

PIERCE CITY MIDDLE SCHOOL



**STUDENT HANDBOOK
2019-2020**

PIERCE CITY R-VI SCHOOL DISTRICT EDUCATIONAL PHILOSOPHY

A philosophy of education is the foundation on which a school district is built and upon which the product of the school program is evaluated. We believe that education plays a vital role in a global community. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules, and regulations of the school district.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacity. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacity.

We believe that the role of the community in education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values, which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to situations in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart the confidence to the students. The parents/guardians may do this by cooperating to the fullest with the school, be encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the educational program of the community. The most important of these are attitude and self-discipline. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill his or her responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication, and mathematics.

MISSION STATEMENT

PREPARING STUDENTS FOR FUTURE SUCCESS

FORWARD

This handbook has been prepared for your convenience by the administration of Pierce City. The rules, regulations, procedures and articles outlined in this handbook have been established to create the best possible atmosphere for the education of all students. They are based on respect for the rights of others and the individual responsibility of each student to perform his/her job in the best way possible. Your use of the information provided herein will be to your own advantage and will also help your school continue to maintain the standards we have all come to expect. It should be pointed out that although this book attempts to be all-inclusive, not all rules, regulations, and policies necessary for the effective operation of any school system could be included in any handbook.

WELCOME

The Board of Education and staff welcome you as a student at Pierce City Middle School. We urge you to take advantage of the many educational opportunities offered, and we hope that you enjoy your school year.

The knowledge, skills, and attitudes that you acquire while attending Pierce City School will help you throughout the rest of your life. We encourage you to strive for intellectual, physical, social and career development. You will have the freedom to call on any member of school staff for any help you may need.

It is our hope that this handbook will be helpful in acquainting you with the different areas of school life. Parents and students should study the handbook carefully and then work closely with the school staff as the school program is planned from year to year.

NON-DISCRIMINATION POLICY

The Pierce City district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Pierce City R-VI School District is an equal opportunity employer. (Board Policy AC) As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of America or any other youth group designated in applicable federal law. Please refer to board policy IGBA. For information on filing a grievance please refer to Board Policy AC.

ASBESTOS INSPECTION

A notice regarding the presence of asbestos and any inspections, re-inspections, surveillance and response or post-response action taken is available in the superintendent's office

Pierce City R-VI Schools

300 Myrtle Street
Pierce City, MO 65723-0305

BOARD OF EDUCATION

David Jones, President
Carl Younker, Vice-President
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High School Principal
417-476-2515
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Middle School Principal
417-476-2842
Mrs. Kristi Marion
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417-476-2255

Notification of Asbestos Re-inspection and Surveillance

To: Parents and Staff:

August 1, 2017

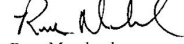
In compliance with the U.S. Environmental Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) In June of 1988, the Pierce City School District performed inspections of each of our school buildings for asbestos containing material. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires our district to perform re-inspections of the asbestos materials every 3 years. During the month of December 2016, accredited asbestos inspectors performed these re-inspections. An accredited Management Planner reviewed the results of the re-inspections and recommended actions that our district should take to safely manage each asbestos material in our buildings.

The results of the re-inspection are on file in the management plan in the school's administrative office. Individuals interested in viewing the file or the contents therein are welcome to do so during normal business hours (Monday-Friday 8:00 a.m. to 4:00 p.m.). The asbestos Program Manager, Gary Saffer, is available to answer any questions you may have about asbestos in our school facilities.

All areas that contain asbestos either friable or non-friable are monitored constantly and are checked by an accredited AHERA inspector every six (6) months to insure no deterioration of their condition. This inspection is performed to assure proper health and safety conditions for all students, staff, employees, and constituents of the school district.

Respectfully,



Russ Moreland
Superintendent of Schools

SCHOOL DAY

Students are not to be in any school building before 7:20 a.m. or after 4:00 p.m. unless involved in a supervised school activity. Students receiving tutoring can enter the building at 7:20 a.m. Afternoon tutoring should be scheduled with the individual teacher. Please do NOT drop students off before 7:20, as there will be no adult supervision at that time.

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 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, the school day begins when the student leaves home with the intent of coming to school. Their day ends when they arrive back at home or are turned over to the care of their legal guardian or parent.

Parents should not drop off or leave students at the school during unsupervised periods.

SCHOOL CLOSINGS

In case of inclement weather or other emergencies, parents and students should listen to local media for notification or school closings. If the closing of school becomes necessary, all area radio and TV stations will be notified early in the morning.

Local media will also be notified if school is forced to dismiss early because of inclement weather or other emergency situations.

An automated call to parents/guardians will be sent to notify parents of any changes to the school day. In order to receive the calls parents should notify the high school office when a contact number has been changed.

TRANSFER OF STUDENT

Students transferring from PCMS to another school should notify the office as soon as possible, turn in all school-owned books and equipment to the teachers involved, and on the last day in attendance here, obtain a clearance form from the office. This form must be properly completed for grades to be sent to the new school. The district will transfer student records, including discipline records, to another school district where the student is seeking to enroll upon receiving a transfer request from the district in which the student is transferring.

GUIDANCE SERVICES

The Guidance department is designed to assist students with their educational, vocational, and personal needs. The counselor will be available to see students individually at the student or teacher's request. Parents may also contact the counselor in regards to any issues they feel may be pertinent to their child's educational needs.

LOCKERS

Lockers will be assigned when students enroll. Students are to use only their assigned lockers throughout the year. Lockers are school property and are subject to search by administration. 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.

STATEWIDE ASSESSMENTS

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.

Please refer to Board Policy IL.

DISTRICT ACCOUNTABILITY

The board will maintain a program of accountability. A notice of the accountability objectives is on file in the superintendent's office. District and building accountability report cards are available on the Department of Elementary and Secondary Education website. The website is dese.mo.gov.

Please refer to Board Policy KB-AP1.

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 PCMS on the inside of the front cover.
3. Students will be charged as follows for lost books:
 - a. New booksschool purchase price
 - b. 2nd year books2/3 purchase price
 - c. 3rd year books.....1/2 purchase price
 - d. Over 3 years.....\$6.00
4. Students who allow the bindings on books to become ruined will be charged for rebinding of the books.

HUMAN SEXUALITY CURRICULUM

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, pursuant to the requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papilloma virus, hepatitis and other sexually transmitted diseases.

3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of the federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, a sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of chapter 566, RSMo, pertaining to statutory rape.
7. The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.
Students may be separated by gender for human sexuality instruction. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction.
8. Teach students the characteristics of and ways to identify sexual predators, the safe and responsible use of the internet, including the dangers of online sexual predators, the potential consequences of inappropriate texting, and the importance of open communication with responsible adults regarding any inappropriate situation, activity or abuse.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's/guardian's right to remove the student from any part of the district's human sexuality instruction. The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

Please refer to Board Policy IGAEB.

GRADING SYSTEM

The grading system at PCMS is as follows:

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.

100-94 = A 93-90 = A- 89-87 = B+

86-84 = B 83-80 = B- 79-77 = C+

76-74 = C 73-70 = C- 69-67 = D+

66-64 = D 63-60 = D- 59-0

Formative Assessments = 30% of final grade

Summative Assessments = 70% 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.

ACADEMIC RECOVERY (SUMMER SCHOOL)

Please note that any student with an F at semester will need 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.

PROGRESS REPORTS

Progress reports will be sent to parents at weeks 5, 10 and 15 of the grading periods. Parents may also view student information using the Student/Parent portal. For more information on the portal please contact the middle school office at 476-2842.

EXTRA CURRICULAR ACTIVITIES

When students represent our school at athletic events, band contests, or other activities, the same rules, regulations, and behavior guidelines apply as if the students at school bind them. Misconduct on a trip is magnified because our school suffers for it and, therefore, such behaviors will be considered more serious when reported. Attendance at school is a prerequisite for participation in any extra-curricular activity, including practice, play, or any type of participation in any activity that day or evening, unless the student has been excused by the principal.

ELIGIBILITY

In order to emphasize student achievement, the Pierce City R-VI School District requires the following conditions for students to be eligible to participate in any extracurricular event/activity. This includes school-sponsored dances. Progress will be checked at weeks 5, 10, and 15 of the semester. Students with one F will remain eligible. Students with two F's will be ineligible until the next grade check. They will regain eligibility if they have less than two F's. Students with one F at the end of the semester will remain eligible. Students with 2 F's at the end of the semester will be ineligible the entire next semester per MSHSAA guidelines.

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

SCHOOL RULES FOR ACTIVITIES

1. All organizations within the school are required to take their funds to the high school principal's office. 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.
2. Each organization must be sponsored by a member of the faculty, who shall be approved by the principal.
3. All meetings of organizations must be attended by the sponsor or by the approved substitute.
4. All meetings will be held in the school building unless permission is given by the principal to meet elsewhere.
5. Students who leave before an activity is over may not return to the activity once they leave the building or event.
6. All organizations are responsible for cleaning up after the activity.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. 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.
14. **School work that will be missed because of a school activity must be made up, preferably 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

PCMS 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.

ATHLETICS

The major sports at PCMS are 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 and may 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 the handbook.

SCHOOL INSURANCE

School insurance for each student is optional. If a student is involved in any extracurricular activity and elects not to purchase this insurance, the parent or guardian must complete and sign a waiver indicating they have insurance coverage for the student.

The school offers this insurance only as a service to its students and receives no income from the sale of these policies. It should be understood that the school is not liable for the balance of any expenses that this type of policy will not cover. Parents should read carefully the description of benefits they are purchasing and deal directly with the company. **THE SCHOOL IS NOT INVOLVED.**

EMERGENCY DRILLS

Fire Drills - Fire drills will be held to acquaint students and teachers with an orderly evacuation of the building. The fire signal is a verbal announcement made over the intercom. After a When you hear this announcement, stop what you are doing and leave the room in 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 - Storm drills will also be held to acquaint personnel with “take cover” procedures. Voice instructions will be the signal for students to evacuate and go directly to the storm shelter.

In case time does not permit students will be instructed to take cover (on knees) near lockers or other areas designated by a school authority. Avoid locations near windows and doors. Stay out of the gymnasium and auditorium. Students will remain in “take cover” position until voice instructions give the “all clear” signal for students to return to class.

Intruder Drills/Lock-Downs - Lock-Downs will be a verbal announcement over the intercom. When this message is heard all students are to remain in the classroom and the classroom teacher is to lock all doors and windows until further instructions are given.

Earthquake Drills - In the event of an earthquake students should “drop, cover, and hold on” until the shaking stops.

- Please note that for ALL emergency situations, it is imperative that students follow teacher instructions to ensure the safety of all persons involved.
- Building and campus maps outlining these emergency procedures are displayed in each classroom. Please notice and become acquainted with the maps.

LOST AND FOUND

Students are responsible for the care of their personal property. They should also be considerate of property belonging to others. If articles belonging to others are found, turn them into the office. If you lose anything, inquire at the office. **Do not bring valuable articles to school.** If something of value is brought to school, the student may bring it to the office for safekeeping.

BUS TRANSPORTATION

Riding a bus is a privilege, not a right. In order for students to be transported safely, discipline rules must be established and adhered to by everyone. With the cooperative effort of the parents, students, and bus driver we will have a safe and efficient transportation system.

Bus Passes

Students shall be expected to ride to and from school on the same bus on a regular basis. Exceptions will require a note from parents. The note should contain the following information:

- Student’s name
- Regular bus number that student rides
- Destination and bus number wishing to ride
- Phone number to contact person if needed
- Parent signature and date

The student must present this note to the bus driver when boarding the bus. If a student needs to get off the regular bus some place along the route other than home, the student must have a bus pass. The district cannot accommodate large groups of students going to parties, etc. on a bus different from the one that brought them to school. In those instances, parents will have to make their own transportation arrangements. A student without a bus pass (note) will not be allowed to ride a bus other than the one they are assigned to ride.

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 students grades K-3 to the bus in the morning and meet them in the afternoon, if at all possible.
3. Parent shall understand the importance in school bus safety and review bus rules with each child.

Bus Discipline

- 1st Offense= Conference, 1 day off, and/or detention
- 2nd Offense= 1-3 days off and/or 1-3 days of ISS
- 3rd Offense = 3-5 days off and/or 1-3 days of ISS
- 4th Offense = 10 days off to permanent removal and/or 3-5 days of ISS

Severe Student Misconduct

Bus riding privileges may be permanently and immediately suspended. Possibility of law enforcement notified in the event of Physical assault/fighting, Possession of drug/alcohol/tobacco/e-cigarette, Gang conduct or activity, Sexual misconduct/sexual harassment, Weapons/knives/guns/any object used to commit unsafe act.

Severe Misconduct Referrals

- 1st Offense = Five day suspension/parent conference and/or 5 days of ISS
- 2nd Offense = Ten day suspension/parent conference and/or 7 days of ISS
- 3rd Offense= Removal from bus permanently and or 10 days of ISS

ATTENDANCE POLICY

It is the philosophy of this school that students need to be in regular attendance of all of their classes in order for learning to be maximized. Good attendance habits prepare students to become responsible and competent employees/post-secondary students/service personnel and citizens. Through the cooperative efforts of parents and the school, each student will develop positive attendance habits and attitudes which will be helpful to his/her present and future endeavors. It is the feeling of the Board and district staff members that academic success is directly related to the amount of time spent in class, and there are valuable lessons that are lost when a student is not in attendance. Each student has the responsibility to contribute to the academic exchange that occurs in the classroom. When any student is absent, a loss occurs for the student. Please make every effort to ensure your child is at school each day.

Students will be allowed six class periods per semester to take care of minor sickness, doctor/dentist appointments, short vacations, or any other personal needs or responsibilities.

These six class periods are to accommodate:

1. Personal illness
2. Death or illness in the family
3. Doctor or dentist appointments
4. Injuries
5. Religious Holidays
6. Court Appearances

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

Any class missed more than six times per semester will result in the student being required to make up those hours during detention, ISS, or tutoring sessions. The student will be required to complete a time log which will be documented by the teacher. (For example: if a student misses English six times in a semester, they will be required to make up any subsequent class sessions missed). Excessive absences may be reported to Juvenile services.

*****At the end of the school year, any student that has not made up their hours will be required to attend summer school or face possible retention.***

The only exceptions to this policy would be an extended illness or injury under a doctor's care and verified by medical documentation.

Appeals committees will be available for any student who exceeds the six 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 and then to the Pierce City Board of Education.

MAKE-UP WORK

Students who are absent are responsible for contacting the teachers of the classes missed and determining what assignments must be completed. THIS IS THE RESPONSIBILITY OF THE STUDENT. Individual teachers will determine when the make-up work is due. The school suggests that if a student is going to be absent for three (3) or more days, parents contact the principal's office (476-2842) and request homework.

*****Same day requests for homework MUST be made before 12:00...to allow teachers time to gather the necessary materials.***

*****Please note that 3 missing assignments will result in an after-school detention.***

TARDINESS

If you arrive late to school, you must report to the office for an admit slip. All tardies are unexcused unless the office or a teacher has detained you. Be sure to ask that person for a signed note/slip before going to your next class.

TARDY POLICY

3 tardies in one class per semester = after school detention

6 tardies overall or per semester = In-School Suspension

Every tardy after 3 per class or 6 overall = In-School Suspension

DRESS CODE

Pierce City High School expects student dress and grooming to be neat, clean and in good taste, so that each student may share in promoting a positive, healthy, and safe atmosphere within the school district. Students are expected to dress appropriately for school and in a manner that will not disrupt the teaching/learning process or cause undue attention to an individual student.

Items of clothing such as muscle shirts, tank tops, halter tops, shirts that show the bare midriff, and other types of sleeveless shirts, including spaghetti straps, are not allowed. Skirts and shorts should be at an appropriate length that does not interrupt the learning environment. Skirts and shorts, should be longer than the tips of your fingers, when arms are held down to your sides. Leggings or tights must be accompanied by a skirt, shorts or top that is appropriate length. Hats, caps, chains, (at principal's discretion), gang related attire, or bandanas are not to be worn by boys or girls inside the school building. Letters on clothing that suggest vulgarity or advertise alcohol or tobacco products will not be permitted. All students must wear shoes, boots, or some other type of footwear.

When, in the judgment of the staff member, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications.

Violation of the dress code policy can result in an after school detention. Subsequent offenses may result in detention or ISS.

STUDENT CITIZENSHIP

A school is in a true sense a community, with many of the advantages and some of the problems of society in general. Part of your education is for you to learn to use good judgment in dealing with various situations. You should be responsible for your actions. The staff is here to counsel and assist you in this area.

Our hallways will be kept free of running, scuffling, loud talking or boisterous behavior. Any student participating in these activities will be subject to disciplinary action

SCHOOL LUNCH PROGRAMS

The lunch program operates for the welfare of our students. Since it operates on a non-profit basis, and considering the fact that the government shares somewhat in the cost of the operation, our lunch program provides balanced meals at a reasonable price.

1. Students will obtain a lunch 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.

VISITORS

Parents of students, former students, and others may wish to visit the school. All visitors shall report to the office immediately upon entering to pick up a visitor's pass.

Classroom visits are welcome if the teacher involved has given his/her approval. Visitor's passes will not be issued to anyone whose presence may interfere with the goals of PCMS. Students from other schools will not be issued a pass.

LIBRARY

In order to gain maximum and proper benefit from our library facilities, the following regulations pertain to its usage:

1. All persons coming into or leaving the library during a class period must sign in and out.
2. Quiet and order must prevail at all times.
3. Do not remove material from the library unless it has been properly checked out. Fines are assessed for overdue and damaged material.
4. Most books are due two weeks after being checked out. Reserve books may be checked out for one period or overnight only.
5. Everyone should exercise reasonable care in using magazines and other paperbound materials so they will remain usable as soon as possible.
6. At the end of each period, all library materials used must be returned to the proper shelf or rack. Do not leave magazines, reference books, etc. on the library tables.
7. Keep in mind that the library is a laboratory, which helps prepare students to go into life activities with knowledge of present-day conditions.
8. Students must return to class from the library by 3:30.

STUDENT RIGHTS AND RESPONSIBILITIES

Students at Pierce City have the right to feel safe at school, to attend class, to have the opportunity to learn, and to be accepted as they are.

Students at Pierce City are RESPONSIBLE for:

1. Attending school and classes every day.
2. Arriving at school and classes on time and being seated when class begins.
3. Bringing books and materials to class and participating in activities.
4. Treating students and adults with respect.
5. Taking care of school property
6. Being friendly and helpful to guests in the building.
7. Wearing appropriate clothing.
8. Keeping the building clean by putting trash in wastebaskets and consuming food and beverages in the cafeteria.
9. Leaving expensive jewelry, electronic devices and large sums of money safely at home.
10. Keeping clean lockers and staying in assigned lockers.

FREE PUBLIC EDUCATION REQUIREMENT

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Pierce City Middle School 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.

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

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

Pierce City Middle School 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 in the Special Education Coordinator's Office between 8-3 daily.

This notice will be provided in native languages as appropriate.

Please refer to Board Policy KL.

SEXUAL HARASSMENT

Pierce City Middle School is committed to providing an environment free from intimidating, hostile or offensive behavior, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited.

Allegation of sexual harassment shall be investigated and, if substantiated, corrective or disciplinary action, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee, will be implemented.

STUDENT RECORDS

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

1. The right to inspect and review the student's education records. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading or in violation of the student's privacy. Parents or eligible students should write the principal or appropriate official, clearly identify the part of the record they want changed and specify why it is inaccurate, misleading or in violation of the student's privacy. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her responsibility as authorized by the district. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Complaints should be directed to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington DC 20202-4605.
5. Directory information is information contained in an education record of a student that generally would not be 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 release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. 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 the directory information disclosed, the district may still disclose information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers, or district email addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is directory information.

The school district designates the following items as directory information.

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

Student's name; parent's name; 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; degrees, honors and awards received; artwork or course work displayed by the district; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information- In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

The student's address, telephone number and email address and the parent's addresses, telephone numbers and email addresses.

Please refer to Board Policy JO-AP1.

CHILD ABUSE REPORTING

The Pierce City Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee who knows or has reasonable cause to suspect that a child has been subjected to conditions or circumstances which would reasonably result in abuse or neglect, will immediately report or cause a report to be made to the building principal who will then become responsible for making a report via the Child Abuse Hotline (1-800-392-3738) to the Missouri Division of Family Services (DFS), as required by law. The building principal will make the superintendent aware that a report is made and will keep him or her aware of the status of the case.

ARTICLES PROHIBITED IN SCHOOL

Problems arise each year because students bring articles that are hazards to the safety of others or interfere in some way with school procedure. If items such as toy guns, water pistols, bean shooters, sling shots, knives, hardballs, etc. are brought to school as playthings, they will be confiscated and will need to be picked up by parents or guardians...and in some cases items may not be returned. Parents are encouraged to help children understand the necessity for such regulations.

SURVEYING, ANALYZING OR EVALUATING STUDENTS (JHDA)

All instructional materials, including teachers' manuals, films, tapes or other supplementary material that will be used in connection with any survey, analysis or evaluation as part of any program shall be available for inspection by the parents or guardians of the students. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose

SURVEYING, ANALYZING OR EVALUATING STUDENTS (JHDA)

The Protection of Pupil Rights Amendment affords parents certain rights pertaining to the district's collection and use of information for marketing purposes as well as how the district conducts surveys and certain physical exams. These include the right to:

1. Give consent before students are required to submit to a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - a. Political affiliations or beliefs of the student or student's parent.
 - b. Mental or psychological problems of the student or student's family
 - c. Sex behavior or attitudes.
 - d. Illegal, antisocial, self-incriminating or demeaning behavior
 - e. Critical appraisals of other individuals with whom respondents have close family relationships.
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
 - g. Religious practices, affiliations or beliefs of the student or the student's parents.
 - h. Income, other than as required by law to determine program eligibility.

2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of the funding source.
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
 - c. Activities involving collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing the information to others.

3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students.
 - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor.

The Pierce City R-VI school district has adopted policies, in consultation with parents, regarding these rights and has made arrangements to protect the privacy of student records. The district will directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. Parents will also be provided notification of surveys and activities scheduled after the start of the school year.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please contact the following school official:

Mr. Shannon J. Holden
300 Myrtle
Pierce City, MO 65723
476-2842
sholden@pcschoools.net

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

NONDISCRIMINATION

Pierce City Middle School believes in the right of every student to receive equal opportunities in all educational programs and activities conducted by the school district. It is the policy of our school to accord equal consideration and impartial treatment regardless of race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disabling conditions or organizational memberships.

In keeping with the requirements of federal and state law, PCMS strives to remove a vestige of discrimination in educational programs, offerings, services and vocational opportunities offered to students; in the assignment of students to schools and classes; in student discipline; and in the location and use of facilities and educational materials.

IMMUNIZATION CERTIFICATE

All students, by law, must have an up-to-date immunization record certified from a licensed physician stating that the student has been immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps and rubella, and hepatitis B.

***All incoming 8th graders are required to have T-dap and Meningococcal vaccines before the first day of school.*

ILLNESS OR INJURY

If a student becomes ill or is injured, he/she 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.

EMERGENCY MEDICATION

The Board will purchase an adequate number of prefilled epinephrine auto syringes and asthma-related rescue medications based on the recommendation of the school nurse, who will be responsible for maintaining adequate supplies and replacing expired syringes and medications.

Parents not wanting their student to receive epinephrine or asthma-related rescue medications should write a letter stating this to the middle school office. A current copy of the list of students that should not receive the medications will be kept with the devices at all times.

ADMINISTERING MEDICINES TO STUDENTS

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the school nurse and/or the principal's designee will administer the medication in compliance with the regulations that follow:

Prescription Drugs:

The medication shall be in the original container labeled with the physician's prescription. If it is necessary for a student to take a daily prescription medicine, a request with the parent's and physician's signatures must be provided annually.

Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times and amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. Students are not allowed to carry medication with them at school. If it is medically necessary for a student to carry certain medication (e.g. an asthmatic's bronchodilator), a request with the parent's and physicians signatures must be provided. The student will then be allowed to keep the specified medicine with himself/herself to facilitate use. In such instances, the district does not assume any responsibility for the medication or the student's use of it. All medication that is to be given at school must be hand carried by a parent or guardian to and from school.

Non-Prescription Drugs:

Oral medication that is nonprescription may be administered under the supervision of the school nurse and/or principal's designee if authorized by the parent. Students are not to carry medication with them at school.

Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times and amounts, name of medicine, purpose of medicine, possible side effects, and the termination date for administering the medication. Non-prescription drugs will not be given longer than three (3) days at school without a physician's written order. All medication that is to be given at school must be hand carried by a parent or guardian to and from school.

Procedures:

The school nurse and/or principal's designee will follow the procedures listed below regarding the dispensing of personal medication:

1. Inform appropriate school personnel of the medication.
2. Keep a record of the medication administered.
3. Keep medication in a locked cabinet.
4. Return unused medication to the parent or dispose of it if the parent requests disposal.

The school district retains the right to reject requests for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

Please refer to Board Policy JHCD.

COMMUNICABLE DISEASE

The Pierce City Board of Education recognizes its responsibilities to protect the health of students and employees from the risks posed by infectious diseases. The Board also has a responsibility to uphold the rights of affected individuals to privacy and confidentiality, to continue to attend school, and to be treated in a nondiscriminatory manner.

Section 167.191, RSMo makes it "unlawful for any child to attend any of the public schools of this state while afflicted with any contagious or infectious disease, or while liable to transmit such diseases after having been exposed to it ... The teacher or board of directors may require any child to be examined by a physician, and exclude the child from school so long as there is any liability of such disease being transmitted by the pupil."

The statute is routinely applied to common childhood diseases and parasitic infestations such as mumps, measles, chicken pox, strep throat and lice, which are readily transmitted through casual contact of the type most likely to occur within a school setting. Application of the statute to children with chronic infectious or contagious diseases not likely to be transmitted in a school setting such as AIDS, hepatitis B, herpes, and tuberculosis is more problematic.

A student will not be permitted to attend classes or other school sponsored activities if the student is known to be afflicted with a liable to transmit any contagious or infectious disease unless the Board or its designee has determined, based upon medical evidence, that: (1) The student is no longer infected or liable to transmit the disease; or (2) The student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions. Any student permitted to attend school with a chronic infectious disease must do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school.

Students with a contagious or infectious disease and their families have a right to privacy and a need for confidentiality. Only staff members who need to know the identity and condition of such students will be informed.

STUDENT ALCOHOL/DRUG ABUSE

The Pierce City Board recognizes its share of responsibility for the health, welfare and safety of the students who attend the Pierce City R-VI School District. Therefore, the use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances is prohibited on any school property, on any school-owned vehicle or in any other school-approved vehicles used to transport students to and from school or school activities; or off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

For the purpose of this policy, a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property, or at any school event, whether at the school or at some alternative location.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The district, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students in all grades from early childhood level through grade 12.

Such programs shall (a) inform students that drugs and alcohol are harmful and dangerous; (b) address the legal, social and health consequences of drug and alcohol use; and (c) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The district shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents and students shall be provided with this information.

The district shall certify that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. This district shall conduct a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

If you would like information regarding the district's extracurricular drug testing please visit the high school office or the athletic director's office.

BULLYING POLICY

General:

In order to promote a safe learning environment for all students, Pierce City R-VI School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions:

Bullying – In accordance with state law, bullying is defined as 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; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

Designated Officials:

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

The district compliance officer appointed in policy AC will serve as the districtwide anti-bullying coordinator. The anti-bullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and anti-bullying education and training programs. In addition, the anti-bullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying:

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation:

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's anti-bullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences:

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication:

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Training and Education:

The district's anti-bullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.

3. Helping the students develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources:

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

STUDENT DISCIPLINE

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. These policies, rules and regulations will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities and events. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violations of these policies, rules and regulations. Notice of suspension shall be given immediately to the parent or guardian, and to the superintendent.

Flagrant disregard for policies, rules and regulations or continued truancy may result in suspension by the superintendent or expulsion by the Board, both subject to appropriate due process procedures. The superintendent may suspend a student for up to 180 school days; however, expulsion of students is a function only of the Board of Education.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Any time a referral that warrants formal disciplinary action is submitted, a reasonable effort will be made by the principal to either contact the parent or guardian by written notice delivered by the student, through the mail, or by direct telephone contact.

All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of the policy in the course of their duties, including but not limited to approved methods of dealing with acts of school violence, disciplining students with disabilities, and instruction in the necessity and requirements for confidentiality.

The comprehensive discipline policy of the district is composed of this policy and all sub coded policy codes. This includes, but is not limited to, the following policies and regulations: JF-R, JGA, JGB, JBD, JGE, and JGF. A copy of the district's comprehensive discipline policy will be available in the superintendent's office during normal business hours.

SUSPENSION

Please see Board Policy JGD.

NOTE: The following procedures apply to all students except those who are defined by Board policy as disabled. Procedures applicable to disabled students are described in Board policies dealing with the discipline of disabled children.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administrative prerogative to exclude a student from school because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights or others to an education, or willful conduct which endangers the student, other students or the property of the school is permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term "suspension" refers to an exclusion from school that will not exceed a specific period of time. The term "expulsion" refers to exclusion for an indefinite period.

Students who are suspended from school may complete homework assignments. All work must be turned in no later than the first day back from suspension.

Parents will be notified when homework may be picked up from the middle school office.

Students serving a suspension may not be within 1000 feet of district buildings.

CORPORAL PUNISHMENT

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Pierce City R-VI School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

STUDENT DISCIPLINE HEARINGS

The Board of Education may originate student discipline hearings upon recommendation of the superintendent. In such cases, the Board of Education will review the superintendent's report and determine whether to conduct a disciplinary hearing. In addition, student discipline hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspension in excess of ten (10) school days. A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

CARE OF YOUR SCHOOL PROPERTY

A good way to show respect and consideration for other people in your school is to help keep the building where you all meet together as clean as possible. Do your best to keep the classrooms, hall and restrooms as well as the school grounds, looking this way throughout the year. A Board of Education ruling says, "Any pupil guilty of willfully defacing or injuring school property shall pay for the damages caused thereby." Lockers are school property and should be treated with care.

STUDENT DISCIPLINE

The Student Code of conduct is designed to foster student responsibility, respect for the rights of others, and to ensure the orderly operation of district schools. No code can be expected to list each and every offense that may result in the use of disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may increase/reduce the consequences listed in this policy, as allowed by law.

Please refer to Board Policy JG-R.

1. **Arson** - Starting a fire or causing an explosion with the intention to damage property or buildings.

First Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law officials, and documentation in student's discipline record.

2. **Assault** - Attempting to cause injury to another person; intentionally placing a person in reasonable apprehension of imminent physical injury.

First Offense: Detention, ISS, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, ISS, possible notification to law enforcement officials, and documentation in student's discipline record.

Assault (#2) - Attempting to kill or cause serious physical injury to another

First Offense: Expulsion, notification to law enforcement officials, and documentation in student's record.

3. **Bus Misconduct** - Any offense committed by a student on a district-owned or contracted bus shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus riding privileges may be suspended or revoked.

4. **Dishonesty** - Any act of lying, whether verbal or written, including forgery

First Offense: Nullification of forged document. Principal/Student conference, detention, ISS, or 1-180 days out-of-school suspension.

Subsequent offense: Nullification of forged document, detention, ISS, or 1-180 days suspension, or expulsion.

5. **Disparaging or Demeaning Language** - Use of words or actions, verbal, written symbolic meant to harass or injure another person, i.e., threats of violence or defamation of a person's race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.

First Offense: Principal/Student conference and/or detention, ISS, or 1-10 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension, ISS, or expulsion, and possible documentation in student's discipline record.

6. **Disrespectful Conduct or Speech** - Disrespectful verbal, written or symbolic language or gesture that is inappropriate to public settings directed at a staff member.

First Offense: Principal/Student conference and or detention, ISS or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, ISS, 1-180 days out-of-school suspension or expulsion, and possible documentation student's discipline record.

7. **Disruptive Speech or Conduct** – Conduct or verbal, written or symbolic language, which materially and substantially disrupts classroom work, school activities or school functions.

First Offense: Principal/Student conference and/or detention, ISS, or 1-10 days out-of-school suspension.

Subsequent Offense: Detention, ISS, 1-10 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

8. **Drugs/Alcohol (Please refer to Board policies JFCG and JHCD.)**

- a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

First Offense: 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

- b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202 of the Controlled Substances Act.

First Offense: 1-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record.

9. **Extortion** – Threatening or intimidating any student for the purpose of obtaining money or anything of value.

First Offense: Principal/Student conference and/or Detention, ISS or 1-10 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

10. **False Alarms** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

First Offense: Principal/Student conference and or detention, ISS or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: Detention, ISS, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

11. **Fighting** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

First Offense: Principal/Student conference and or detention, ISS, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

Subsequent Offense: Detention, ISS, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

12. **Hazing (Please refer to Board policy JFCF.)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purpose of initiation, affliction, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense: 1-180 days out-of-school suspension

Subsequent Offense: 1-180 days out-of-school suspension or expulsion.

13. Public Display of Affection – Physical contact that is inappropriate for the school setting.

First Offense: Principal/Student conference and or detention, ISS, or 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

Subsequent Offense: Detention, ISS, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

14. Harassment, including Sexual Harassment (Please refer to Board Policy JBA.)

****Use of verbal, written symbolic language that is sexually harassing. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristics.**

First Offense: Principal/Student conference and or detention, ISS, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: Detention, ISS, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

****Unwelcomed physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability, or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.**

First Offense: Detention, ISS, or 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, and documentation in student's discipline record.

15. Technology Misconduct

a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer “viruses,” “hacking” tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.

b. Violation other than those listed in “a” or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.

First Offense: Restitution, loss of user privileges (minimum of two weeks), detention, ISS, or 1-180 days out-of-school suspension.

Subsequent Offense: Restitution, loss of user privileges, detention, ISS, or 1-180 days out-of-school suspension.

16. Theft – Theft, attempted theft or willful possession of stolen property.

First Offense: Detention, ISS, or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student’s discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student’s discipline record.

17. Threats or Verbal Assault - Verbal, written, pictorial or symbolic language or gestures that creates a reasonable fear of physical injury or property damage.

First Offense: Principal/Student conference, detention, ISS, 1-180 days out-of-school suspension, or expulsion.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion.

18. Tobacco/E-Cigarette –

- a. Possession of any tobacco/e-cigarette products on school grounds, bus or at any school activity.

First Offense: Principal/Student conference, Detention, ISS or 1-3 days of out-of-school suspension.

Subsequent Offense: Detention, ISS, or 1-10 days out-of-school suspension.

- b. Use of tobacco/e-cigarette products on school grounds, bus or at any school activity.

First Offense: 1-3 days out-of-school suspension.

Subsequent Offense: 1-10 days out-of-school suspension.

19. Truancy – Absence from school without the knowledge and consent of parents/guardian and/or the school administration.

First Offense: Principal/Student conference, Detention, ISS, or 1-3 days out-of-school suspension or In-school suspension.

Subsequent Offense: 3-10 days of out of school suspension.

20. Vandalism (Please refer to Board policy ECAB.) – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

First Offense: Detention, ISS, 1-180 days out-of-school suspension, or expulsion, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline records.

21. Weapons (Please refer to Board Policy JFCJ.)

a. Possession or use of any instrument or device, other than those defined in 18U.S.C.921 or 571.010, RSMo, which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

First Offense: 1-180 days of out-of school suspension, or expulsion, possible notification to law enforcement officials and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

b. Possession or use of a firearm as defined in 18 U.S.C.921 or any instrument or device defined in 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. 930.

First Offense: One calendar year suspension or expulsion, notification to law enforcement officials, and documentation in student discipline record.

22. Cell Phone Policy/Electronic Devices- Cell Phones/Electronic

Devices are permitted before 8:00 a.m., between classes, at lunch and after 3:45 p.m. Electronic devices should not be used during class. If a student possesses inappropriate pictures or texts, the district will consider this the same as hard-copy possession.

First Offense: The student may pick the device up in the office at the end of the day. Student will also receive detention.

Second Offense: The device will be held in the office, a parent must pick it up and a detention will be issued.

Subsequent Offense: The device will be held in the office, a parent must pick it up and 1-3 days of ISS will be issued.

- Any offense which constitutes a "serious violation of the district's discipline policy" as defined in Board policy JGF will be documented in the student's discipline record.

AFTER SCHOOL DETENTION

Student misbehavior at times requires punishment. For most instances of bad conduct on the part of students, a minimum of forty minutes after school will be required. Teachers may assess the penalty for any act of misconduct, including failure to have assignments completed on time. Failure by a student to attend an assigned after-school detention will result in a more severe consequences.

The after school detention will be supervised by the assigning teacher or another staff member of Pierce City Schools. Students are expected to spend their time studying or working. Students exceeding three after-school school detentions or students who skip detention may receive ISS as directed by the principal.

After-school detentions will be held on Tuesday and Thursday from 3:45 until 4:45.

DETENTION RULES

1. Detention begins promptly at 3:45 or designated time
2. Detention ends at 4:45 or at designated time
3. Bring something to read or work on
4. Students who do not attend, are late, or are removed from detention will be assigned ISS

IN-SCHOOL SUSPENSION GUIDELINES

- Students will report to the ISS room and be ready to begin by 8:00. If students are late an additional day of ISS will be added.
- Students are responsible for bringing all **books, assignments, and school related materials/supplies** with them before entering the ISS room. There will be **no locker visits**.
- Students will begin the day answering the following questions on paper:
 - Why are you in ISS?
 - What could you have done to avoid ISS?
 - Why are rules necessary to function in society?
- The ISS teacher will inform all teachers of the students serving ISS via e-mail or Google during first hour. Those teachers are required to forward school work/assignments for their students.
- Students will be given one assignment at a time to ensure productivity in classroom assignments. As the student completes an assignment he/she will raise their hand and the ISS teacher will supply them with another assignment. Each completed assignment needs to have a complete heading including the student's name, date, and teacher's name. This will ensure that the correct teacher receives the completed work.
- Students must be working on classroom assignments at all times. Once all assignments are completed the ISS teacher will provide work until the suspension is complete or more work is sent.
- Students will remain in their assigned seats sitting up straight, keeping their feet and chair on the floor, and facing forward for the entire day. Students must receive permission from the ISS teacher before leaving their assigned seats for any reason.

- Students are to raise their hand to ask a question or when an assignment has been completed. Talking, making noises, putting their head down/sleeping, and communication with other students is strictly forbidden.
- Lunch will be eaten in the ISS room at the student's assigned desk. Students will remain facing forward and there will be no talking during lunch. When students are finished, the ISS teacher will escort them to the cafeteria to dump their trays and trash.
- There is no food, candy, gum, or drinks allowed in the ISS room for any reason.
- Restroom breaks will be provided at appropriate times. Students will not be permitted to leave the ISS room at any other times.
- No electronics of any kind, excluding calculators or Chromebooks (upon teacher requests), are allowed in the ISS room. Any electronic item brought in will be taken and will result in another day of ISS.
- Students will be dismissed from ISS each day after the ISS teacher has inspected their area for cleanliness. All trash and debris must be picked up, and the assigned desk cannot be damaged in anyway.
- Instructions and/or directions of the ISS teacher are to be followed at all times. Students will conduct themselves in an appropriate fashion during the entire suspension. Normal classroom behavior is expected and the Student Handbook rules apply. **Failure to comply with any of the ISS rules could result in additional days of ISS.**

ACADEMIC DISHONESTY

Academic dishonesty, such as plagiarism or cheating on assignments, exams, or other school work will not be tolerated. Students are to do their own work and not attempt to take credit for the work of others.

Students who are academically dishonest are subject to discipline, such as detention or ISS. Students will be given an alternative assignment and receive 80% of the points earned for the alternative assignment. The original assignment will not be recorded in the grade book.

ELECTRONIC COMMUNICATION BETWEEN STAFF AND STUDENTS

Please refer to Board Policy JHCB.

TECHNOLOGY USAGE

The Pierce City R-VI School District recognizes the educational and professional value of electronic-based information technology, both as a means of access to enriching information and as a tool to develop skills that students need.

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board and increased engagement of the students' families and other patrons of the district are strengthened with technology, but are secondary to the ultimate goal of student achievement.

Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district technology resources. Development of student's personal responsibility is itself an expected benefit of the district technology program.

DEFINITIONS

For the purposes of this policy and related regulations, procedures and forms, the following terms are defined:

****User** – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, school Board members and agents of the school district.

****User Identification (ID)** – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, email and Internet access.

****Password** – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

TECHNOLOGY ADMINISTRATION

The Board directs the superintendent or designee to create rules and procedures governing technology usage in the district to support the district's policy as needed.

The Board directs the superintendent or designee to assign trained personnel to maintain the district's technology in a manner that will protect the district from liability and will protect confidential student and employee information retained or accessible through district technology resources. Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources in accordance with the Public School District Retention Manual published by the Missouri Secretary of State. Administrators of computer resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies, regulations and procedures.

USER IDENTIFICATION AND NETWORK SECURITY

The district technology resources may be used by authorized students, employees, school Board members and other persons such as consultants, legal counsel and independent contractors.

Use of the district's technology resources is a privilege, not a right. No student, employee or other potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

Users must adhere to district policies, regulations, procedures and other district guidelines. All users shall immediately report any security problems or misuse of the district's technology resources to an administrator or teacher.

USER AGREEMENT AND PRIVACY

Unless authorized by the superintendent or designee, all users must have an appropriately signed User Agreement on file with the district before they are allowed access to district technology resources. All users must agree to follow the district's policies, regulations and procedures.

In addition, all users must recognize that they do not have a legal expectation of privacy in any electronic communication or other activities involving the district's technology. A user ID with email access, if granted, is provided to users of this district's network and technology resources only on condition that the user consents in his or her User Agreement to interception of or access to all communication accessed, sent, received or stored using district technology.

CONTENT FILTERING AND MONITORING

The district will monitor the online activities of minors and operate 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 be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law. Because the district's technology is a shared resource, the filtering/blocking device will apply to all computers with Internet access in the district. Filtering/Blocking devices are not foolproof, and the district cannot guarantee that users will never be able to access offensive material using district equipment. Evasion or disabling, or attempting to evade or disable a filtering/blocking device installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may disable the district's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the district's filtering/blocking device, the administrator shall consider whether the use will sever a legitimate educational purpose or otherwise benefit the district.

CLOSED FORUM

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law.

The district's web page will provide information about the school district, but will not be used as an open forum. The district's web page may include the district's address, telephone number and an email address where members of the public may easily communicate concerns to the administration and the Board.

All expressive activities involving district technology resources that students, parents and members of the public might reasonably perceive to bear the imprint of the school and that are designed to impart particular knowledge or skills to students, participants and audiences are considered curricular publications. All curricular publications are subject to reasonable proper restraint, editing and deletion on behalf of the school district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

TECHNOLOGY USAGE BY STUDENTS (Technology Safety)

No student will be given access to the district's technology resources until the district receives a User Agreement signed by the student and the student's parent(s), guardian(s) or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use district technology by the superintendent or designee.

PRIVACY

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources.

All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor student technology usage. Electronic communications, all data stored on the district's technology resources and downloaded material, including files deleted from the user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

VIOLATIONS TO TECHNOLOGY USAGE POLICIES AND PROCEDURES

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning the use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Students may be suspended or expelled for violation of the district's policies, regulations and procedures. Any attempted violation of district's policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

DAMAGES

All damages incurred by the district due to the misuse of the district technology resources, including the loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

GENERAL RULES AND RESPONSIBILITIES

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Unless authorized by the district, non-educational Internet usage is prohibited.
7. Use of district technology for soliciting advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all responsible assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing or dissemination information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
12. Accessing, viewing or dissemination information using school or district or person including e-mail or Internet access, that constituted insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.
13. Any use that has the purpose or effect of discrimination or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See policy AC and regulations AC-R.
14. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.

15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

TECHNOLOGY SECURITY AND UNAUTHORIZED ACCESS

All users shall immediately report any security problems or misuse of the district's technology resources to teacher or administrator. No person shall be given access to district technology if he or she is considered a security risk by the superintendent or designee.

1. Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.
2. Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.
3. The unauthorized copying of system files is prohibited.
4. Intentional or negligent attempts. Whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology is prohibited.
5. Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.
6. The introduction of computer "viruses," "hacking" tools or other disruptive/destructive programs into school or district computer, network or any external networks is prohibited.

Online Safety – Disclosure, Use and Dissemination of Personal Information

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parent approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district approved and district managed communication systems. For example, users may not use web-based email, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.

WAIVER

Any users who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the building principal, superintendent or their designees. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

NO WARRANTY/NO ENDORSEMENT

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on the "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, mis-deliveries or service interruptions. The district does not guarantee the accuracy of quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

TECHNOLOGY USAGE

No student will be given access to the district's technology resources until the district received a *User Agreement* signed by the student and the student's parent(s), guardian(s) or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the User Agreement without additional signatures. Students who do not have a User Agreement on file with the district may be granted permission to use district technology by the superintendent or designee.

Use of district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning the use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

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