Drop Off**

- Students should be dropped off at the NORTH DOOR from 7:30 a.m.- 8:00 a.m.
- Between the hours of 7:30 am-8:00 am NO students should be dropped off at the front door.
- Students dropped off later than 8:00 am will need to be dropped off at the front door.

### **Elementary Car Rider Pick-Up**

- Students should be picked up at the NORTH DOOR. Students cannot be picked up from the front door after 3:20 without prior approval.
- We encourage parents to download the Pikmykid app to make changes and check in during car rider dismissal.

### **Middle/High School Car Rider Drop Off and Pick-Up**

- Students should be dropped off and picked-up at the office located through the NORTHWEST DOOR (Ho1). Any student arriving later than 8:00 am must sign-in with the office.

### **Transportation Services F-260-S**

Riding a bus is a privilege, not a right. Misbehaving on a school bus could result in bus suspension or other disciplinary action such as detention, ISS, OSS, or other determined by a school official. Parents are bound by law, in this situation, to provide transportation to and from school during the time of suspension. If a student rides a bus on which he/she is not assigned, special permission must be given by the office. Written permission from a parent or guardian will be required.

For safety reasons, no one other than school personnel will be allowed to take a student off of a bus once the buses are loaded. Should a parent need their child off of the bus, they must tell a teacher on duty and the teacher will get the child off the bus.

#### *School Bus Rules*

1. Follow the District discipline policy.
2. Be courteous
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Stay in your seat. The driver may assign specific seating arrangements as needed.
7. Keep head, hands and feet inside the bus.

#### *Parents Responsibility for bus riders*

1. Parent shall make sure that the child/children are on time at the bus stop.
2. Parent shall accompany student's grades K-2 to the bus in the morning and meet them in the afternoon.
3. Parent shall understand the importance in school bus safety and review bus rules with each child.
4. If a parent or guardian is not home when the student is dropped off then the driver may return the student to the bus and contact parent, depending the age of a student and any surrounding circumstances.

Bus riding privileges may be permanently and immediately suspended.

### **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 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 comforting or calming the 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.

<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty/Plagiarism	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, taking another student’s work and claiming it as their own, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.

Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.

Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in <a href="#">§ 571.010, RSMo</a>, or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or</p>

	<p>which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not

	apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

## **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 coordinator for each building is the building principal.

*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 Report Form is available on the District website, as well as in the principals' and counselors' offices.

#### **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: Matthew Street, Superintendent  
 Phone #: (417) 476-2555  
 Email Address: [mstreet@pcschools.net](mailto:mstreet@pcschools.net)

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: Mrs. Jana Parrigon, Special Services Coordinator  
 Phone #: (417) 476-2555  
 Email Address: [janparrigon@pcschools.net](mailto:janparrigon@pcschools.net)

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).

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b>	
<ol style="list-style-type: none"> <li>1. What is a complaint under ESSA?</li> <li>2. Who may file a complaint?</li> <li>3. How can a complaint be filed?</li> </ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"> <li>4. How will a complaint filed with the LEA be investigated?</li> <li>5. What happens if a complaint is not resolved at the local level (LEA)?</li> </ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"> <li>6. How can a complaint be filed with the Department?</li> <li>7. How will a complaint filed with the Department be investigated?</li> <li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li> </ol>
<b>Appeals</b>	
<ol style="list-style-type: none"> <li>9. How will appeals to the Department be investigated?</li> </ol>	

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:
  - A. Record.** A written record of the investigation will be kept.
  - B. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.

- C. Resolution at LEA.** The LEA will then initiate its local compliant procedures in an effort to first resolve the complaint at the local level.
- D. 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.
- E. 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).
- F. 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: Matthew Street, Superintendent  
Phone #: (417) 476-2555  
Email Address: [mstreet@pcschoools.net](mailto:mstreet@pcschoools.net)

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: Mrs. Jana Parrigon, Special Services Coordinator  
Phone #: (417) 476-2555  
Email Address: [janparrigon@pcschoools.net](mailto:janparrigon@pcschoools.net)

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: Mrs. Jana Parrigon, Coordinator of Special Services  
Address: 300 N. Myrtle Street, Pierce City, MO 65723  
Email Address: [janparrigon@pcschoools.net](mailto:janparrigon@pcschoools.net)  
Phone #: (417) 476-2555

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.

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.

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

#### **Student Alcohol/Drug Abuse S-195-S**

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

awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to a school authority. 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 Mr. Matthew Street, Superintendent.

### **Student Alcohol and Drug Testing S-196-S**

The safety, health and wellbeing of the students of the Pierce City R-VI School District are of utmost importance. It is for this reason that the Board has adopted this policy. The policy covers students who participate in off-season and in-season extracurricular and co-curricular activities as well as students who choose to participate in the District vehicle driving/parking privileges in grades 7-12 as explained in this policy.

It is the desire of the Board, administration, and staff that every student in the District refrain from using, possessing or distributing illegal drugs. Instruction is also provided in drug abuse prevention in health and science classes as appropriate for various grade levels. We believe students abuse drugs and alcohol less than they would if this instruction did not exist, however, we still desire to develop successful programs and policies to prevent student drug and alcohol abuse.

Participation in school-sponsored extracurricular and co-curricular activities as well as parking on school grounds in the District is a privilege and not a right. Accordingly, a student who participates in an extracurricular or co-curricular activity has a personal responsibility, and a responsibility to other students, their parents and the school to set the highest possible example of conduct, which includes avoiding the use or possession of illegal drugs. It is the belief of the Board, administration and staff that this policy will assist the District's efforts to reduce the use of illegal drugs and promote safety in the

District. This policy is intended to complement and supplement all other policies, rules and regulations of the District regarding possession or use of illegal drugs. Students will be subject to the penalties of this policy as appropriate. This policy does not affect other policies and practices of the school District in dealing with drug or alcohol possession or use, including but not limited to the District's discipline policies and situations where reasonable suspicion is obtained by means other than testing discussed here.

### Definitions

*Activities or Activity:* When used in this policy, this term means any school-sponsored activity in the following four categories: Activities sanctioned or governed by the Missouri State High School Activities Association (MSHSAA); Competitive Activities; Non-competitive Activities; and Driving/Parking Activities. This term includes all meetings, practices, performances, and competitions connected with the Activity. The Activities are as follows:

*MSHSAA Activities:* Athletics, Band, Choir, Speech & Debate, Cheerleading, and Academic Competition.

*Competitive Activities:* FBLA, FFA, Math Competition Groups, Academic Team, Science Groups, and Student Council.

*Non-competitive Activities:* Spanish Club, Book Club, Science Club, Math, Club, Chess Club, Drama Club, Archery Club, Class Officers, FCA, and National Honor Society, all school dances, and any other school sponsored club or activity.

*Driving/Parking Activities:* Any student who chooses to drive to school and park in a District designated parking area consistent with the District's vehicle use guidelines.

*Adulterant/Adulteration:* When used in this policy, this term means any attempt to alter or attempt to alter the outcome of a Drug Test by conduct such as adding a substance to the sample, diluting the sample, switching the sample or otherwise engaging in conduct which the designated District Administrator, sample collection agent, laboratory personnel or Medical Review Officer reasonably believes constitutes the alternation or attempt to alter the results of the Participant's or any other Participant's Drug Test.

*Drug Test:* When used in this policy, this term means a scientifically substantiated method to test for the presence of illegal drugs in a person's oral fluid.

*Illegal Drugs:* When used in this policy, this term means any substance which may not be legally sold, possessed, used, distributed or purchased without a federal or state license or permit. Illegal drugs include, but are not limited to all Controlled Substances, all Drugs and all over-the-counter drugs which are being used by a Participant in dosages, frequency or ways other than directed by the manufacturer of the product.

*Non-Negative:* When used in this policy, this term means a positive result to the initial screening test prior to confirmation through a gas chromatography/mass spectrometry test.

*Off-Season Participants:* When used in this policy, this term means a student who was a Participant during the previous School Year or during the current School Year in any Activity, but who is not presently a Participant in an Activity.

*Parents:* When used in this policy, this term means the parent, parents or legal guardians of a Student and/or Participant.

*Participant:* When used in this policy, this term means any student in grades 7-12 who is involved in an Activity that is defined in this Policy.

*Positive:* When used in this policy, this term means a gas chromatography/mass spectrometry test result which is considered to demonstrate the presence of Illegal Drugs will be determined by the Testing Company utilizing industry standards.

*Screening Test:* When used in this policy, this term means the initial oral fluid test which will not be considered as a basis for the final positive result.

*School Year:* When used in this policy, this term means all days between the first day of classes in the fall and the last day of school in the spring (summer school is not included).

*Testing Company:* When used in this policy, this term means the entity chosen by the Board to test Participants pursuant to this Policy.

#### *Drug Testing Procedures*

Each Participant in an Activity shall receive a copy of the “Student Extracurricular and/or Co-Curricular Activities Drug Testing Policy” (“Drug Testing Policy”) and “Student Extracurricular and/or Co-Curricular Activities Drug Testing Consent” form (“Consent Form”). Prior to participation in any Activity, including practices, the Participant, his/her Parents must:

1. Read and understand the Drug Testing Policy
2. Sign and date the Consent Form
3. Must turn in the signed and dated Consent Form to the high school office no later than 3:30 PM on the fifth day of classes (beginning of fall semester).

A student who enrolls in the District after the fifth day of classes of the Fall semester in any School Year must turn in a properly signed and dated Consent Form, as described above, to the high school office by 3:30 pm of the fifth school day following the student's enrollment, in order to be eligible to participate in any Activity during that School Year.

A student who decides to participate in an Activity after the deadline for turning in the signed and dated consent form, will be allowed an opportunity to be a Participant for that School Year if the student turns in a properly signed and dated Consent Form to the high school office. A student will only be allowed to exercise this option one time during

the time the student is in grades 7 through 12. If a student turns in the consent form a second time after the deadline, it will be treated as a failed drug test.

At the beginning of each School Year, any student who desires to be a Participant in any Activity during that School Year must file a signed and dated Consent form using the procedure described above. A student who removes his/her name from the drug testing pool will not be allowed to be a Participant in any Activity for three hundred sixty-five (365) calendar days.

Each Participant will be assigned a number for identification purposes. The Testing Company will randomly select fifteen numbers from grades 7 and 8 and fifteen numbers from grades 9 through 12 for testing. The activities director will match the selected numbers to the master list of participants. Participants will be called for testing in the order listed until ten have been identified as available for testing. The ten (10) Participants who are selected shall consist of three (3) current or Off-Season Participants from grades 7 and 8 and, seven (7) current or Off-Season Participants from grades 9 through 12.

The Testing Company will repeat the selection and testing process throughout the School Year. Students who have been selected and who have provided an oral fluid specimen will be placed back into the pool and may be randomly selected at a later time in the same school year.

Any Drug Test required by the District under the terms of this policy will be administered by or at the direction of the Testing Company chosen by the District and will use scientifically validated toxicological methods. The Testing Company will be required to provide to the District detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug-testing program, including the collection of specimens, will be conducted to safeguard the personal and privacy rights of each Participant. The test specimen shall be obtained in a manner designed to minimize intrusiveness of the procedure. In particular, the specimen must be collected in a private facility behind a closed stall. The Testing Company's technician will supervise the Participant at the collection facility. The technician will not observe the Participant while the specimen is being collected, but the technician will be present outside the stall to listen for the normal sounds of urination to guard against Adulteration of the sample and to ensure an accurate chain of custody of the specimen. The technician will verify the normal temperature and appearance of the specimen. If at any time during the testing procedure the technician has reason to believe or suspect that a student is or has engaged in the adulteration of the specimen, the technician may stop the procedure and determine if a new sample should be obtained or if the Participant should be considered to have refused to provide a specimen.

The Screening Test will be conducted on the specimen by the Testing Company. Any Non-Negative Specimen will be further tested by a gas chromatography/mass spectrometry test.

If the gas chromatography/mass spectrometry test for any student has a positive result, the Athletic Director will receive the results and contact the Parents. If the Participant asserts that the positive test results are caused in some way other than use or consumption of an Illegal Drug by the Participant, the Participant and his/her Parents will be given up to seventy-two (72) hours to present evidence to the school nurse, including a list of medications the Participant has taken, to show cause for the positive result other than the use or consumption of Illegal Drugs. A specimen will not be reported positive unless the second test using the gas chromatography/mass spectrometry procedure is positive for the presence of an Illegal Drug and the review of additional evidence provided by the Participant and his/her Parents is complete.

The District will rely primarily on the opinion of the school nurse and/or Testing Company to determine whether the positive test result was produced by means other than the use or consumption of an Illegal Drug by the Participant. The District may also have a Medical Review Officer review the results of the confirmation test if requested by any party involved in the confirmation process.

Once a positive result is determined the Participant will become ineligible immediately to practice or compete in any in-season or off-season activity. Unauthorized disclosure, by District employees, of student testing results is grounds for discipline up to and including termination.

Upon suspension from activities based upon a positive drug test, the Participant may appeal the decision to the Superintendent within five (5) working days. Within five working days of the receipt of the appeal, the Superintendent will provide a written response to the appeal.

#### *Violations of the Drug Testing Policy*

Any student who tests positive in a drug test under this policy shall be subject to the following restrictions:

**First Offense:** The Participant shall lose District driving privileges for 25% of the year (44 school days) and be suspended from participation in their next athletic and extra-curricular activity for 25% of the maximum allowable contests, including all meetings, practices, performances, and competitions. If the Participant test positive for illegal drug use and is suspended at the end of the school year, the violation will carry over into the following school year and the suspension will pick-up on the first day of school, summer days will be excluded from the suspension.

Upon completion of a substance abuse evaluation, written documentation of enrollment and regular attendance in an educational/counseling program, and a follow-up drug test with a negative result, the driving suspension may be reduced to 12.5% of the year (22 school days) and 12.5% of the maximum allowable contests. If the Participant does not subsequently provide written documentation of the completion of the educational/counseling program as scheduled, the Participant will again become ineligible for participation in activities effective at

the time the failure to complete the program is identified and for the remaining twenty-eight (28) calendar days of the original suspension. To comply with this reduced suspension, the implementation of a counseling program should be done by a recognized substance abuse program or professional.

Any Participant who tests positive will be required to provide a negative drug test at the Participant's cost before regaining eligibility and will be subject to periodic follow-up tests at District cost for one year after return to activities. Failure to provide a negative drug test, within five school days, at the end of the initial suspension will be considered a second violation. All tests will be conducted by a District approved Testing Company.

**Second Offense:** The Participant shall lose District driving privileges and be suspended from participation in all in-season or off-season activities including all meetings, practices, performances, and competitions for three hundred sixty-five (365) calendar days from the date of the confirmation of the positive test. The Participant must provide a negative drug test from the District's Testing Company at the Participant's cost before returning to participation in activities and will be subject to periodic testing for one year after return to participation in activities. The cost for up to four (4) periodic Drug Tests will be paid by the Participant.

**Third Offense:** The Participant will be suspended permanently from participation in all Activities from the date of the confirmation of the third positive test.

Parents of students who participate in the drug-testing program voluntarily, but do not participate in any Activities that are subject to this drug-testing policy and test positive, will be notified of such positive test, but the student will not be penalized through this policy or the Student Discipline Policy.

#### *Refusal to Submit to a Drug Test*

If a Participant refuses to submit to a Drug Test authorized under this policy or requests removal from the drug-testing pool, the Participant will be ineligible to participate in any Activities for three hundred sixty-five (365) calendar days, and until a negative result is obtained on a Drug Test at Participant cost. After the three hundred sixty-Five (365) calendar days, the Participant will again be subject to the Drug-testing Policy. Any student who has a positive initial test and refuses to complete the required paperwork for a confirmation test will be treated as a refusal to submit to testing.

This Drug-testing Policy does not limit or otherwise affect District policy, regulation or procedure regarding discipline for the sale, possession, use, distribution or purchase of drugs (or alcohol) when reasonable suspicion of such conduct arises out of circumstances other than the random testing conducted pursuant to the policy.

#### **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.

### **A+ Program S-130-S**

#### *A+ Program Description*

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

#### *A+ Program Requirements*

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted 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 at: [https://core-docs.s3.amazonaws.com/documents/asset/uploaded\\_file/64824/A\\_Cadet\\_Teachi](https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/64824/A_Cadet_Teachi)

[ng Handbook.pdf](#); the high school counselor, and/or the District A+ Coordinator Zach Kleine (417) 476-2515.

### **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 as follows:

The students at Central Elementary participate in the statewide Missouri Assessment Program (MAP) each year. Students in grades 3-5 will participate in this assessment, testing in the area of English/language arts and mathematics. English language learner students participate in the statewide WIDA assessment each spring.

Pierce City Middle School students will participate in the Missouri Assessment Program (MAP) each spring. ELL students will participate in the statewide WIDA assessment each spring.

#### *State Assessments*

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the Superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the District may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

### **Teaching About Human Sexuality I-120-S**

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th 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. This instruction is provided in Middle School and High School. Prior to Middle School students receiving instruction, parents will receive permission forms and the ability to opt out.

#### *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.

### **Graduation Requirements I-190-S**

#### *General Graduation Requirements*

1. Four years' attendance.
2. All students who attend Pierce City High School will be required to have 26 credits to graduate.

#### *Specific Graduation Requirements*

26 Units required for graduation.

*Language Arts	4 Units
Social Studies	3 Units
**Science	3 Units
***Math	3 Units
Fine Arts	1 Unit (includes art and music classes)
Practical Arts	1 Unit (includes agriculture and business classes)
Physical Education	1 Unit (includes P.E. and conditioning classes)
Personal Finance	.5 Units
Health	.5 Units
****Core elective credit	1 Unit
Electives	8 Units

\*Language Courses: Students need to take Eng I, Eng II, Eng III or Dual Credit to graduate. Their fourth credit can be Eng IV, World Lit, Dual Credit, Film and Literature, or an embedded credit from Scott Tech

\*\*Students may earn one science credit by taking one of the following vocational agricultural classes: Animal Science, Greenhouse and Advanced Ag. (Ag I and Ag II are prerequisites for these courses.)

\*\*\*Math Courses: Students need to take three seated math classes in grades 9-12 to graduate.

\*\*\*\*Core elective: Students must choose a course in one other core content area: math, history, English or science. This will count toward their electives classes.

\* All students must pass Government and pass the Missouri and U.S. Constitution tests in order to graduate.

A maximum of two (2) units of credit may be transferred into PCHS from sources other than another high school or college. (Students taking college courses totaling over 2 units must receive permission for transfer credit.) See the counselor for details.

Semester credit must be earned by completing a semester class. Quarter grades will not be given to students who do not complete an entire semester.

#### *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](#).

### *Valedictorian and Salutatorian*

Each school year two members of the graduating class will be named as valedictorian and salutatorian. The person with the highest grade point average after eight semesters will be designated as valedictorian. The second ranked student after eight semesters will be salutatorian.

Students must be enrolled at Pierce City High School for the last 4 consecutive semesters of high school to be eligible to be valedictorian or salutatorian.

### *Grade Level Designation*

Students are designated in graduating class by number of credits they have earned by the beginning of the fall semester. The following system will be used to identify student's class level:

0-6.5 credits: 9<sup>th</sup>

7-13 credits: 10<sup>th</sup>

13.5-19.5 credits: 11<sup>th</sup>

20 + credits: 12<sup>th</sup>

- Transfer student's credits will be adjusted based upon number of credits offered per year at their previous school or schools.

### *Vocational Education*

We have established an excellent department of vocational education: Agriculture and Business. These courses of study are also excellent preparation for students planning to

attend college; we urge them to work one or more vocational subjects into their curriculum.

More concentrated vocational-technical training is also available to juniors and seniors at the Scott Regional Technical Center in Monett, Mo.

### **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 Jana Parrigon, Special Services Coordinator, 300 N. Myrtle Street, Pierce City, MO 65723, (417) 476-2555, [janparrigon@pcschoools.net](mailto:janparrigon@pcschoools.net). 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 Tuesday – Friday (8:00 am – 4:00 pm) in the office of the Jana Parrigon, Special Services Coordinator, 300 N. Myrtle Street, Pierce City, MO 65723, (417) 476-2555, [janparrigon@pcschoools.net](mailto:janparrigon@pcschoools.net). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### **Virtual/Online Courses I-160-S**

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

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

### **Technology F-265-S**

Students are absolutely prohibited from using their cameras, camera phones, recording devices, etc. to take photographs or videos or to make audio recordings during the school day, 8:00 am - 3:45 pm. Students are responsible for their devices at all times.

Elementary: Students are not permitted to use music players, cell phones, smart watches or any other technology devices during the school day.

Middle and High School: Students will NOT be allowed to use, display, or turn on cell phones, music devices, game systems, smart watches (unless used as only a watch), or any other unauthorized electronic devices during the school day, 8:00 am - 3:45 pm. If a student brings a cell phone or other device listed above to school, it should remain turned off and not be seen or heard. **Students are only permitted to use cell phones during lunch in the cafeteria.** Misuse of cell phones by students may result in the device being confiscated and disciplinary consequences may be imposed. Any calls for students will be placed through the Principal's office. A student will only be called to take a telephone call in case of emergency. Other messages will be taken by the school secretary and forwarded to the student. Students may use the phone in the office to make a call before school, in-between classes, or after school only.

### **Cell Phone Policy Violations**

**First Offense:** The device will be confiscated and the student may pick the device up in the office at the end of the day. The student will receive an after school detention.

**Second Offense:** The device will be confiscated and a parent/guardian must pick the device in the office. The student will receive an after school detention. One week of cell phone suspension at lunch.

**Subsequent Offenses:** The device will be confiscated and a parent/guardian must pick the device in the office. The student will receive 1 - 3 days of ISS. Cell phone use at lunch is terminated for remainder of the year.

### *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*

Students in grades 6-12 are issued Chromebooks which may be taken home in order to complete school work. Elementary students are provided Chromebooks and iPads to use at school in order to complete school work.

### *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.

## **Grading and Academic Policies**

### *Progress Reports and Grade Cards*

Progress reports and grade cards will be sent to parents approximately every five weeks throughout the school year. These notices are to advise parents of progress toward meeting grade-appropriate standards in all subjects.

### *Report Cards*

A student will receive a grade on their report card at the end of each semester to indicate proficiency in each subject taken.

*Parent Portal:* To access the portal:

1. Go to our Website, [www.pcschools.net](http://www.pcschools.net)
2. Click: Menu --> About The District --> Parent Resources --> PowerSchool Parent Portal
3. Enter your unique username and password
4. Once you have successfully logged on, use the menu bar at the top, select your child and the area that you would like to view.

### *Promotion, Acceleration and Retention of Students*

The Pierce City R-VI School District is committed to the continuous development of students enrolled in the District's schools and for a student's achievement of the skills

for the current grade assignment, to pass to the next grade level. Students will normally progress annually from grade to grade. Retention may be considered when in the judgment of the professional staff; the student has met the objective criteria qualifying that individual student for retention. Parents/Guardians will receive prior notification and an explanation of the criteria used for retention. However, the final decision will rest with the school administration. The law does not apply to students receiving special education services. In evaluating student achievement, each teacher will make use of all available information including results of teacher-made tests, other measures of skill and content mastery, standardized-test results, teacher observation of student performance and attendance. The principal will direct and aid teachers in evaluations, and will review grade assignments in order to ensure uniformity of evaluation standards.

According to state law, school districts must assess and determine the grade-level reading ability of students in grade 3 and students in grades 4-6 who transfer in during the year. This determination must be made within 45 days of the end of the school year. This assessment is not required for students who have already been determined to be reading at or above grade level. School districts must develop an individualized “Reading Improvement Plan,” to be implemented during grade 4, for any third grader who was determined to be reading below second-grade level. The reading plan MUST include, at a minimum, “30 hours of additional reading instruction or practice outside the regular school day during the fourth-grade year.” Such instruction may be provided during the summer before grade 4 or during the regular school term. The bill mandates retention in grade 4 for any students who are still reading below 3<sup>rd</sup> grade level at the end of summer school.

***Elementary Proficiency Scale:***

All grade levels use Standards Referenced Grading. The purpose of SRG is to CLARIFY what students know and to what degree. Student “grades” should serve as a piece of communication between the teacher and the family. “Grades” should show the students progression and growth throughout the year. Below are a few important pillars of SRG:

- Students learn in different ways and at different paces
- Some students will be working on extending their knowledge, while others will be working on prerequisite skills.
- Our goal is to measure the student’s ACADEMIC progress on each standard. We are not taking academic behaviors or social behaviors into consideration when marking grades.

**Grading Scale**

There is no conversion between the 4,3,2,1 marking system to a letter grade system. A 4 is NOT an A and a 3 is not a B. Below is the grading scale we will use:

- 4 = Given only in situations where exceeding the standard is possible
- 3 = The student is able to **independently** meet the standard
- 2 = The student is able to **independently** meet part of the standard
- 1 = The student is able to meet part of the standard with **ASSISTANCE or MODIFICATIONS**

<p><b>N – Not Enough Evidence</b></p> <p><i>The student has not completed or turned in enough work for the teacher to determine an accurate level of understanding.</i></p>	<p><b>1 – Area of Concern (69% and below)</b></p> <p><i>The student rarely meets the standard as demonstrated by daily work, quizzes, etc. that shows minimal understanding and application of the grade-level concept.</i></p> <p><b>(requires high level of teacher assistance)</b></p>
<p><b>2 – Progressing toward Standard (70%-79%)</b></p> <p><i>The student occasionally meets the standard as demonstrated by daily work, quizzes, etc. that shows incomplete/inconsistent understanding and application of the grade-level concept.</i></p> <p><b>(requires moderate level of teacher assistance)</b></p>	<p><b>3 – Meeting the Standard (80%-94%)</b></p> <p><i>The student consistently meets the standard as demonstrated by daily work, quizzes, etc. that shows independent understanding and application of the grade-level concept.</i></p> <p><b>(requires minimal or no teacher assistance)</b></p>
<p><b>4 – Academic Excellence (95%-100%)</b></p> <p><i>The student consistently and independently demonstrates mastery of the grade-level standard as demonstrated by daily work, quizzes, etc. with no assistance from the teacher.</i></p> <p><b>(They’ve got it...all the time!)</b></p>	<p><b>Preschool and Kindergarten:</b></p> <p>- Area of Concern</p> <p>/ Progressing toward Standard</p> <p>+ Meeting the Standard</p>

**Middle School Grading System**

PCMS is on a semester grading cycle. Grades will be determined by dividing the total points earned for the semester by the total points possible. Below are the letter grades for the percentage earned.

- 100-90=A
- 89-80=B
- 79-70=C
- 69-60=D
- 59-0=F

Homework = 10%  
 Formative Assessments = 25% of final grade  
 Summative Assessments = 65% of final grade

Reassessment opportunities will be provided...but relearning strategies are required in advance. It is the responsibility of the student to seek out reassessment opportunities.

Students may reassess on any assignment. Students will earn 85% of the reassessed grade. Example: if a student's new score is 100%, they will earn an 85% in the gradebook.

**High School Grading System**

Class of 2026 Only: **A, B, C, D, F, INC**

All other classes: **A, A-, B+, B-, C+, C, C-, D+, D, D-, F**

Parents are invited to discuss their child's progress with classroom teachers, principal, and the counselor. Please contact the office to set up an appointment.

PCHS is on a semester grading cycle. Grades will be determined by formative assessments, summative assessments, and homework. Students will have the opportunity for reassessment up until the next unit test. Students may reassess on an assignment. Once the assignment has been graded, students will earn 85% of the new grade they received. Example: if a student's new score is an 80%, they will earn 85% of the 80%. Summative assessments may be reassessed but relearning strategies are required in advance.

Below are the letter grades for the percentage earned.

Homework = 10%  
 Formative Assessments = 25% of final grade  
 Summative Assessments = 65% of final grade

<b>A</b>	<b>90-100</b>
<b>B</b>	<b>80-89</b>
<b>C</b>	<b>70-79</b>
<b>D</b>	<b>60-69</b>
<b>F</b>	<b>0</b>
Class of 2026 only	

<b>A</b>	<b>93-100</b>
<b>A-</b>	<b>90-92</b>
<b>B+</b>	<b>87-89</b>
<b>B+</b>	<b>83-86</b>
<b>B-</b>	<b>80-82</b>
<b>C+</b>	<b>77-79</b>
<b>C+</b>	<b>73-76</b>
<b>C-</b>	<b>70-72</b>
<b>D+</b>	<b>67-69</b>
<b>D+</b>	<b>63-66</b>
<b>D-</b>	<b>60-62</b>
<b>F</b>	59 and Below

*Academic Recovery (Summer School)*

Please note that any student with an F at semester may be required to attend summer school for academic recovery, from 8:00-12:00. They will focus on skills deficits and become better prepared for the next school year. If a student with an F does not complete the academic recovery requirements in summer school, they will face possible retention. Two of more F's require all day Summer School attendance.

**Weighted Grade Point System**

In order to reward a student who enrolls in designated upper level courses, Pierce City High School uses a weighted grading system, which awards bonus points that are applied when calculating the student's GPA. The following is a list of weighted classes offered at PCHS:

- Cold War
- Trigonometry
- College Biology
- Ag Sales
- Any Core 42 college course taken for credit with approval

\*\*A Maximum of 4 weighted classes can be counted towards GPA. A student may take more, but weighted points will be capped at 4 classes.

Grade	Points	Bonus	Grade	Points	Bonus
A	4.0	5.0	A	11	14
A-	3.7	4.7	A-	10	13
B+	3.3	4.3	B+	9	11
B	3.0	4.0	B	8	10
B-	2.7	3.7	B-	7	9
C+	2.3	3.3	C+	6	7
C	2.0	3.0	C	5	6
C-	1.7	1.7	C-	4	4
D+	1.3	1.3	D+	3	3
D	1.0	1.0	D	2	2
D-	0.7	0.7	D-	1	1
F	0	0	F	0	0

$$\text{GPA} = \frac{\text{Total Points Earned}}{\text{Total Classes Taken}}$$

Class of 2027 and beyond 4.0 scale will use plus/minus grades  
 Class of 2026 4.0 scale, NO plus/minus grades  
 Class of 2025 11.0 Scale

### ***Honor Roll***

An Honor Roll is compiled at the end of each semester on the basis of grades earned during the preceding semester. The Honor Roll lists are distributed to local newspapers of publication.

*Honor's System for Graduates:* Students with at least a 3.5 cumulative GPA for four years of high school will be honored at graduation.

- Recognize cum laude 3.5 - 3.74 GPA
- Recognize magna cum laude 3.75 - 3.99 GPA
- Recognize summa cum laude 4.0 or higher GPA
- Students will wear cords at graduation

### ***Honor Roll***

An Honor Roll is compiled at the end of each semester on the basis of grades earned during the preceding semester. The Honor Roll lists are distributed to local newspapers of publication.

### ***Semester Examinations***

Semester exams shall be given each semester to all students of the high school, unless they qualify for the exemption policy. There shall be an adequate, but not excessive review of the material by the teacher with the students to assist them in organizing their material for the semester examinations.

Examination dates shall be established each semester by the principal. Examinations shall not be given in advance of the date scheduled, except in emergency cases as determined by the principal. Students who are unable to take the examination as scheduled because of illness shall make an appointment with the teacher or principal to take the examination at a later date.

All semester finals are to be worth a total of 10% of a student's grade for each class and be figured into the semester grade.

### ***Finals Exemption Policy***

In an attempt to reward exemplary attendance, the following policy shall be in effect:

- Students who are absent from school for more than 14 cumulative blocks of class time, without the approval of administration, will be required to take finals.
- Students with any grade lower than a C- will be required to take all finals for the semester.
- Students who do not show up to take finals will receive a ZERO unless approved by administration in advance.
- Students eligible for test exemption may elect to take semester examinations without risk of lowering their grade.
- Students who qualify for finals exemption will be dismissed from school during finals.
- Finals are to be figured as part of the total semester grade.

- Scott Tech students are not exempt from taking finals at the Career Center. Scott Tech students may miss up to 10 blocks (number enrolled at PCHS) and be exempt from finals at PCHS. Students are responsible for completing requirements set forth by the Scott Technical Career Center. Our policy does not excuse students from finals at the Career Center.
- Finals exemption does not apply to dual credit courses or EOC exams.

### Late Work Policy

Each day an assignment is late, 10% will be deducted up to a total of 50%. After the next unit test no late work will be accepted.

### Consequences for academic dishonesty/plagiarism

If a student is academically dishonest or plagiarizes according to the above definition, that student will receive a grade of “o” on the assignment and will not be allowed to reassess the assignment. Students will also receive a discipline consequence.

### OSS Homework Policy

If a student misses school due to OSS, that student may complete their homework, but may only receive 50% of the total points on an assignment.

### **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 local radio and TV stations to notify students and parents/guardians. Announcements will also be made through the school messenger system to all parents who have provided the office with current phone numbers. Please do not call the administration or radio/TV stations for this information.

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

### **Extracurricular Activities and Athletics**

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.

*\*\*Inappropriate behavior in the school setting can and may result in suspension from extracurricular activities. This decision will be at the discretion of the principal.*

You have an obligation to create a favorable image and gain the respect of your teammates, the Pierce City R-VI School District, the student body, and the Pierce City community.

You are also expected to:

1. Strive to achieve sound citizenship and desirable social traits, including emotional control, honesty, cooperation, dependability, and respect for others and their abilities.
2. Maintain academic citizenship and eligibility standards as established by Pierce City R-VI School District and the Missouri State High School Activities Association (MSHSAA).
3. Know and understand the rules and regulations for athletic/activity participation.
4. Desire to excel to the limits of your potential.
5. Show respect for both authority and property.
6. Be willing to accept the leadership role that is instilled through the athletic/activity programs.

In order to emphasize student achievement, Pierce City R-VI School District requires the following conditions for students to be eligible to participate in any extracurricular event. This also includes school-sponsored dances. More detailed eligibility guidelines are found in the District's Athletics/Activities Handbook.

#### *School Rules for Activities*

1. Students participating in extracurricular and/or co-curricular activities must attend a District school in-person.
2. All organizations within the school are required to take their funds to the high school principal's office.
3. Money must be counted and prepared for bank deposit when presented to the office. All funds must be disbursed by the school Superintendent's office.
4. Each organization must be sponsored by a member of the faculty, who shall be approved by the principal.
5. All meetings of organizations must be attended by the sponsor or by the approved substitute.

6. All meetings will be held in the school building unless permission is given by the principal to meet elsewhere.
7. Students who leave before an activity is over may not return to the activity once they leave the building or event.
8. All organizations are responsible for cleaning up after the activity.
9. Each club or organization must have an up-to-date constitution on file in the principal's office. All rules and regulations of that club or organization are to be listed in this document. Only clubs and organizations meeting this standard will be allowed to meet and function.
10. All students are to behave with respect at any school sponsored activity. Failure to do this will result in that student not being allowed to attend further activities. (Example: "Booing" at sporting events or any assembly is not permitted.) Students and fans who fail to show proper respect for teams, opponents, or officials may be removed from the event.
11. Practice sessions for most activities must be scheduled outside school time. When an exception is made, it must be cleared through the sponsor and then through the office.
12. Meetings must be planned at least one week in advance and must be presented by the sponsor involved to the principal to be placed on the calendar.
13. Driving to and from school sponsored activities is strictly prohibited. Students may ride from activities with parents or legal guardian. The sponsor must give permission. Students who do not ride the bus to activities will not be allowed to participate.
14. Students must attend school at least one half of the school day in order to practice or participate in a school activity unless approval is made by the principal.
15. Lack of good citizenship will be sufficient cause to be removed from any club or organization. This applies to citizenship standards in the community and in school.
16. School work that will be missed because of a school activity should be made up prior to the activity.

### *Fund Raising*

All school organizations must have all fundraising projects individually approved by the principal. All money collected from fundraising projects must be receipted through the school accounts.

### *Pep Assemblies*

Pep assemblies are designed to promote school spirit and unity. Behavior at assemblies should be respectful to those assisting with the assembly. Assemblies will be scheduled through the office and activities should be approved by the principal.

### *Student Council*

The student council is the highest ranking student organization in school. It serves as a medium of student participation in school administration. Membership on the council is a distinct honor for those wishing to assume its responsibilities. The Student Council is an advisory group of student representatives elected by the student body.

Its purposes are fostering opportunities for student participation in the betterment of the school, expressing individual ideas, encouraging the proper attitude of the students within the school and away from school, improving the care of the building and its contents, and acting as a connecting link between students and administration. For specific details, refer to the constitution provided on request from the office.

### *School Dances*

PCHS will have four (4) approved, regularly scheduled dances during the school year:

1. Football Homecoming – sponsored by the Cheerleaders
2. Barn warming – sponsored by FFA
3. Basketball Homecoming – sponsored by the Student Council
4. Junior/Senior Prom – sponsored by the Junior Class

All dances will last no more than two (2) hours or until midnight, whichever comes first. (With the exception of Prom. The following rules will apply:

1. Any student bringing an out-of-school date must sign up the date's name, identified as your guest, in the office prior to the dance. Prom dates must be signed up one week before prom.
2. The principal will approve the guest list. Guests are the responsibility of the student who signs the guest into the dance.
3. Students leaving a dance early are not permitted to return.
4. All other school rules of behavior and conduct apply to PCHS sponsored dances.
5. All dates must be enrolled in grades 9-12 or be a High School graduate, and be under the age of 21.

### *Election of Basketball and Football Kings/Queens*

Procedures for the election of football and basketball royalty are as follows:

1. Queen Candidates must be a member of the senior class.
2. Senior class will nominate three (3) candidates for king and three (3) candidates for queen.
3. Freshman, sophomore, and junior classes will each have one (1) attendant to the king and queen.
4. Underclassmen may be selected to be an attendant in only one sport in any one school term.
5. Nominations and voting will take place anonymously through Google Forms.

### *Middle School Athletics*

The major sports at PCMS are baseball, softball, volleyball, football, basketball, and track. There are several primary objectives for these sports: recreation, social contact, good sportsmanship, permanent interest in sports, and development of school spirit and team morale, physical and mental fitness.

To represent PCMS on an athletic team, students must meet the following eligibility rules set up by the Missouri State High School Activities Association. An athlete is eligible when the following requirements are met:

1. Students must be credible school citizens. Conduct should be satisfactory in accordance with the standards of good discipline.

2. Students must pass a minimum six (6) courses the preceding semester of attendance.
3. Students must be promoted to the next grade or next higher level at the close of the preceding school year.
4. A student may not participate in more than four (4) seasons in grades 9-12 in any activity.
5. A student breaking a community law may be declared ineligible.

Inappropriate behavior in the school setting can result in suspension from one or more sporting events. This decision will be at the discretion of the principal and coaches. Further guidelines to participate in the athletic program at Pierce City may be obtained from the Athletic Department and the eligibility section of this Handbook.

### *MSHSAA*

The Pierce City R-VI School District is a member of the Missouri State High School Activities Association. The purpose of this organization is to promote, develop, direct, protect, regulate amateur interscholastic activities between member schools, and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities throughout the state. The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at <https://www.mshsaa.org/>.

MSHSAA Athletics/Activities offered by the Pierce City R-VI School District:

<u>Athletics</u>	Cross Country	<u>Activities</u>
Baseball	Softball	Band
Basketball	Swimming & Diving (Co-Op with Monett)	Cheerleading
Football	Track	Choir
Golf	Volleyball	Scholar's Bowl

### *Eligibility Criteria*

All students participating in the Pierce City Athletics/Activities program must meet the requirements set by the Missouri State High School Activities Association and the requirements of the Pierce City R-VI academic and conduct eligibility standards. All students must meet the residence and transfer of enrollment requirements set by the Missouri State High School Activities Association. All students must meet the criteria set by the Pierce City R-VI School District and the Missouri State High School Activities Association: pass a minimum of 3.0 units of credit the previous semester or 75% of the maximum available credit and maintain creditable citizenship. Under certain conditions/restrictions up to one unit of credit from summer school may be counted toward activity eligibility. Transfer students must meet the guidelines set by the Missouri State High School Activity Association in order to be eligible.

### *Academic Eligibility Guidelines*

All students participating in a Pierce City Athletics/Activities program must meet the requirements set by the Missouri State High School Activities Association and the requirements of the Pierce City R-VI academic and conduct eligibility standards of passing a minimum of 3.0 units of credit the previous semester or 75% of the maximum available credit. In order to emphasize achievement, the Pierce City R-VI School District

requires the following conditions for students to be eligible to participate in any athletic/extracurricular activity. Grade checks will begin week 7 and continue every 2 weeks until the end of the semester.

Students with 1 F at a grade check will be ineligible until the next grade check. Students will be allowed to continue to practice and meet with the team, but are not allowed to ride the bus to away contests/activities or dress in team uniform. Students will also not be allowed to participate in any activities that would remove them from the classroom.

Coaches and sponsors are encouraged to become involved with students in an effort to raise their grades. Those students who are failing any class and wish to participate in activities will be encouraged to attend tutoring sessions in an effort to raise their grades to a passing level. If a student is in an athletic/activity sponsored by MSHSAA and wishes to drop a course, the student must have a passing grade. If the student is failing the course, the grade must be raised to passing before a schedule change will be considered or the student will be ineligible until the end of the semester.

#### *Attendance (regular school day)*

Students MUST be in school ½ of the day to participate in a practice or competition. Absences on the day of the contest must be excused by the Building Principal in order for the student to be eligible to participate.

#### *Physical Examinations*

Every athlete MUST have a current valid physical before they are allowed to participate in practice. Physicals are valid for two years from the date they are administered.

#### *Insurance*

Students are required to provide their own health insurance before being allowed to participate in Pierce City athletic/activity programs. Pierce City R-VI School District DOES NOT provide insurance to students. Parents are asked to verify coverage on physical form. No one may practice or participate without insurance coverage. If insurance lapses during the school year, it is the responsibility of the parent/guardian to notify the school.

#### *Out of School Suspension/In School Suspension*

Students are NOT allowed to participate in competitions or practices if they are in Out of School Suspension or In School Suspension.

#### *Citizenship Standards*

Participation in extracurricular activities is a privilege and not a right; therefore, the Pierce City R-VI School District requires students to adhere to standards of behavior which will bring credit to students, the particular activity, the school, and the community. Students who represent the Pierce City School District must demonstrate good citizenship and conduct at all times, including on social media. You are representing the Pierce City R-VI School District and the Pierce City Community every day of the year. The Pierce City R-VI School District requires student behavior be in compliance with school board policy, the school's Student Handbook Regulations, and

public laws. Behavior not in compliance with these policies may result in student's suspension from all extracurricular activities.

### *Sportsmanship*

It is the Pierce City R-VI School District's expectation that extracurricular activities are educational in nature and will benefit all involved. The Pierce City R-VI School District is a member of the Southwest Conference and The Missouri State High School Activities Association. As members of these groups, we adhere to policies set down for the display of good sportsmanship by athletes, students, parents, and fans. Member schools are expected to enforce sportsmanship rules for their own school's players and spectators. All school discipline policies and rules apply directly to Pierce City students at school activities whether they are held on school property or away from school. Failure to adhere to policies may result in disciplinary action or removal from participation. All coaches/advisors, parents, and other fans are expected to:

1. Maintain pride for self and school.
2. Strive to keep high standards of conduct.
3. Refrain from the use of profanity or implied profanity.
4. Not engage in disrespectful chants, including personal remarks directed at players and officials.
5. Not display disrespectful behaviors to other fans, players, or cheerleaders.
6. CHEER FOR YOUR OWN TEAM-NOT AGAINST THE OTHER TEAM!
7. Be a credible citizen at all times.
8. Abide by the Pierce City R-VI School District Board Policy prohibiting the use of tobacco/e-cigarette products inside the building or outside on any school or athletic grounds.

### *Chemical Abuse*

The Pierce City R-VI School District recognizes that the use of mood altering chemicals poses a significant health problem for many adolescents, resulting in negative effects on behavior, learning, and the total development of each individual. The possession or use of tobacco/e-cigarettes and of mood-altering chemicals, such as alcohol, drugs, marijuana, etc., by adolescents affects extracurricular participation and the development of related skills.

Athletics/Activities are an extension of school and all regular school rules and regulations are applicable. Rules for athletic/activity participants are more severe and are enforced in and out of school. In addition, violations involving tobacco/e-cigarettes, alcohol, and mood-altering chemicals will result in suspension from activities which includes practices, contests, and any team functions. Penalties are cumulative for the student's entire High School career. (Example, student has tobacco/e-cigarettes violation during volleyball 9<sup>th</sup> grade and an alcohol violation in 11<sup>th</sup> grade basketball, the student will have incurred their 2<sup>nd</sup> violation.) Possession shall be defined as visual or physical evidence which is substantiated by a school official or law enforcement officer, to the satisfaction of the administration. Violation of the alcohol/drug policy shall cause the student to receive the following citizenship penalty:

### **Tobacco/E-Cigarette**

First violation: Suspended from 10% of maximum number of allowable contests

Second violation: SUSPENDED 365 CALENDAR DAYS FROM DATE OF INFRACTION

### **Alcohol/THC**

First violation: Suspended from 25% of maximum number of allowable contests

Second violation: SUSPENDED 365 CALENDAR DAYS FROM DATE OF INFRACTION

### **Illicit chemicals/Illegal substances**

First violation: ABSOLUTELY NO TOLERANCE; SUSPENDED 365 CALENDAR DAYS FROM DATE OF INFRACTION

### *Transportation for Athletics/Activities*

The Pierce City R-VI School District provides transportation via school bus to and from all athletic/activity competitions. Students are required to ride school buses to and from athletic/activity events. Students are expected to return from activities on the bus unless signed out by a parent or legal guardian. Once a parent or legal guardian has signed their student out, students may ride only with a parent/ legal guardian. Any other exceptions MUST be approved by the building administrator.

### *Athletic Lettering/Awards*

All of the Pierce City R-VI School District athletic programs offer an athletic letter. In order to be eligible to receive an athletic letter a student athlete must participate in one-third (1/3) of the athletic events quarters/innings/sets/holes and be a member of the athletic team at the end of the season. Quitting an athletic team forfeits all rights to a team letter, even if the student has met the required amount of participation. Subjective criteria such as, but not limited to, the factors of sportsmanship, citizenship, and good team membership also determine the conferring of a letter. If a student has been a member of the same athletic team for all 4 years but hasn't reached the one-third (1/3) requirement, he/she will be award an athletic letter. At the end of the school year the Pierce City R-VI School District will hold an awards banquet for all sports. Any students that participate in an athletic program are eligible for end of the season awards. All awards require the student be a member of the team/activity at the end of the season. Coaches for each athletic team will determine the recipient of the awards and what awards will be given. The following Pierce City High School athletic events will be represented at the end of the year athletic banquet:

Football	Volleyball
Girls Basketball	Boys Basketball
Cheerleading	Baseball
Softball	Boys and Girls Golf
Boys and Girls Track	Cross Country

### *Non-Athletic Lettering*

Several organizations offer a non-athletic letter for their activity. Each activity offers objective qualifications and criteria for lettering set by the organization. The additional factors of good school citizenship and a constructive, positive attitude are integral criteria of the lettering process. For lettering requirements, check with individual staff advisors. Activity award requirements are available from the sponsor of each activity.

### **Academic Lettering**

In order for students to be eligible to obtain an academic letter, they must meet the following criteria:

- Maintain a 3.5 cumulative GPA
- Maintain a 98% attendance rate per year

### *Social Media Guidelines*

Participating in an athletic event/activity for the Pierce City R-VI School District is a privilege. Participants are held in the highest regard and are seen as role models in the school and community. As leaders you have the responsibility to portray your team, your coaches, our school, and yourselves in a positive manner at all times. Facebook, Twitter and other social media sites have increased in popularity globally, and are used by the majority of students in one form or another.

Students should be aware that third parties--including the media, faculty, future employers and college officials--could easily access your profiles and view all personal information. This includes all pictures, videos, comments and posters. Inappropriate material found by third parties affects the perception of the individual, our community, and our school. This can also be detrimental to a student's future options (i.e. college, profession). Examples of inappropriate and offensive behaviors concerning participation in online communities may include depictions or presentations of the following:

- Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco/e-cigarettes.
- Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
- Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
- Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at another school and derogatory comments against race and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug use).

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of the Pierce City R-VI School District. Remember, always present a positive image and do

not do anything to embarrass yourself, your team, your family, your community, or your school. Students who violate the social media guidelines maybe subject to a conference with administration, athletic/activity suspension, athletic/activity dismissal, or other disciplinary action.

#### *End-of-season Uniform Collection*

Student participants will have a grace period of 7 (seven) days following the final contest of an activity to return all school equipment back into the coach/sponsor. After this grace period, a participant will not be allowed to participate in practices or contests until the equipment is submitted and/or fees paid and verified by the coach/sponsor.

#### *Quitting*

Once a season is underway, it becomes detrimental to the individual athlete as well as to the team for a participant to quit; therefore, the Pierce City R-VI School District has adopted the following policy:

Any participant that quits of his/her own accord after the “try-out period” (5 days) will be subject to the following consequences:

**1st occurrence:** suspension from 10% of the maximum allowable contests of the next season that the participant is active in.

**2nd occurrence:** suspension from all activities for 365 calendar days from the date of the second occurrence.

Once a participant quits an activity, they must attend an exit interview with the building principal and the athletic/activities director (if any party has to be excused from the exit interview, another administrator may step in). Until a participant completes the exit interview, they may not participate in any practices, contests or activities with another organization, team, or group. If it is deemed by the administration in the exit interview that there are mitigating and extenuating circumstances causing the participant to quit, the consequences may be suspended. This is to be determined on a case-by-case basis by the administrative team. If a participant does not finish a season because he/she is removed from the team by the coaching staff the consequence remains the same, however, no exit interview is required.

#### *Missed Practice Sessions*

Once a season is underway, it becomes detrimental to the individual athlete as well as to the team for a participant to miss practice; therefore, the Pierce City R-VI School District has adopted the following policy:

- Any participant that acquires three (3) unexcused missed practices throughout the course of the season will be removed from the sport/activity. If a student is removed from the sport/activity because of missed practices, the quitting policy will apply.
- Any practice that is to be considered excused must be approved by the building principal and the coach notified.

### **Arrival and Dismissal Procedures S-165-S**

#### *Check Out Procedure and Security*

Students are allowed to check out through the principal's office by being signed out by their parent/guardian or designated responsible adult (verified on registration form).

Anyone other than parent/guardian must have an accompanying note and or verification by phone contact from the office BEFORE the student leaves the school campus.

**PLEASE DO NOT ENTER THE BUILDING AND GO DIRECTLY TO A CLASSROOM FOR A CHILD.** Students will be called from class via the intercom system.

The Pierce City R-VI School District is legally responsible for the safety of our students during the school day. Therefore, requests for early dismissal will be validated to assure that students are released only for proper reasons, and only to authorized persons. Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal, or his or her designee. In keeping with these precautions, the following procedures will be adhered to:

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

The safety of your child(ren) at school is very important to all of us. In trying to maintain the security of our building, we ask when picking up your children that you please enter through the main front doors and wait for them in the front foyer; your child will be called from class via the intercom system. Your cooperation in this matter is very important.

### **Emergency Drills**

**Fire drills** will be held to acquaint students and teachers with an orderly evacuation of the building. The fire signal is that of a long buzzing sound. When you hear this sound, stop what you are doing and leave the room in a single file, walking rapidly to the exit directed by the teacher. Generally speaking, you should follow adjacent walls to avoid cross traffic. Proceed to a point about seventy-five (75) feet from the building, where the class will assemble as a group. Return to the building **ONLY** when the all-clear signal is given.

**Storm drills** will also be held to acquaint personnel with “take cover” procedures. The tornado signal is that of a long bell ringing sound. When you hear this sound, stop what you are doing and leave the room in a single file, walking rapidly to the exit directed by the teacher and proceed as directed. The District will determine whether it is appropriate and safe to evacuate students to the Storm Shelter or whether to have students remain in their current locations. Avoid locations near windows and doors. **Stay out of the gymnasium!** When evacuated to the storm shelter, students will remain in the storm shelter until the all-clear signal is given.

**Earthquake drills** will be held in cooperation with the Great Central US ShakeOut. This is typically done during the fall semester. Students will follow the directives of the teacher during this drill. Materials are prepared by the Federal Emergency Management

Agency that develops public awareness and understanding of earthquakes and explains safety measures to be taken.

**Lock-down** is an announcement over the intercom system. When this is heard all students are to remain in the classroom or go into the nearest classroom and the teacher is to lock all doors and windows until further instructions are given. The District will lock all exterior doors, classes cannot exit the building, and no individuals are permitted to enter the building. Building and campus maps outlining these emergency procedures are displayed in each classroom. Please notice and become acquainted with the maps.

### **Textbook Distribution Procedures**

Textbooks are owned by the school and are used until they are either in poor physical condition or the material has become obsolete. Students are to write their names in the textbooks immediately upon receiving them. No assignments, comments, or diagrams are to be written in the books by the students. The following regulations apply to the distribution of textbooks.

1. Books are to be issued only to students whose schedules have been approved in the office.
2. Teachers are to number all new and bound texts and stamp PCHS on the inside of the front cover.
3. Teachers are requested to label the condition of the text as it is issued- new, good, fair.
4. Students will be charged as follows for lost books:
  - a. New books .....school purchase price
  - b. 2<sup>nd</sup> year books .....2/3 purchase price
  - c. 3<sup>rd</sup> year books.....1/2 purchase price
  - d. Over 3 years.....\$6.00
5. Students who allow the bindings on books to become ruined will be charged for rebinding of the books.

### **Class Schedules/Bell Schedules**

#### **Central Elementary:**

Students are not allowed to be in the Central Elementary School building before 7:45 a.m. or after 3:45 p.m., unless involved in a supervised school activity. Students are considered tardy after 8:05 am. Students who report to school at 7:45 am will go immediately to the classroom for supervision.

For students riding the bus, the school day starts when the student boards the bus and ends when the student returns home on the bus. Students will not be let off at unauthorized stops either going to or from school. When students arrive at school on the bus, they will not be allowed to leave campus prior to school starting.

For students who walk, elementary students are released in the direction of their walking destination and are supervised as they exit District property.

**MIDDLE SCHOOL MASTER SCHEDULE**

Teacher	1 (8:00-8:55)	2 (8:59-9:54)	3 (9:58-10:53)	4 (10:57-12:14)	12:18-12:48	5 (12:52-1:47)	6 (1:51-2:46)	7 (2:50-3:45)
<b>ENGLISH</b>								
HOWARD	7th Grade ELA	8th Grade ELA	CONFERENCE	7th Grade ELA	EAGLE TIME	8th Grade ELA	8th Grade ELA	7th Grade ELA
<b>HISTORY</b>								
WELLS	8th Grade Social Studies	CONFERENCE	7th Grade Social Studies	8th Grade Social Studies	EAGLE TIME	7th Grade Social Studies	8th Grade Social Studies	7th Grade Social Studies
<b>MATH</b>								
SAFFER	8th Grade Math	8th Grade Math	CONFERENCE	7th Grade Math	EAGLE TIME	7th Grade Math	8th math	7th Grade Math
<b>SCIENCE</b>								
RITCHHART	7th Grade Science	CONFERENCE	7th Grade Science	8th Grade Science	EAGLE TIME	8th Grade Science	7th Grade Science	8th Grade Science
<b>6th GRADE</b>								
Kleiboeker	ELA	Novels/ Keyboarding	ELA	ELA	EAGLE TIME	Novels/ Keyboarding	ALR	CONFERENCE
WHITLEDGE	Math	Health/ Health	Math	Math	EAGLE TIME	Health/ Health	CONFERENCE	Health/ Health
ZIEGLER	Science	Social Studies	Science	CONFERENCE	EAGLE TIME	Science	Social Studies	Social Studies
<b>ELECTIVES</b>								
ADAMS	Advanced Band	JH Choir		HS EAGLE TIME/CONFERENCE		JH Intermediate Band	Beginning Band	Honors Choir
DONSON		ALR/ISS	JH PE	JH CONDITIONING		JH PE	CONFERENCE	8th Grade Health/ 8th Grade Health
HOCKER	JH Conditioning		CONFERENCE	6th Grade PE	EAGLE TIME		6th Grade PE	6th Grade PE
GENZLER		HS Conditioning	HS Conditioning	HS EAGLE TIME	HS Conditioning	HS Conditioning	HS Conditioning	HSConditioning
FIX		7th Grade Ag/ 7th Grade Ag	8th Grade Ag/ 8th Grade Ag	HS EAGLE TIME/CONFERENCE				
HAWKINS		JH Business	8th Orientation/ 8th Orientation	JH Business	EAGLE TIME	CONFERENCE	JH Business	

**HIGH SCHOOL MASTER SCHEDULE**

Teacher	1 (8:00-8:55)	2 (8:59-9:54)	3 (9:58-10:53)	10:57 - 11:27	4 (11:31-12:48)	5 (12:52-1:47)	6 (1:51-2:46)	7 (2:50-3:45)
<b>ENGLISH</b>								
KLEIBOEKER	English III	English II	English II	EAGLE TIME	English IV	CONFERENCE	English II	Film as Literature
ZILER	#World Literature	English I	English I	EAGLE TIME	CONFERENCE	English III	English III	English I
<b>HISTORY</b>								
ANDERSON	American History	World History	CONFERENCE	EAGLE TIME	World History	American History	World History	American History
WARD	Government	CONFERENCE	Government	EAGLE TIME	Government	History Through Film	Government	#Cold War
<b>MATH</b>								
COY	Integrated III	Integrated II	Integrated II	EAGLE TIME	Integrated III	#Trigonometry	Integrated II	CONFERENCE
MILLER	Integrated I	Integrated B	CONFERENCE	EAGLE TIME	Integrated A	Integrated B	Integrated I	Integrated A
<b>SCIENCE</b>								
JENNINGS	Physical Science	CONFERENCE	Chemistry	EAGLE TIME	Chemistry	Physical Science	Physical Science	Chemistry
MOUSER	Robotics I II	JH Robotics	Chemistry	EAGLE TIME	#A & P	CONFERENCE	#College Biology	Chemistry
<b>AGRICULTURAL SCIENCE</b>								
FIX	Ag II	7th Grade Ag/ 7th Grade Ag	8th Grade Ag/ 8th Grade Ag	EAGLE TIME	CONFERENCE	Ag II	Animal Science	Advanced Ag <i>Not for SC credit</i>
MELIN	Ag Construction	CONFERENCE	Ag I	EAGLE TIME	#Ag Sales	Greenhouse	Ag I	SAE

ART								
WILSON	CONFERENCE	Art I II III IV	Art I II III IV	EAGLE TIME	Art History	Art I II III IV	3D Art	Art I II III IV
BAND/MUSIC								
B. ADAMS	Advanced Band	JH Choir	Music Expressions	HS EAGLE TIME	CONFERENCE	Intermediate Band	Beginning Band	Honors Choir
BUSINESS								
HAWKINS	Careers	JH Business	8th Orientation/ 8th Orientation	JH Business/ MS EAGLE TIME		CONFERENCE	JH Business	Entrepreneurship
CODY	College Class Monitor	Personal Finance/Personal Finance	Business Leadership	EAGLE TIME	Yearbook	Personal Finance/Personal Finance	CONFERENCE	Business Leadership
PHYSICAL EDUCATION								
DONSON	HS PE	JH PE	JH PE	EAGLE TIME	CONFERENCE	JH PE	ALR/ISS	8th Grade Health/ 8th Grade Health
GENZLER	CONFERENCE	Conditioning	Conditioning	EAGLE TIME	Conditioning	Conditioning	Conditioning	Conditioning
HOCKER	JH Conditioning	Health/Health	CONFERENCE	6th PE/ MS EAGLE TIME		Health/Health	6th PE	6th PE
CURRY	ISS	ISS	ISS	HS EAGLE TIME/MS EAGLE TIME		ISS	Sports Psychology	CONFERENCE
OTHER								
HEARN	Study Skills/ Resource Science	Study Skills/ Resource History	CONFERENCE	EAGLE TIME	Study Skills/ Resource Math	Study Skills	Study Skills	Study Skills/ Resource English
BROWN		7th Grade Novels/ 7th Grade Novels	CONFERENCE	HS EAGLE TIME/ MS EAGLE TIME				8th Grade Novels/ 8th Grade Novels
KLEINE	Cadet Teaching	Cadet Teaching	Cadet Teaching	EAGLE TIME	Cadet Teaching	Cadet Teaching	Cadet Teaching	Cadet Teaching
VAUGHAN					Yearbook			
FREY	OFFICE AIDE	OFFICE AIDE	OFFICE AIDE	EAGLE TIME	OFFICE AIDE	OFFICE AIDE	OFFICE AIDE	OFFICE AIDE
LATHEM	COLLEGE CLASS	COLLEGE CLASS	COLLEGE CLASS	EAGLE TIME	COLLEGE CLASS	COLLEGE CLASS	COLLEGE CLASS	COLLEGE CLASS
	Foreign Language	Foreign Language	Foreign Language	EAGLE TIME	Foreign Language	Foreign Language	Foreign Language	Foreign Language

# - Weighted

# - Weighted & College Credit Available

Credits Needed to Graduate:

- |                   |                      |
|-------------------|----------------------|
| (4) English       | (½) Health           |
| (3) Science       | (½) Personal Finance |
| (3) Math          | (1) Core Elective    |
| (3) History       | (1) PE               |
| (1) Practical Art | (8) Electives        |
| (1) Fine Art      |                      |

\*Greenhouse & Animal Science count for SC credits\*

### **EAGLE Time**

EAGLE Time is a 30-minute advisory period during the day when students will report to the classes where they have a D or F. The goal for this advisory period is to offer more accessible tutoring and reassessment options for students. The class assignments will be determined on a weekly basis. Students who need extra tutoring in a specific class who do not have a D or F may visit that teacher at the teacher's discretion.

### **Deliveries**

Deliveries must be made to the building office and students can retrieve items at the end of the school day. Lunches that are dropped off must be provided prior to the student's scheduled lunch and the student will pick up the lunch at the office.

### **Parties/Celebrations**

***Central Elementary:*** There are days during the year when the entire student body will be involved in certain school activities. Parents will be notified of assemblies and special occasions involving large portions of the student body.

Classroom parties will be at Halloween, Christmas, Valentine's Day, and Easter. If parents wish for their child not to participate in a class party, please notify the teacher or office and the student will be provided with an alternative setting and activity. Student birthday treat time is at 3:20 pm and must be arranged in advance with the regular classroom teacher. Birthday party invitations are not allowed to be distributed at school.

### **Lockers**

***Middle/High School:*** Lockers will be assigned when students enroll. Students are to use only their assigned lockers throughout the year. Do not write in your locker or paste pictures or stickers on lockers. Please keep your locker doors closed and neat at all times. Locks are not provided; however, students may bring their own lock if they wish but will need to give a copy of the key or combination to the office.

### **Supply Lists**

Supply lists will be available prior to the beginning of the school, posted on District website and in District communications. Lists will be available at the local Walmart.

### **Student Parking**

Driving to school is a privilege, not a right. A permit to drive must be on file in the principal's office. Students may lose their privilege to drive to school for parking violations. Students who have permits to drive their vehicles to school must park in designated student parking areas. Upon arrival at school, the student will park his/her vehicle and leave it until the end of the day. Only in certain predetermined situations will students be allowed to use their vehicles during school hours. Students are not to go to their cars during the school day without permission from the office.

## **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 student 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:

<https://www.pcschools.net/>.

### ***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](mailto: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.

The following schools are closed to transfers as they are at full capacity:

#### *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.

### Signature and Form Requirements

- Students will complete forms in 6th grade, valid until end of 8th grade
- Students will complete forms in 9th grade, valid until graduation
  - This will exclude any forms that require yearly signatures.
- Students can withdraw by filling out a form from the office
- Current middle school students will fill out forms next year, valid until end of 8th grade
- Current high school students will fill out forms next year, valid until graduation
  
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Chromebook Loan and Damage Form*
- *Chromebook Loan Agreement*
- *Participation and Consent Form Eligibility in Extracurricular, Co-curricular, and Driving Program*
- *Athletic/Activity Commitment Form*

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: \_\_\_\_\_

Name of Student (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

*TECHNOLOGY USAGE AGREEMENT*  
*GRADES 5-8*

Technology Usage policies are linked on the Pierce City R-VI website, [www.pcschools.net](http://www.pcschools.net), in the Technology section.

- I understand that I am to read and abide by the provisions described in the Technology Usage policies
- I understand that violation of these provisions may result in disciplinary action taken against the student including, but not limited to, suspension or revocation of the student's access to District technology and suspension or expulsion from school
- I understand that my/my child's use of the District's technology resources is not private and that the school District may monitor my/my child's electronic communications and all other use of District technology resources.
- I consent to District interception of or access to all of my/my child's electronic communications using District technology resources as well as downloaded material and all data stored on the District's technology resources, including deleted files, pursuant to state and federal law, even if the District technology resources are accessed remotely
- I understand that this form will be effective for the duration of my/my child's attendance in the District unless revoked or changed by the District or parent.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

**CHROMEBOOK LOAN AND DAMAGE PROGRAM**  
**GRADES 9-12**

Pierce City R-VI Schools offers an insurance option for students to utilize in the unfortunate event that the District loaned Chromebook is damaged accidentally through no willful intent, neglect, or abuse. In the case of a lost or stolen Chromebook, the student and parents/guardian should file a police report.

Insurance coverage is voluntary and non-refundable. Parents/Guardians and students may choose the option of keeping the device at school instead of participating in the Chromebook Damage Program (insurance). In this case, no fee will be collected, but the full cost of repairs and replacement will be the responsibility of the student and parents/guardians.

Those who choose to participate in the Chromebook Damage Program may take Chromebooks home after payment is made and the Chromebook Loan and Technology Usage Agreements are completed and on file in the office.

- Insurance Cost: \$20.00
- Insurance required: Only if the Chromebook is taken home
- Insurance Coverage: 50% cost of accidental damages, NOT lost items. Students and parents/guardians are responsible for the full cost to replace the missing items

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\_\_\_\_\_ I wish to participate in the Chromebook Damage Program (Insurance)

I understand that this form will be effective for the duration of my/my child's attendance in the District unless revoked or changed by the District or parent. Insurance will be renewed each year upon payment

\_\_\_\_\_ I decline to participate in the Chromebook Damage Program (Insurance)

I understand that I am responsible for 100% of damages or loss to the loaned computer equipment. I also understand that my student will not be allowed to remove the equipment from school campus. I may decide to participate in the Chromebook Damage program at any time and agree to the terms. Payment will initiate the beginning of coverage and terms.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY; Stamp when payment is received

9th	10th	11th	12th
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Name of Student (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

*TECHNOLOGY USAGE AGREEMENT*  
*GRADES 9-12*

Technology Usage policies are linked on the Pierce City R-VI website, [www.pcschools.net](http://www.pcschools.net), in the Technology section.

- I understand that I am to read and abide by the provisions described in the Technology Usage policies
- I understand that violation of these provisions may result in disciplinary action taken against the student including, but not limited to, suspension or revocation of the student's access to District technology and suspension or expulsion from school
- I understand that my/my child's use of the District's technology resources is not private and that the school District may monitor my/my child's electronic communications and all other use of District technology resources.
- I consent to District interception of or access to all of my/my child's electronic communications using District technology resources as well as downloaded material and all data stored on the District's technology resources, including deleted files, pursuant to state and federal law, even if the District technology resources are accessed remotely
- I understand that this form will be effective for the duration of my/my child's attendance in the District unless revoked or changed by the District or parent.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student (Print): \_\_\_\_\_ Grade: \_\_\_\_\_

*CHROMEBOOK LOAN AND DAMAGE PROGRAM  
GRADES 5-8*

Pierce City R-VI Schools offers an insurance option for students to utilize in the unfortunate event that the District loaned Chromebook is damaged accidentally through no willful intent, neglect, or abuse. In the case of a lost or stolen Chromebook, the student and parents/guardian should file a police report.

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Those who choose to participate in the Chromebook Damage Program may take Chromebooks home after payment is made and the Chromebook Loan and Technology Usage Agreements are completed and on file in the office.

- Insurance Cost: \$20.00
  - Insurance required: Only if the Chromebook is taken home
  - Insurance Coverage: 50% cost of accidental damages, NOT lost items. Students and parents/guardians are responsible for the full cost to replace the missing items
- 

\_\_\_\_\_ I wish to participate in the Chromebook Damage Program (Insurance)

I understand that this form will be effective for the duration of my/my child's attendance in the District unless revoked or changed by the District or parent. Insurance will be renewed each year upon payment

\_\_\_\_\_ I decline to participate in the Chromebook Damage Program (Insurance)

I understand that I am responsible for 100% of damages or loss to the loaned computer equipment. I also understand that my student will not be allowed to remove the equipment from school campus. I may decide to participate in the Chromebook Damage program at any time and agree to the terms. Payment will initiate the beginning of coverage and terms.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICE USE ONLY; Stamp when payment is received

5th	6th	7th
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*PIERCE CITY R-VI SCHOOL DISTRICT  
CHROMEBOOK LOAN AGREEMENT*

A Chromebook, charger, and case are being loaned to the student in good working order. This equipment is, and at all times remains the property of Pierce City R-VI School District of Pierce City, MO. It is herewith loaned to the student for educational purposes only for the academic school year. The District property may be used by the student only for noncommercial purposes, in accordance with the District's policies, the District Technology Usage Agreement, as well as local, state and federal statutes.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

One user account with specific privileges and capabilities has been set up on the Chromebook for the exclusive use of the student to which it has been assigned

**Parental/Guardian Responsibilities:**

- Supervise student's use of the Chromebook and the internet at home. Information about the free Securely Parent Portal for the District's filtering/monitoring software is located in the Technology section of the District's website
- Not to attempt to repair the Chromebook or have it repaired outside the District technology department
- Require student to recharge the Chromebook battery nightly and bring Chromebook to school fully charged each day
- Have student return the Chromebook to the school District when requested and upon the student's withdrawal from Pierce City R-VI School District

**Student Responsibilities:**

- Treat the Chromebook with care by not dropping it, getting it wet, leaving it outdoors or on the floor, exposing it to extreme temperatures (leaving it in the hot car for a long period of time) or operating it with food and/or drink nearby
- Keep the protective case on the Chromebook at all times
- Report any problems with the Chromebook immediately to the District technology department
- Keep charger stored in case when not charging (should be charged at home and in case pocket while at school)
- Practice online safety: do not give out passwords or personal information
- Allow any District filters or monitoring software, programs, or extensions. Trying to alter, remove, or disable will result in loss consequences listed on the technology usage policies linked in the Technology section of the District's website
- Use the Chromebook for appropriate school related topics and activities

I acknowledge that I have received and reviewed the 2024-2025 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.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (please print):  
\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

**Random Drug /Testing Program Participation and Consent Form**  
*for Eligibility in the Extracurricular, Co-curricular, and Driving Program*  
2024-2025

As a Participant in extracurricular, co-curricular, and/or student driver program I understand that participation is completely voluntary. I understand that my signature below authorizes the Pierce City R-VI School District to obtain an oral fluid sample from the student whose name appears below if his/her name is selected as part of the random selection procedures of the Drug Testing Program. I also understand the currently available instant screen tests are 98%-99% accurate and that an instant screen test that shows a non-negative result will always be followed with a more sophisticated laboratory test for confirmation as described in Random Drug Testing Policy. I understand that if a confirmation test results in a "positive" test, the student and parent(s)/guardian(s) may need to disclose to a designated school official, or the schools Medical Review Officer (MRO), any prescription medications the student is currently taking. I understand that if a violation of the drug-testing policy occurs that the parent/legal guardian of the student and building administration will be the only individuals made aware of this information.

I further understand and agree that the Pierce City R-VI School District may respond to a positive drug test in accordance with the provisions of the Random Drug Testing Policy.

\_\_\_\_\_ Yes. I agree to participate in the Pierce City R-VI random drug testing pool. I, along with my parent/legal guardian, have read and understand the guidelines set forth by the Pierce City Drug Testing Policy. Please sign this consent form and return it by the 5<sup>th</sup> day.

\_\_\_\_\_ No. I do not agree to have my child's name placed in the Pierce City R-VI random drug testing pool. I further understand that by making this decision I relinquish my child's privileges to represent Pierce City R-VI Schools in extracurricular and co-curricular activities as well as relinquish all driving privileges for the current school year.

Student's Name (print) \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Pierce City Athletic/Activity Commitment Form*

Participant's Name (print) \_\_\_\_\_ School Year \_\_\_\_\_

Please list all Athletics/Activities on the line below:

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Prior to participating in any meeting or practice sessions for any sport/activity, each athlete must:

- Successfully pass a physical examination by a registered physician or other authorized health care provider.
  - The copy of such examination must be on file in the office of the Athletic/Activities Director. The physical exam is valid if issued on or after February 1 of the previous school year.
  - Return the Athletic/Activity Commitment Form and Emergency Contact Form properly signed.
  - Provide proof of personal health insurance.
- 
- Have parent and student signature.    *(Company Name/Policy #)*

As a student, participating voluntarily in a sport/activity in the Pierce City R-VI School District I verify that:

1. I have reviewed the information and understand what the Pierce City R-VI School District expects from me in regards to sportsmanship, citizenship, scholastics, and staying free from drug/alcohol/tobacco/e-cigarette use while enrolled in this school. I understand the consequences for breaking school policy, and I will not do so while a Pierce City R-VI School District student participant. **I understand that this is a year-round commitment.** I will be responsible for all equipment issued to me throughout the season, will return such equipment at the conclusion of the season, and will pay the current replacement cost for any of the equipment not accounted for by me at the end of the season.
2. I acknowledge that I have been properly advised, cautioned, and warned by administrative and coaching personnel of the school District that I am exposing myself to the risk of injury, including but not limited to, the risk of sprains, fractures and ligament and/or cartilage damage which could result in a temporary or permanent, partial, or complete impairment in the use of my limbs; brain damage; paralysis; or even death. Having been so cautioned and warned, it is still my desire to participate in sports and to do so with full knowledge and understanding of the risk of injury.
3. I, along with my parents, certify that I have reviewed, understand, and will follow all of the school District policies in the Athletic/Activity Handbook. In order to be eligible for participation, I understand I must comply with all requirements listed.
4. I understand I must be enrolled and have passed a minimum of 3.0 units of credit the previous semester or 75% of the maximum available credit the semester prior to participate as well as being enrolled in seven credit classes the current semester of participation.

**Citizenship/Code of Conduct Violation Consequences.**

Non-credible citizenship may result in disciplinary action. These actions may include parental contact, one-on-one conferences, extra athletic conditioning, benching, non-participation in interscholastic games, and/or a percentage of the interscholastic season withheld. **Ultimately**, removal from participation and/or the team can occur. A student shall not be considered eligible while under suspension.

Student Signature \_\_\_\_\_ Parent Signature \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

As a parent/guardian of a student participating voluntarily in interscholastic athletic/activities, I have reviewed the information, discussed it with my son/daughter, and will support the Pierce City R-VI School District in its efforts to promote good citizenship.  
**\*\*Please note: Coaches or sponsors may have additional policies other than what is listed in the handbook and will provide this information to each student/athlete and parent.**