



2017-2018

# Park Hill School District

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## Parent/Student Handbook

Building Successful Futures - Each Student - Every Day



# Handbook Summarizes District Policies and Rules

The School Handbook has been written to provide important information concerning specific rules, policies and procedures related to the safety and operation of our schools. In order for schools to operate safely and efficiently, you and your student(s) must be familiar with and abide by the expectations, procedures and rules outlined in this handbook.

The student handbook summarizes district policy and contains general guidelines and information. Refer to [official policy and regulation documents](#) for specific information at <http://boepublic.parkhill.k12.mo.us>. In the event of a conflict between this handbook and a Board policy or regulation, the Board policy or regulation takes precedence and controls. In the event of a conflict between this handbook and any applicable law, the applicable law takes precedence and controls.

This handbook's content may be changed from time to time throughout the 2017-2018 school year. An up-to-date version will be maintained online at [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us). The Park Hill School District will provide notice of changes through email or campus mail. It is the responsibility of students and parents to review such changes and to remain apprised of the current version of the handbook.

If you have any questions regarding this handbook, please contact your student's building principal.

## Board of Education:

- Janice Bolin, President/MSBA Delegate, [bolinj@parkhill.k12.mo.us](mailto:bolinj@parkhill.k12.mo.us)
- Bart Klein, Vice President , [kleinb@parkhill.k12.mo.us](mailto:kleinb@parkhill.k12.mo.us)
- Matt Pepper, Treasurer, [pepperm@parkhill.k12.mo.us](mailto:pepperm@parkhill.k12.mo.us)
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- Kimberlee Ried, [riedk@parkhill.k12.mo.us](mailto:riedk@parkhill.k12.mo.us)
- Dr. Jeanette Cowherd, Superintendent, [cowherdj@parkhill.k12.mo.us](mailto:cowherdj@parkhill.k12.mo.us)
- Opal Hibbs, Board Secretary, [hibbso@parkhill.k12.mo.us](mailto:hibbso@parkhill.k12.mo.us)

To contact a Board member by phone, please call (816) 359-4050. Board meetings are held in the Board room at the Park Hill District Office, 7703 NW Barry Road. The public is encouraged to attend. Scheduled meetings and agendas are posted on the Park Hill School District website at [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us).

## Park Hill School District Website

All Board policies and administrative regulations for the Park Hill School District are available in principals' offices, and they are posted on the district's website, which can be accessed at [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us).

## Communication in the District:

- District Office: (816) 359-4000
- Superintendent: Dr. Jeanette Cowherd
- Assistant Superintendent for Business and Technology: Dr. Paul Kelly
- Assistant Superintendent for Academic Services: Dr. Jeff Klein
- Assistant Superintendent for Human Resources: Dr. Bill Redinger
- Executive Director for Quality and Evaluation: Dr. Mike Kimbrel
- Director of Communication Services: Nicole Kirby
- Director of Elementary Education: Dr. Jasmine Briedwell
- Director of Food Service: Ronda McCullick
- Director of Instructional Technology: Dr. Susan Rizzo
- Director of Operations: Jim Rich
- Director of Professional Studies: Stephanie Amaya
- Director of Secondary Education: Dr. Jaime Dial
- Director of Special Services: Dr. Christopher Daniels
- Director of Student Services: Dr. Josh Colvin
- Director of Technology: Derrick Unruh

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# General Information

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## Access to and Release of Student Information

### *Parent and Eligible Student Access*

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents' rights relating to the education records transfer from the parent to the student once the student becomes an eligible student; however, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified. If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record. The district will annually notify parents and eligible students of their rights in accordance with law.

### *Directory Information*

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 directory information disclosed, the district may still disclose the 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 designated as 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; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to



access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

**Limited Directory Information:** In addition to general directory information, 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; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

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

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

See Board Policy JO for additional information.

## **Cancellations and Emergency Closings**

When school is closed or canceled due to inclement weather or emergency situations, an official announcement will be issued through the news media. Parents should monitor local media outlets to determine if school has been canceled or closed early. Whenever possible, the district will also utilize the "First Hand" notification system to alert community members by email and text-messaging. To sign up for "First Hand" email or text-messaging notification, visit the district website at [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us).

## **Change of Address/Telephone Number**

Please notify your student's school immediately if you have a change of mailing address, email address or telephone number (home, work, mobile).

## **Civility Policy**

The Park Hill Board of Education has adopted a civility policy (Board Policy KFA). The policy relates to the use of civility in relationships and communication among school officials, students, parents and members of the public. A copy of Board Policy KFA is available for review in every school building and on the district's website. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff.

Uncivil behavior is defined as any behavior that is (1) physically or verbally threatening, either overtly or implicitly, as well as behavior that is coercive, intimidating, violent or harassing, and (2) directed toward employees, students, parents, patrons, visitors or anyone having business with the district. Examples of uncivil behavior include, but are not limited to: (1) use of profanity; (2) personally insulting remarks; (3) attacks regarding a person's race, gender, nationality, religion, disabling condition or any other personal characteristic, or (4) behavior that is out of control.

Students who violate the civility policy may be disciplined. Parents who violate the civility policy may be restricted from being present on school district property or have restrictions placed on their communications with district personnel.

## **Communication in the District**

If you have a question concerning your child, please follow the chain of command below unless directed otherwise:

1. Teacher
2. Building administrator
3. Director
4. Assistant superintendent
5. Superintendent
6. Board of Education

The majority of questions can be addressed at the building level. If further assistance is needed, contact the appropriate individual at district office at (816) 359-4000.

## **Federal Programs Complaint Resolution Procedures**

The Elementary and Secondary Education Act requires certain notifications to parents and guardians when school districts receive federal funds. School districts must annually disseminate federal programs complaint resolution procedures to parents and guardians of students and appropriate private school officials or representatives. The Every Student Succeeds Act of 2015 (ESSA) complaint procedures can be found at <https://dese.mo.gov/sites/default/files/qs-fedcomp-Complaint-Procedures-ESSA.pdf>.

## **Image and Contact Information Opt-Out Designation**

Throughout the school year, the district or school might take pictures or video and release personal information about students for promotion. Examples might include but are not limited to:

- A special event or program at a school might be covered by a newspaper or television station, resulting in student interviews and pictures.
- Award-winning students might have their names and photos published in a local newspaper, a school newsletter, the districts “First Hand” e-newsletter, the district’s “Park Hill Connection” newsletter or on Park Hill TV (Channel 18).
- The district or school might post pictures of school activities on webpages and social media.

If a parent or guardian does not want their child’s image or information shared for this purpose, please contact your child’s school to complete the Park Hill School District Image/Contact Information Opt-Out form.

## **Infinite Campus Parent Portal**

Infinite Campus is a web-based student information system that allows educators, parents and students to share information. Infinite Campus allows parent access to their student’s grades, attendance and other information online, anytime. For information on how to set up your free Infinite Campus account, please contact your child’s school. Privacy and security are very important to the district. User information is never sold and will not be shared with organizations outside of Infinite Campus unless required or permitted by law. Students and parents can access Infinite Campus at <https://ic.parkhill.k12.mo.us/campus/portal/parkhill.jsp>.

## **Notice of Non-Discrimination**

The Park Hill School District does not discriminate on the basis of race, color, religion, national origin, sex, ancestry, disability, age, genetic information, or any other characteristic protected by law, in its programs and activities. Further, in accordance with federal law, the district provides equal access to its facilities to the Boy Scouts and other designated youth groups. The assistant superintendent for human resources has been designated to handle inquiries regarding the non-discrimination policies.

In the event the assistant superintendent for human resources is unavailable or is the subject of the report, reports should be directed instead to the acting compliance officer, which is the executive director for quality and evaluation.

### **Office Address:**

Park Hill School District  
7703 NW Barry Road  
Kansas City, MO 64153

**Phone Number:**

Voice/TDD: (816) 359-4000

Text Telephone: 1-(800) 735-2966

This notice is available in large print or audiotape from the district's assistant superintendent for human resources or the director of special services. Any person may also contact the assistant secretary for civil rights, U.S. Department of Education, regarding Park Hill's compliance with non-discrimination laws and regulations.

See Board Policy AC.

**Open House**

Each school in the district schedules an open house during the first quarter of the school year. Specific information regarding these open house events will be communicated by your child's school.

**Parents' Right To Know**

Under the ESSA federal law, parents and guardians may request information regarding the professional qualifications of their students' classroom teachers and paraprofessionals. Please contact the Park Hill human resources department to request this information. You have a right to request the following:

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

**Parent-Teacher Conferences**

Parent-teacher conferences are held in October for students in grades K-8. High school buildings have conferences in September and February. Parents are encouraged to attend a conference with their child's teacher(s) during parent-teacher conferences. Schools will facilitate the scheduling of conferences.

Additional individual conferences may be held to communicate information about a child's progress and behavior. These conferences can be initiated by either the parent or the teacher.

Parents who wish to schedule a conference with their child's teacher should contact the teacher to schedule an appointment.

Each school will establish a process for non-scheduled or “walk-in” requests to meet with teachers. Teachers are responsible for instruction and the supervision of students during school hours. Generally, teachers are not available to meet with parents/guardians outside of scheduled plan times. Parents who would like to meet with a teacher are welcome to leave a message with the office staff to request the teacher contact the parent to set up a time to meet.

## **Parent Organizations**

All buildings have a parent organization(s) that provides an important link between home and school. These associations sponsor a number of activities to improve and support education and build school community. All parents are encouraged to join and support their school’s parent organization(s). For more information, please contact your child’s school.

## **Park Hill Parent Teacher Association (PTA) Clothing Center**

The Park Hill Parent Teacher Association operates a clothing center for students enrolled in Park Hill district schools who are in need of free school clothing. The clothing center is open when school is in session on the first and third Tuesday of each month from 10 a.m.-12 p.m. and from 5-7 p.m., unless otherwise noted. During November, December, January, February, March and April, the center will only be open for the morning hours on the second shopping day of each month. The full schedule can be found on the district website under Parent Resources. The clothing center is located at [8009 North Atkins, Kansas City, Missouri, 64152](#).

Proof of Park Hill School District attendance during the current school year is required for all new and returning students and families.

## **Public Notice: Public Education for Students with Disabilities**

All responsible public agencies are required to locate, evaluate and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The Park Hill School District (“District”) assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at the Park Hill School District Office (7703 NW Barry Rd. Kansas City, Missouri 64153) Monday-Friday between the hours of 8:00 a.m. and 4:30 p.m.

This notice will be provided in native languages as appropriate.

### **Reporting Concerns Regarding School Safety**

Students, parents and staff members are highly encouraged to report all dangerous and potentially dangerous situations and/or events directly to an administrator or to the school resource officer (SRO). Such situations include, but are not limited to: threats, harassment, bullying, acts of violence, drug activity or the possession of weapons on school property.

### **Scholastic Crime Stoppers (Formerly Text-a-Tip)**

Keeping our schools safe is paramount in the Park Hill School District. Teachers, staff, students and parents play a crucial role in helping maintain a safe learning environment. Reporting criminal or suspicious activity is a major component of resolving these and other behaviors. A free app is available for Android or Apple operating systems to report anonymous information via your phone, tablet or laptop. To download the app simply follow instructions:

- Visit the Google Play or Apple Store and download the free "P3 Tips" (Anderson Software) app.
- Once installed, open the app and set your passcode.
- Lastly, set your school by selecting county (United States), state (Missouri), city (Kansas City for Park Hill High School Congress Middle School or Lakeview Middle School OR Riverside for Park Hill South High School) then select your specific school.
- Your "default" location only has to be set once, but can be changed anytime, if desired.



Your information will be received by the school resource officer. He or she can engage in real-time chat with you regarding your concerns and take the necessary action to resolve the matter. Videos, photos or documents may also be attached to the information being reported.

### **Student Insurance Program**

The Board recommends that all students have accident insurance for their own protection and for their parents' and/or guardians' protection. Although arranging for such insurance is the responsibility of the student and parents and or guardians, the Board will name an insurance carrier each year to offer group rates. Participation in the group plan is optional. Parents and/or guardians and students will deal directly with the insurance carrier.

Students participating in interscholastic athletics will be required to have insurance coverage. This may be in the form of either family coverage or a provisional coverage offered through the district. The by-laws of the Missouri State High School Activities Association (MSHSAA), of which the district is a member, require that a student be covered through athletic insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in practice until a letter signed by the student-athlete and parent, which indicates that the student has accident insurance, is received in the principal's office.

### **Student Laptop Agreement**

Parents and students participating in one-to-one computer program will be required to accept responsibility through a laptop agreement, outlining the care and handling, and expectations for student use of district laptops. Included in this agreement is an acknowledgement that students will be responsible for damages to the laptop and that an insurance option will be available. Laptop-related incidents that occur at school involving multiple parties will be investigated by district administration. For more information on the one-to-one program, please visit [https://www.parkhill.k12.mo.us/working\\_in\\_park\\_hill/technology/1\\_1\\_learning/](https://www.parkhill.k12.mo.us/working_in_park_hill/technology/1_1_learning/).

### **Student Use of Technology Resources**

Students will have access to web-based tools, digital resources and applications that support curricular objectives, and these online services may collect, use and disclose personal information (such as student names and email addresses). These online services are only permitted for the use

and benefit of the school for the purpose of student learning. In accordance with Board policies and regulations, students will be strongly discouraged from providing any other personal information.

Parents and guardians should contact their child's teacher if additional information is needed about websites and online services being used for learning in their child's classes.

### **Tobacco-Free Policy**

Students, staff members and visitors are prohibited from possessing or using tobacco, tobacco products, and smoking-related products (including, but not limited to, e-cigarettes) in accordance with Board policy. This includes, but is not limited to, all district buildings, on or about district grounds, on school buses, in district vehicles and at all Park Hill School District activities. No student may leave the school campus during the school day to engage in the activities prohibited by this paragraph.

### **Visitors to the Building**

Parents/guardians are welcome to request a visit to the school. When planning to visit, please contact the office at least one day in advance so the building principal can set a schedule. The principal has the discretion to set reasonable parameters on school visits (length of stay, number of visitors, etc.). Visitors should limit their visit to the area(s) of the building they have indicated upon check-in with the office. Unauthorized persons found on school property may be subject to arrest or other legal action.

Please note that the exterior doors are locked during the school day. Visitors must enter the building using the front doors and report to the office. If a visitor needs to enter the building farther than the school office or check out a student, the visitor must register by presenting a valid, state-issued ID to the school's office staff. Any visit after the first registration will only require visitor to check in at a kiosk. Visitors entering the school beyond the office must receive a printed ID sticker that must be worn and visible during the entire stay.

Friends of students may not be brought to school as visitors. Unruly or disruptive conduct by visitors that interferes with the educational environment or with extracurricular activities may result in limited access or revocation of visitor privileges to school property or functions.

In most cases, parents/guardians are allowed to visit school and eat lunch with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents/guardians planning to eat lunch with their child should notify the school office one day in advance. Bringing outside restaurant food is strongly discouraged.

Due to allergies, asthma or other health related concerns, animals of any kind are not permitted on school property, except for approved service animals. Emotional support, therapy, comfort and companion animals are not service animals under the ADA.



## **Volunteering in Park Hill**

The Park Hill School District's volunteers make valuable contributions to our schools. In order to keep students safe, we screen all volunteers who might ever serve with students unsupervised by district staff, including field trips. Volunteers who have passed the screening process will be re-screened three years from their screening date.

If you would like information about volunteering in our schools, please see the volunteer page on the district website, [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us), or contact the district's communication specialist at the district office for more information.

## **Wellness Policy**

The Park Hill School District has a multi-disciplinary Wellness Committee that addresses all areas of wellness and nutrition within the school district and establishes guidelines in accordance with the US Department of Agriculture's Nutrition Standards and Smart Snacks in Schools. Guidelines for à la carte food items, vending machines, school stores, fundraisers, classroom parties, nutrition promotions and education, physical activity and other school-based activities as well as a measurement process are established by this committee. Parents are encouraged to become familiar with the wellness policy and check with school personnel prior to purchasing birthday treats or snacks for distribution to students other than their own child. More information about Park Hill wellness policy, committee and guidelines can be found at:

[http://www.parkhill.k12.mo.us/parent\\_resources/menus\\_and\\_nutrition/wellness\\_policy\\_and\\_guidelines/](http://www.parkhill.k12.mo.us/parent_resources/menus_and_nutrition/wellness_policy_and_guidelines/)

# Student Information

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## Arrival at School

Students may arrive at school up to 15 minutes before the start of the school day and are to report to assigned areas. All students are to be in class by the school's designated start time.

## Attendance and Absences

Park Hill School District is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school.

Since attendance represents a critical component in the overall success of each student, when a student's absenteeism is excessive, the school will send a letter to the student's parents/guardians. The letter sets out the total number of student absences and the importance of school attendance. If the student's attendance does not improve, the school will take additional steps to ensure the parent/guardian is aware of the student's poor attendance. The school may also make a referral for educational neglect to the Missouri Children's Division or to the Platte County prosecutor, in accordance with Missouri law.

## Attendance Guidelines:

### 1. Daily Absence Reporting:

- a. Parents/guardians should notify the school by telephone each day a student is absent. If the parent/guardian fails to notify the school, the school will attempt to contact the parent/guardian.
- b. Students who are absent without a parent's or guardian's excuse may be considered truant.
- c. All absences, including those approved in advance by parents or guardians or school officials, except those for school-sponsored activities, will count against a student's attendance.
- d. The school encourages parents to schedule doctor and dental appointments after school hours.
- e. Excessive absences may affect a student's academic achievement.
- f. Parents/guardians may be required to submit supporting documentation in order to excuse the absence of their student if student absenteeism is excessive. For example, in order for

the absence to be excused, parents/guardians may be asked to submit written notification from a licensed physician stating the reasons why a student is unable to attend school.

- 2. Requests to Leave School:** Parents/guardians must notify the attendance office if their child needs to leave for an appointment. If parents/guardian cannot be reached regarding a request to leave school, individuals designated as an emergency contact may be contacted to pick the student up from school or asked to approve the student's release from school. Students must check out through the attendance office or nurse's office for their absence to be considered excused. Students who leave school without prior parental consent and without checking through the office will be considered truant.
- 3. School Activities:** Students represent their schools in a variety of athletic and academic activities. When a student serves as an authorized representative of his/her school, the student is not considered absent (except in summer school). Students who choose to participate in extracurricular activities are to make-up all assignments missed when classes are missed. Students must attend school on the day of an extracurricular activity in order to be eligible for participation.
- 4. Tardiness:** A student is tardy if she or he is not present at the start of class. A student arriving late to class after 10 minutes without proper authorization is considered truant. A student arriving late to school must report to the office for a tardy pass to his or her first class. Students who are frequently tardy, either at the beginning of the day or to classes during the day, may be subject to disciplinary measures.
- 5. Truancy:** Students who are absent from school without consent of their parent/guardians and the administration shall be considered truant. School administration will determine whether the student's absence is excused or unexcused. Truancy is a violation of state law as well as district policy and may result in suspension or other disciplinary action.
- 6. Upon arrival to school grounds:** Once arriving at school, students must remain on school grounds and in the building until dismissal.

## **Breakfast/Lunch Program**

All Park Hill schools offer a state- and federally-approved breakfast and lunch program. Menus are distributed monthly and can be found on the district website at [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us).

Food service maintains an account for each student. An account balance, a listing of student purchases on the student's account as well as other account options are available for parents at [www.schoolcafe.com](http://www.schoolcafe.com). Instructions for account set up are available under the Menus and Nutrition tab at the Park Hill website.

Students are encouraged to purchase meals in advance in lieu of carrying cash daily. We recommend all breakfast and lunch payments be made with a personal check or online at [www.schoolcafe.com](http://www.schoolcafe.com).

Students may also bring lunch. Please label lunch boxes with your child's name. Soda and fast food lunches are discouraged.

**Closed Lunch Policy:** The Park Hill School District has a closed lunch policy that prohibits students from leaving the building for lunch. Students who leave the building for lunch, or have not received permission to report to other areas of the building, will be considered truant.

**Free and Reduced Lunch:** Students may be eligible for free or reduced price breakfast and lunch based on federal income guidelines. Forms are available in the school office and on the district website at [www.parkhill.k12.mo.us](http://www.parkhill.k12.mo.us). Applications must be submitted for each household annually, and they may be submitted at any time during the school year should the need arise. Disclosure of free and reduced price meal application and eligibility information will be limited in accordance with applicable law.

## Care of School Property

Students will be held responsible for the proper care of all books, supplies, devices, accessories or equipment furnished to them by the district. Students who deface, damage or lose school property shall be required to pay for the damage or loss.

All textbooks and instructional resources (including student planners) are furnished by the school and are the student's responsibility. The school is not responsible for textbooks or resources that are either lost or stolen from a student. If a student does not return a textbook or resource, the student who was issued the resource is responsible for its replacement cost. The teacher and student will note condition of books before checking them out. Students are then responsible for the condition of the books until they are returned to the teacher. If a book is damaged, the student will be assessed the cost of repair or replacement of the text. Students with outstanding fines may incur consequences in the form of loss of privileges as determined by school on a case-by-case basis.

## Counseling Services

The Park Hill School District's Counseling and Guidance program implements a comprehensive counseling and guidance program that supports the academic, career and personal and social development of 21<sup>st</sup>-century learners.

The following program components, as delineated by DESE (Missouri Department of Elementary and Secondary Education) and ASCA (American School Counseling Association), organize the work of professional school counselors into direct and indirect services to collaborate with students, parents and staff members. Direct services include counseling and guidance curriculum, individual planning and responsive services, all of which support 21<sup>st</sup>-century learning. Indirect services include system support

of the guidance program, as well as the Building School Improvement Plan.

- Guidance curriculum supports academic, career and personal and social development through classroom and group activities.
- Individual plan includes counseling activities that assist students to plan, monitor and manage their own 21<sup>st</sup>-century learning.
- Responsive services include counseling or referral activities to meet the immediate needs and concerns of students.
- System support includes indirect guidance services that manage and promote the academic developmental needs of students.

### **Deliveries to School**

Delivery of flowers, balloons or other gift items to school is discouraged due to student allergies, limited storage and disruption to the education environment. All items will be held in the office until the end of the day, or parents/guardians may be contacted to pick them up if deemed appropriate. Personal items needed during the school day must be dropped off by a parent/guardian, adult household member or person authorized by the parent/guardian. Deliveries of commercially prepared food by individuals other than a parent/guardian or person authorized by the parent/guardian are not permitted. If commercially prepared food is delivered to a student by the parent/guardian or person authorized by the parent/guardian, the student will consume the food in an area designated by a building administrator or designee.

### **Dismissal Procedures**

Safe dismissal procedures will be established at the building site. Students should be picked up at dismissal time. If a student is not picked up 15 minutes after the end of the school day and the parent cannot be contacted, the police department may be called.

### **Electronic Devices**

The possession of laser pointers and other unsafe electronic items is prohibited in the school buildings. All other electronic devices, such as, but not limited to, cell phones, tablets, e-readers, head phones, and iPods/MP3 players may be in the student's possession as long as they are not disruptive to the educational process or in violation of building site guidelines. The school district will not be responsible for lost or stolen items.

### **Emergency Drills**

Students will be informed of the appropriate action to take in an emergency. Drills for fire, weather and

other emergencies shall be conducted each school year in accordance with the requirements of counties, municipalities or fire protection districts in which school buildings are located. Each school will conduct at least one fire drill per month, one earthquake drill per year and two tornado drills per year (one per semester). Students in grades K-6 will participate in two bus evacuation drills per year (one per semester).

## **English Language Learners**

Students whose primary language is not English may require specialized instruction. The Park Hill School District offers a program to teach the English language that includes listening, reading, writing and speaking. For more information on English Language Learner (ELL) program services, please contact your child's school. Parents of all new students enrolling in the Park Hill School District must complete the home language survey found in the enrollment packet for their neighborhood school.

- If a language other than English is indicated on the form, the student(s) will be administered an assessment to determine possible placement into the program.
- Interpreters are available to assist with communication between school personnel and family.

## **Enrollment Requirements**

Residents of the Park Hill School District who wish to enroll their children must bring the following items to the school:

- Immunization records
- Birth certificate
- Proof of residency\*
- Unofficial transcript (for high school students only)
- Any specialized instruction information including IEP or Section 504 documentation

*\*Proof of residency includes a lease agreement, mortgage statement, or paid 2016 real estate tax statement and an original, current home utility bill (gas, water, or electric), which provide the name and address.*

Students may also expect to take placement exams if needed to determine correct level of placement. Students entering without one or more of the necessary items listed above may be asked to sign a waiver based upon verbal information given to the receiving counselor.

Students are required to attend the school within the attendance area in which they reside, unless attendance at a different building is specified under the student's IEP, or it is approved by the superintendent. Students who move during the fourth quarter may complete the school year at the same school. Transportation will be the responsibility of the parent/guardian.

**Enrollment forms and additional information are available online at:**

<http://www.parkhill.k12.mo.us/cms/one.aspx?portalid=62500&pageid=809203>

**Attendance maps to help parents identify their child's school are available online at:**

[http://www.parkhill.k12.mo.us/district\\_information/school\\_boundary\\_locator\\_tool](http://www.parkhill.k12.mo.us/district_information/school_boundary_locator_tool)

**Entrance Age:** State law requires children to be 5 years old before Aug. 1 of the year they enter kindergarten. Each elementary school hosts Kindergarten Roundup in the spring. The communications department provides the date.

### **Excused Participation from Physical Education Classes**

If your child is to be excused from activity participation in physical education classes for health reasons, a written doctor's recommendation is required. Students will be required to attend the classes for the instructional component and observation and complete an alternative assignment or to complete missed activities when physically able to participate.

### **Fliers and Informational Brochures**

Fliers and informational brochures from agencies or individuals outside the school district must be approved by the assistant superintendent for human resources prior to distribution to students.

Typically, approved brochures are not sent home with students, but rather they are made available for student pickup in the office.

**Distribution of Non-curricular Student Publications:** The school district provides a limited open forum and therefore allows students to distribute, at reasonable times and places, unofficial material, including but not limited to, petitions, buttons, badges or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy.

However, students cannot distribute materials which:

1. Are obscene
2. Are libelous
3. Contain indecent or vulgar language or content
4. Advertise any product or service not permitted to minors by law
5. Constitute insulting or fighting words, the very expression of which injure or harass other people (e.g., threats of violence, defamation of character or of a student's race, religion or ethnic origin)
6. Present a substantial likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, the commission of unlawful acts or the violation of lawful school procedures

## **Field Trips**

All field trips will be taken as extensions of classroom learning activities. Supervision is the responsibility of certified staff member(s) sponsoring the activity. The Park Hill School District will only endorse field trips that are directly related to the instructional program and designated as a segment of the division or grade level's ongoing curriculum program. Considerations regarding participation will be given to students with disabilities. The disciplinary rules pertaining to students on the school campus also pertain to students during school field trips. Students who engage in inappropriate behavior on field trips may be required to be escorted by a parent/guardian for future field trips or may be subject to loss of field trip privileges. Visits to gift shops are not allowed during field trips.

Field trips are designated for students enrolled in Park Hill classes taking the field trip as part of the curriculum. Non-school-age children are not allowed on field trips.

## **Fundraising Activities**

All school fundraising must be approved by building and district administration using the district fundraising approval form. Fundraising must have a designated purpose prior to the beginning of sales. The projects must be planned and carried out in cooperation with building administration and comply with Board Regulation IGDF-R.

## **Gift Giving**

The Board discourages the exchange of gifts among students, parents and staff. The term "gifts" does not include nominal items provided to all students. Class gifts must be presented from the entire class, regardless of whether all students were able to contribute.

## **Health Services**

The purpose of the Park Hill School District student health services program is to help each student attend school in optimum health and benefit from the school experience.

A registered nurse is assigned to each high school and middle school. Registered nurses supervise the elementary student health service program at their assigned buildings. All student health services employees shall serve under the direction of the building principal and director of student services. All parent/guardian contacts regarding student health will be made by the licensed practical nurse, the principal, a registered nurse or district administrators.

**Health Condition(s) Information:** The following guidelines should be followed concerning any students with special health conditions/concerns:

- The Confidential Student Health form should be completed by parent/guardian at time of enrollment and updated annually.



- Parent/guardian should notify the school nurse or principal of any health concern that could require emergency services, interfere with the student's education process or require interventions throughout the school day.
- Students requiring medical accommodations throughout the school day (including, but not limited to, physical education, dietary conditions, physical limitations and medical interventions) must submit a statement from their licensed medical provider stating the need for such accommodations each school year.
- It is strongly encouraged that parents/guardians follow a pattern of having regular medical and dental screenings for their child.
- The district maintains prefilled epinephrine auto syringes and asthma-related rescue medication to be used in the event of an emergency. **Parents/guardians must indicate in writing if their student cannot receive such medications.**

**Immunizations/Enrollment:** Missouri law requires all students to have on file evidence of required immunizations prior to attending school (See Policy JHCB). Parents/guardians should bring immunization records or proof of exemption at time of enrollment and obtain additional immunizations as required by state law.

- **Medical exemption:** A child shall be exempt from the immunization requirements upon certification by a licensed physician that either such immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity to the disease. A medical immunization exemption card, signed by a physician, must be on file with the school immunization health record. The medical immunization exemption card does not need to be renewed annually.
- **Religious exemption:** A child shall be exempt from immunization requirements if a parent/guardian objects on the basis the immunization violates his/her religious belief. All exemption cards must be obtained and processed through the Platte County Health Department. The religious immunization exemption card does not need to be renewed annually.
- The State of Missouri Department of Health guidelines are used in determining the length of time a child should be absent for specific diseases (e.g. chicken pox). In compliance with state laws, unimmunized students may be excluded from school during a disease outbreak.

**Illness and Injury:** A student should not be in attendance and will be sent home with any of the following:

- Temperature 100.4 degrees or greater, or with incidents of vomiting and/or diarrhea. Student may return to school when free of above symptom(s) for 24 hours without any fever-reducing medication or other medication to relieve symptom(s)
- Symptoms related to possible communicable diseases (skin rashes, redness of eyes, swollen glands, etc.)
- Excessive drainage from eyes, ears, persistent earache, constant cough or painful sore throat accompanied by enlarged lymph nodes
- Students with (or having the potential to transmit) an acute infectious disease or parasite (e.g. live head lice and/or nits present within a ¼ inch of the scalp)

Students excluded from school for health reasons may return once the reason for the exclusion is no longer present. Any questions regarding when to return to school should be discussed with the school nurse. Students returning to school after injury or surgery, and who are thereby temporarily incapacitated (e.g. crutches, casts, or slings), should present a physician release to return to school along with a statement of any modifications or accommodations that need to be made.

Students becoming ill or injured at school should ask the staff in charge to send them to the school health room. Parents/guardians or emergency contact individuals of students who become seriously ill or injured during the school day will be notified. Emergency telephone numbers must be available and kept current. In the event of a serious accident or illness where the parent/guardian or other emergency contact individuals cannot be reached, an ambulance will be called and the student will be transported to the nearest hospital emergency room. When advisable, the student will be accompanied by a staff member. Additional staff will continue to attempt to reach the student's parent/guardian. Parent(s)/guardian(s) are held responsible for any costs involved.

**Medication Policy:** If under exceptional circumstances a student is required to take medication during school hours and the parent/guardian cannot be at school to administer the medication, the school nurse will determine the safest, most effective administration of that medication. The parent/guardian is responsible for providing the medication (prescription or over-the-counter), completing a Medication Administration Guideline form and making arrangements for the medication to be delivered/picked up from school. Elementary students are not allowed to transport medication (prescription or over-the-counter) to or from school. Middle school students are not allowed to transport prescription medication. All prescription medication requires a licensed prescriber order (see details under prescription medication). The school district will not knowingly administer any medication not deemed safe by district reference guidelines. Unless absolutely necessary, district personnel will not administer the first dose of any medication.

- **Exception for Potentially Harmful Administration:** District personnel shall not knowingly administer medication that exceeds the recommended daily dosage as indicated by the Physician's Desk Reference (PDR) or other recognized medical or pharmaceutical text, unless such is required by a valid prescription presented to district personnel, who shall have the right to contact the health care provider issuing the prescription to confirm its accuracy.

- **Medication by Injection:** If a student has a known health condition, such as allergies or diabetes that requires prescription medication administered by injection (e.g. epinephrine, glucagon or insulin), then an Individual Healthcare Plan (IHP) and Emergency Action Plan (EAP) will be developed. The IHP and/or EAP should include the authorized prescriber's orders, parent authorization to administer the medication, report of student's related health history and identification of school personnel who are trained to administer the medication via injection. When any student exhibits symptoms of anaphylactic shock, EMS may be called. Epinephrine will be administered as indicated on the IHP or EAP or per district policy/procedure.
- **Over-the-Counter Medication:** Middle- and high school students may carry and self-administer one dose of over-the-counter medication if carried in the original container.

All over-the-counter medication to be administered by the nurse must be brought to school in the original container. A Medication Guidelines and Authorization form must be signed by a parent/guardian or physician before the medication will be administered. The child's name should be on the container. Only the instructions listed on the medication container will be followed unless a physician specifically requests in writing different instructions for administering the medication. No expired medications will be administered. The school district does not provide any medications for students, including ibuprofen, Tylenol, cough drops, decongestants and antacids.

- **Prescription Medication:** In addition to information provided in Board Policy JHCD, the administration of prescription medication also requires:
  1. The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of student, name of medication, date prescribed, diagnosis, dosage, frequency of administration, route of administration, termination date for administering the medication and the authorized prescriber's name. When possible, the authorized prescriber should state any adverse effects, any contraindications for administration of the medication to the student, and applicable emergency instructions. The medication must be in the original container and must be the current prescription with proper label.
  2. In lieu of the authorized prescriber's written request, the district may accept a prescription label properly affixed to the medication in question. The label must contain the name of the student, name of medication, date and dosage.
  3. The parent/guardian will provide a written request that the district comply with the authorized prescriber's request to give medication. Unless absolutely necessary, district personnel will not administer the first dose of any medication.

4. High school students will be permitted to possess and self-administer prescription medications, provided that the medication is in the original bottle or container with the original prescription label, and the student possesses no more than one dose of the medication. Parent/guardian is required to notify health personnel when their student is carrying a prescription medication.
- **Self-Administration of Medication:** An authorized prescriber may recommend that an individual student with a chronic health condition assume responsibility for self-medication as part of learning self-care (e.g., inhalers used for asthma). Self-administration of medication may be allowed if, after assessment of the student's needs and understanding of medication, the school nurse determines that the safest procedure is for the student to take responsibility for self- medication and that the following requirements are met:
    1. The student, the school nurse and the parent agree to the conditions that the medication is to be self-administered.
    2. The authorized prescriber request, parent/guardian request and appropriate IHP and/or EAP are on file.
    3. The student's health status and abilities have been evaluated by the nurse who deems self-administration safe and appropriate. The school nurse shall observe the initial self-administration of the medication.
    4. The school nurse is reasonably assured the student is able to identify the appropriate medication, knows the reason for administration, the frequency, method of administration and time of day for which the medication is ordered and is able to follow appropriate safety guidelines. The decision to allow students to carry their own "rescue" medication and to self-medicate shall be at the discretion of the nurse's professional judgment, based on student's developmental age, knowledge base of medication and ability to demonstrate proper use of the self-administered medication.
    5. The school nurse establishes a procedure for storage of the medication in a safe location, providing accessibility for the student when needed. In the case of an inhaler, or other emergency medication, a back-up supply shall be kept in the health room if possible.
    6. The school nurse will monitor the student's manner of taking medication. This may include observing the student taking medication, reviewing student documentation, reminding the student to take the medication, communicating with the authorized prescriber regarding any side effects and notifying the parent/guardian of any problems, including the student's refusal or failure to take the medication in an appropriate or safe manner.

**Consequences:** Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination.

For complete Board Policy, see Policy JHCD, Administering Medications to Students at School.

**Screenings:** Vision and hearing screenings are provided for students in Early Childhood Title 1, kindergarten, first, third, fifth, seventh and ninth grade, all students new to the district, students receiving special services, and for any student referred by a teacher or parent. Scoliosis screenings are done annually by parental consent for sixth-grade girls, eighth-grade boys and others, as requested by parent and medical provider. The following are screenings conducted by Park Hill School District health services staff:

- Vision screenings are completed using a Spot Vision Screener. The Spot Vision Screener is a handheld device that uses photo screening to detect a number of potential eye conditions. If the Spot Screener is unavailable, a vision acuity test for both far and near vision will be completed with a Titmus machine or through the use of a standard wall chart and near vision chart. These screenings are usually held in the fall, prior to December. 1<sup>st</sup>. A referral letter will be sent home to the parent/guardian of all students who have results outside of normal limits. If a parent/guardian does not want their student to participate in a vision exam, they may notify the health room nurse at their student's school at the beginning of the school year.
- Audio sweep hearing screenings are performed at 1000 Hz, 2000 Hz and 4000 Hz for each ear, at 20dB. If a student fails to respond to one or more frequencies in either ear, a registered nurse (RN) will conduct a rescreening and otoscopic exam after two weeks have passed. If the rescreening is failed, the RN will consult with the Deaf and Hard of Hearing Consultant within the district about the need for a referral to a hearing specialist. If a referral is needed, a referral form will be sent home to the parent/guardian. Hearing screenings are usually held in the fall, prior to fall break. If parents do not want their student to participate in a hearing exam, they may notify the health room nurse at their student's school at the beginning of the school year.
- Spinal screenings to detect scoliosis issues are done annually for sixth-grade girls, eighth-grade boys and others, as requested by parent and medical provider. These screenings are generally performed in the fall, during PE class. The nurse will look at the student's back and use a scoliometer as needed to measure any curvature noted. If the nurse finds a curvature of 10 degrees or more, the student will be rescreened. After the rescreening, if the findings still reveal a curvature of 10 degrees or more, a referral note will be sent home to the parent. If a curvature of 5 degrees or more is noted, the student will be placed on a recheck list. If parents do not want their student to participate in the spinal screening, they may notify the health room nurse at their student's school at the beginning of the school year.

- Pediculosis (head lice) screenings are conducted on an as needed basis when a case is reported to the health room nurse. Should multiple cases be reported, the nurse will identify the population of students most likely to have been exposed and arrange to have that population of students examined (including, but not limited to siblings of the student). If the health room nurse identifies a student with an active case of lice (live lice, or nits present within a ¼ inch of the scalp), the parent/guardian will be notified so the student can be picked up from school. After proper treatment with a pediculicide (lice-killing) shampoo, the student may return to school after being rechecked in the health room, if it is determined the student no longer has an active case of head lice. If the student continues to have an active case (live head lice and/or nits present within a ¼ inch of the scalp), the student must return home for additional treatment. Health room staff can provide tips and educational materials to assist parents in dealing with head lice treatment and prevention. This process will continue until the student is free of live lice. A student who was identified as having nits but not a live head lice infestation will be re-examined within seven (7) calendar days of the initial identification. If this examination reveals nits are still present, the parent/guardian will again be instructed on nit removal. This process will repeat until the student is free of nits.

If you have any questions, please contact the school nurse.

## **Homebound Instruction**

A program of homebound instruction will be made available to all Park Hill School District students who are unable to attend school because of medical/psychological problems. Inability to attend school must be verified by a licensed physician's report, and such program will be made available in a manner consistent with the rules and regulations of DESE, which governs such a program. Applications for homebound instruction can be made with the director of special services at (816) 359-4000.

## **Human Sexuality**

The Park Hill School District recognizes that parents/guardians are the primary source of human sexuality education for their children. The district also recognizes that effective human 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. Additional information is available below and in Board Policy IGAEB.

Park Hill human sexuality lessons have been created using reliable sources such as *Health, Let's Just Talk* and *WebMD* in consultation with district school nurses, health room supervisors, teachers and parents. The Park Hill secondary human sexuality lessons will help both males and females:

6 <sup>th</sup> Grade	<ul style="list-style-type: none"> <li>• Personal hygiene</li> <li>• Human body differences and changes</li> <li>• Relationships among individuals</li> <li>• Physical changes and puberty (emotional and physical)</li> <li>• Body image impact</li> </ul>
7 <sup>th</sup> Grade	<ul style="list-style-type: none"> <li>• Healthy relationship development</li> <li>• Sexuality and Sex in a broad definition</li> <li>• Sexually transmitted infections</li> </ul>
8 <sup>th</sup> Grade	<ul style="list-style-type: none"> <li>• Healthy relationships</li> <li>• Self-awareness</li> <li>• Abstinence</li> <li>• Abuse</li> <li>• Sexual activity consequences</li> </ul>
High School Personal Wellness/ Health	<ul style="list-style-type: none"> <li>• Healthy relationships</li> <li>• Self-awareness</li> <li>• Reproductive health</li> <li>• Abstinence</li> <li>• Sexually transmitted infections</li> <li>• Male and female reproductive systems</li> <li>• Contraceptive methods</li> <li>• Teen pregnancy</li> </ul>

Content examples are available through the district curriculum site located on the district website under Teaching and Learning and then Curriculum. For further information, please contact the director of secondary education.

We believe this is an important unit in our curriculum while simultaneously respecting parental choices and beliefs. If you would like to exempt your child from one or more of these topics, please contact the principal at your child's school.

### **Make-up Work**

Make-up work is permitted and given full credit for all absences. It is the student's responsibility to check with his or her teacher(s) as to work missed during any absence. A student shall have one day to complete assignments for each day missed.

Make-up work for truancy and during out-of-school suspension is allowed, but is the responsibility of the student to secure. Students who are out of school suspended should contact the building attendance office and/or communicate with their teachers via email to secure work.

Students should be prepared to hand in assignments and take any missed or assigned tests immediately upon returning to school. Students who have major assignments (i.e. final projects, research papers) due on the day of an out-of-school suspension must make arrangements for those assignments to be turned in on or before that day.

## **Meal Charge Procedures**

The Board promotes healthy, high-quality school meals, recognizing that students need adequate, nourishing food in order to learn, grow and maintain good health.

To assure students have access to healthy meals, the district participates in the National School Breakfast and Lunch Programs, which provide students who qualify with a free or reduced cost breakfast and lunch.

To accommodate students who purchase school meals, payment options include an online payment system that will take credit and debit cards, or cash and check payments may be made at all school sites.

The Park Hill School District also provides multiple alerts to notify parents/guardians of their student's account balance to help ensure they have money available to purchase a school breakfast or lunch:

- Parents may set an alert on the payment website that will notify them of a low account balance.
- Automated telephone calls are made weekly to notify parents of a low balance.
- E-mails are sent weekly to notify parents of a low balance.
- Students are alerted of a low balance and provided with a payment envelope when purchasing a meal.

Students who do not have money on their account or on hand to cover the cost of a meal at the time of service will be permitted to charge a full meal. À la carte snacks and beverages may not be charged.

When a charge has occurred, the parent/guardian will be notified of the negative balance:

- Automated telephone calls are made twice weekly to notify parents of a negative balance.
- E-mails are sent weekly to notify parents of a negative balance.
- Students are alerted and provided with a payment envelope when charging a meal.

If charges continue without repayment:

- Parent/guardian may be contacted by school staff to offer services or assistance as needed.
- Parent/guardian may be encouraged to submit a Meal Benefits Application if one has not been completed during the current school year.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect. Employees are not allowed to charge meals and must provide payment at the time of service.



## **Personal Property**

The Park Hill School District is not responsible for recovery, reimbursement or replacement of lost, stolen or damaged personal property brought to school by students and strongly recommends that valuable personal property remain at home. Personal property should never be left unattended and, when present, should be secured in a locker at all times. Students should notify the attendance office of lockers needing repair. Examples of personal property include but are not limited to: purses, wallets, watches, jewelry, band instruments, electronic devices, credit cards, cash, checks, books, notebooks and book bags.

## **Public Displays of Affection (PDA)**

The Park Hill School District strives to maintain an educational atmosphere conducive to learning and marked by responsible and appropriate behavior. Public displays of affection are not appropriate to the environment we promote for Park Hill School District students, and this behavior is not permitted. A student's failure to comply with a staff member's or administrator's direction or request may result in disciplinary action.

## **Response to Intervention (Rtl)**

Response to Intervention (Rtl) is a process that provides early intervention and educational support to all students. The Rtl framework uses assessment data to monitor student progress frequently in order to make decisions about how and what to teach children to ensure the highest level of academic progress is being made.

## **Sale of Personal Property**

Students are not allowed to sell clothing, candy, personal property or other goods for non-district fundraising purposes while at school. Students who violate this rule will be subject to disciplinary action, including possible suspension from school.

## **Standards of Dress**

It is our philosophy that student dress and grooming are the responsibility of parents and students. However, when in the judgment of the principal, or his or her designee, a student's appearance or mode of dress disrupts the educational process, constitutes a threat to health or safety or is otherwise contrary to the school's objective to maintain a work and school environment that is free of offensive and hostile conduct, the student may be required to make modifications.

Student dress should be in good taste. Dress that is detrimental or distracting to the learning process or working environment is not permissible.

For example:

- Shoes must be worn in the building.

- Hats, fabric headbands, bandanas, non-prescription sunglasses and other headgear are not to be worn in the building at any time nor carried during school hours. These items should be kept in a locker or vehicle for the duration of the school day. Headgear relating to religious practices or medical treatment is not prohibited.
- Clothing must be worn according to the original design of the garment.
- Clothing and accessories that refer to sexual connotations or products dealing with alcohol, tobacco and drugs will not be permitted.
- Clothing with words, images or other content that violate the district's harassment or other policies, or that are otherwise disruptive or detrimental to the education process or working environment, is not permitted.
- Heavy or lengthy chains are not to be worn at any time.
- Clothing that exposes a bare midriff or back or is otherwise too revealing is not permitted.
- Halter-tops, tube tops, spaghetti strap tops or any clothing that exposes a bare midriff or back, or is otherwise revealing, are prohibited.
- Students may not wear hoods over their head while inside the school building during school hours.

Students who wear inappropriate clothing or accessories to school will be required to make modifications to that clothing or change into acceptable clothing. Failure to comply may result in disciplinary action.

See Board Policy JFCA and Regulation JFCA-R.

### **School Resource Officer (SRO)**

Local law enforcement agencies have placed uniformed officers at Lakeview Middle School, Congress Middle School, Park Hill High School and Park Hill South High School. The school resource officer (SRO) performs the regular duties of a law enforcement officer, makes classroom presentations, serves as a resource to parents, students and staff, and assists in mediations.

### **School Social Workers**

School social workers assist children who have academic, social or emotional difficulties within school. School social workers serve a critical role in providing the vital link between the home, school and community. School social workers facilitate referrals to community resources, support groups, crisis intervention and emergency transportation. They may participate in parent-teacher conferences and team meetings and provide training and consultation for school staff. In addition, school social workers provide parent education and training and help parents use school and community resources more effectively. For more information regarding school social workers, contact your child's school.

## **Students on Premises After School**

All students must vacate the premises at the end of the school day unless participating in an approved extracurricular activity, receiving after-school tutoring or participating in other activities properly scheduled in advance. All students must be under the direct supervision of a staff member. Students should have transportation available within 15 minutes after all student activities and are to wait in the designated area.

## **Substance Abuse Prevention**

All students will receive comprehensive substance abuse prevention education in grades K-12 through the district life education and health curriculum. Substance abuse prevention is more than factual and pharmaceutical information. The development of wholesome, positive self-concepts and decision-making skills is an important deterrent to drug or alcohol experimentation. Students and parents can obtain a list of local resources for substance abuse counseling and treatment from the school counselor, social worker or health room supervisor.

## **Transportation**

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, and all other forms of transportation provided by the district or provided incidental to a school activity, are considered school property. Students are subject to district authority and discipline while entering, departing and riding district transportation. The bus driver is responsible for students and has a delegated responsibility for maintaining discipline on the bus. See Board Policy JFCC for more information.

Students who have disciplinary problems on the bus will be given conduct notices and referred to the school principal or designee for counseling and corrective action. *The "level" of offense (e.g. first, second, or third) will generally be based upon the total number of bus discipline referrals accumulated by a student during the current school year. Consequences for each offense are determined by site, scope and sequence. Furthermore, the third bus conduct may result in suspension from the bus for five days, and the fourth offense may result in suspension from the bus for the remainder of the school year<sup>1</sup>.*

*Parents will be notified of disciplinary problems and may become responsible for transportation of children who lose their bus privileges. Each bus is equipped with a camera system.*

Students must ride their assigned buses and get on and off at their regular assigned stop. In unusual or emergency situations, a parent may make a written request to have their student(s) temporarily depart at a stop other than their regular stop or ride a bus other than their assigned bus. The school principal or designee must approve the parent's request prior to the student using alternate services.

A parent desiring long-term transportation services for their student(s) to a location other than their permanent residence must submit an Alternate Route Application to the Park Hill Transportation

Department. To request an alternate route application, please email [alternatetransportation@parkhill.k12.mo.us](mailto:alternatetransportation@parkhill.k12.mo.us). You will receive a link to complete the online application.

Approval of an alternate route request is based upon the following:

- Pre-determined schedule for current school year OR summer school
- Alternate route must be located in the same attendance area as the verified residency of record for the student
- Request does not cause bus route to exceed bus capacity
- Minimum of two (2) school days advanced notice is required

Alternate Route Services may be discontinued if:

- Bus capacity limit is reached with non-alternate route students
- Student receives a misconduct slip

Bus routes will not be altered nor have stops added to accommodate alternate route requests.

**Alternate route requests will not be approved for birthday parties, sports practices, scout meetings, visit a friend, jobs, parent’s place of employment, any non-school extracurricular activities, etc.**

If approved, alternate route requests are valid for the current school year only. A new request is required for summer school.

If you have concern regarding your bus service, please contact First Student or your student’s building administrator.

**Park Hill contracts bus services through First Student:**

Ray Jarrett, Manager  
6207 NW Bell Road  
Parkville, MO 64152  
Phone: (816) 741-4023

*<sup>1</sup>For purposes of this handbook, “site” means the location of the offense, “scope” means the severity of the offense and “sequence” means the number of similar incidents in which the student has been involved.*

*The determination of these factors is left to the discretion of the administrator.*

## **Use of School Cameras**

There are school cameras in use in a number of locations throughout the Park Hill School District. The cameras are intended to be used for supervision and safety purposes. Information obtained via a school camera may also be used in the course of disciplinary procedures.

## **Walking, Riding Bikes and Riding Skateboards**

The Park Hill School District asks that parents discourage their children from riding bicycles, skateboards and/or walking to and from school. Due to safety concerns, skateboards, skates (including shoes with

rolling wheels such as “wheelies”) and scooters are not allowed on school property before, during or after school. However, should it become necessary for a student to ride a bike to school, the student must obey the same rules as a motorist, and it is recommended a safety helmet be worn. Students should dismount and walk their bicycles to the approved school site for bicycle parking. It is recommended students use bike locks during school hours. The district is not responsible for the theft of or damage to a bicycle parked on school property.

### **Withdrawal from School**

Parents of children who are leaving the district or are moving to another school attendance area within the Park Hill School District should notify the school a few days prior to the last day of attendance. Library materials, texts and other school property must be returned before transfer is complete. Failure to follow these procedures may make it difficult for a student to be enrolled and classified properly in another school. He or she will also be required to pay for books or other equipment that is lost or damaged.

# Elementary School

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## After-School and Evening Events

Students and siblings must be accompanied by a parent or guardian at after-school/evening events (e.g., music programs, academic nights, etc.). A student may not attend an after-school/evening event unless the student was in attendance for the full school day on the day of the event. Exceptions may be made to this practice on a case-by-case basis with the approval of the building administrator.

## Assemblies

Assemblies may be scheduled throughout the school year, with the primary aim to provide educational experiences that cannot normally be provided in a classroom. Since assemblies represent a part of the educational program, attendance is required of all students. Students will be supervised by teachers at assemblies. Students are expected to conduct themselves in keeping with school-wide expectations.

## Before-school and After-school Care

A before-and-after school program (Adventure Club) is available for elementary students through Community Education. Before-school care begins at 6:30 a.m., and after-school care ends at 6 p.m. For more information, call Community Education at (816) 359-4061.

## Classroom Placement

Park Hill School District elementary schools assign students to their next year class through collaborative efforts of their current classroom teacher, counselor, assistant principal and principal. When applicable, special education teachers and/or intervention specialists also provide input.

Many factors are considered in the process of creating balanced classroom groups, including learning styles, gender equity, academic achievement level, behavior, study work habits and peer relations.

Parent requests for specific classroom teachers are not accepted. However, some parents may like to offer input as to their children's learning needs. Once class placements have been made, requests for changes will not be considered. If you have questions about the specific process at your child's school, please contact the building principal or counselor.

## Classroom Treats

To protect the health and safety of our children, students may bring pre-packaged treats to school to share with classmates in recognition of birthdays and other celebrations. In order to address any known allergy concerns, a label listing ingredients should be affixed to the package. Homemade treats will not be distributed to students. Due to allergies and other food intolerances, please consult with your classroom teacher before the pre-packaged treats are brought to school. As a healthier alternative, Park Hill Food Service offers a variety of nutritious treats that may be purchased and delivered to your

student's classroom. If you are interested in this service, please contact your school's food service manager.

Party invitations are only to be brought to school if they are distributed to the entire class.

## **Growth and Development**

The Park Hill School District recognizes that parents/guardians are the primary source of growth and development education for their children. The district also recognizes that effective growth and development 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. Additional information is available below and in Board policy IGAEB.

Park Hill growth and development lessons were created using reliable sources such as Teen Health, Let's Just Talk and WebMD in consultation with district school nurses, health room supervisors, teachers and parents. The fourth- and fifth-grade growth and development lesson helps both boys and girls understand that personal hygiene is each individual's responsibility, and it guides students to be more aware of what each can do to be healthy and to be responsible for their personal hygiene. The lesson also focuses on the early stages of puberty, which some fourth and fifth graders are beginning to experience. Genders will be separated during the following learning targets:

- Understand the physical and emotional changes they experience during puberty and acknowledge these changes as a normal part of growth and development
- Learn the physiology of their bodies and correct terminology for parts of the reproductive system
- Understand that personal hygiene is each individual's responsibility

Some of this content is available through the district curriculum site located on the district website under Teaching and Learning and then Curriculum. For further information, please contact the director of elementary education. We believe this is an important unit in our curriculum while simultaneously respecting parental choices and beliefs. If you would like to exempt your child from growth and development, please exercise the opt out-option on the permission slip sent home by the classroom teacher.

## **Items from Home**

Students are not to bring toys, games, sports equipment or electronic devices to school unless special permission has been granted. In case of special permission, only E-rated games will be allowed. Other electronic items, such as cell phones, should not be seen, heard or used in the school building during school hours without permission. If a student violates this rule, the student is subject to disciplinary action, and the item will be held in the office until the parent/guardian can pick it up.

Students should not carry extra money to school. Students are not allowed to sell items of any kind at

school, with the exception of school-sponsored activities. The Park Hill School District is not responsible for valuables students bring to school.

## **Parties**

Social events are planned to help students develop and mature socially. Events are planned according to the maturity and age level of the students who participate. All social events are sponsored and chaperoned by the school staff. Principals are responsible for determining when special events, parties or special activities are to occur.

## **Progress Reports**

Progress reports may be accessed by parents through Infinite Campus at the end of each grading period with the teacher's evaluation of a child's academic and behavioral progress. Should a paper copy be needed, please contact the office where your child attends school.

Both teachers and parents should emphasize the importance of daily school attendance, consistent effort and individual goal-setting with regard to learning.

## **Recess**

Students are expected to go out for recess each day. Appropriate clothing and shoes should be worn for outside activities. On days when the temperature and/or wind chill is above 20 degrees Fahrenheit and the playground is cleared of snow and ice, there will be outdoor recess.

If your child is to be excused from recess, a note of explanation is required. To be excused for more than three days, a written doctor's recommendation is required.

Equipment allowed on the playground will be determined by the building principal. Parents are allowed on the playground during school hours only with the building principal's permission.



# Middle School

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## Activities/Athletics

**Extra- and-co-curricular Activities:** The district's extracurricular activities program is intended to provide opportunities for student participation in activities designed to meet leisure, recreational, social and emotional interests and needs. Extracurricular activities will be those district-recognized and supervised activities, occurring outside academic class time, for which no grades or units of academic credit are awarded. These activities shall provide for individual, small group and student body participation. All extracurricular activities must have an appointed sponsor, supervisor or coach.

The district also provides the opportunity for students to engage in co-curricular activities. Co-curricular activities are part of the educational curriculum of the Park Hill School District and often include activities outside the classroom and beyond traditional classroom instruction. Students receive grades for their performance in courses associated with co-curricular activities (e.g. band, orchestra and vocal music programs). A certified teacher/advisor will be assigned to each co-curricular activity.

- **Intramurals:** The middle schools offer an intramurals program each quarter to involve students in after-school activities. Students may be required to meet certain eligibility requirements as determined by the school in order to participate. Contact your school's intramural director for more information about dates, activities and requirements for intramurals.

**Exclusion from activities or bus transportation:** Participation in the activities program in middle school is a privilege. When a student's conduct in school results in a suspension of any type, the student may be excluded from the activities program for a specific length of time. Parents/guardians may become responsible for their student's intramural or after-school activities transportation when a bus conduct notice has been issued for a disciplinary problem.

- **Before/After-School Care program:** An after-school program, Prime Time, is available for middle school students through Community Education. After-school care ends at 6 p.m. For more information, call Community Education at (816) 359-4061.

## Book Bags and Backpacks

Students are allowed to use book bags and backpacks to carry supplies, books and materials to and from school. Book bags, backpacks and personal items are to remain in the students' lockers throughout the school day, and students are expected to carry individual books and materials to their classrooms. All middle-school students who carry laptops may carry their district issued laptop bag during the school day.

## Cell Phones/Electronic Devices

Cell phones and personal electronic devices are not permitted during class time, unless otherwise directed by a district staff member. Students are to put cell phones and personal electronic devices away

upon arrival. They are to be kept on silent or off while in backpacks and lockers throughout the student's time at school. Failure to comply will result in the phone being taken to the office and possibly in disciplinary action. Refusal to give a staff member the device after a violation of school or classroom rules will result in escalated disciplinary action. If a student needs to call a parent, they are to be sent by a teacher with a pass to call using the office phone. Earbuds or headphones are not to be worn in the hallway and must be kept in district issued computer bags.

## **Classroom Conduct**

Students will be expected to participate in class activities and complete all class assignments to the best of their ability. Park Hill staff receive training in the use of Behavior Intervention Strategy Team (BIST), the Olweus Bullying Prevention program and Positive Behavior Intervention and Supports (PBIS). Staff members use this training to develop expectations for appropriate and respectful behavior, which will be shared with students. In addition, teachers and administrators have developed interventions designed to assist students in meeting these expectations. Students will be held accountable for appropriate and respectful behavior. Teachers will work with students, parents and administrators when behavioral expectations are not met.

## **Grading System**

Purposes of grades at the middle level in the Park Hill School District are to:

- Report achievement distinctly to communicate more clearly about learning
- Focus instruction on key rigorous learning goals
- Provide feedback to students, based on learning goals
- Build assessments, based on reporting topics and with greater rigor
- Support differentiated timelines for learning
- Make assessments more formative

Grades are reported using the standard ABCDF scale. Grades will fall into one of two categories: Academic and Academic Practice/Preparation. The Academic grade is comprised of assessments, tests, quizzes and other assessment evidence of student learning on specific reporting topics for the class. The Academic Practice/Preparation portion of the grade is comprised of scores taken on activities such as work completion, preparation, homework, classwork, participation and other scores related to practice and preparation. At the sixth-grade level, all non-academic assessment in the exploratory classes receive a standards-based score.

## **Hall Passes**

To ensure a safe and secure learning environment, students who need to travel outside the classroom should have permission from the teacher as well as the appropriate hall pass and required identification. Failure to comply with building expectations may result in disciplinary action.

## **Lunchroom Procedures**

The eating area is generally limited to the cafeteria. Eating in the cafeteria is a privilege, and students may be assigned an alternate location for lunch if they are unable to follow the lunchroom expectations. Lunch may be purchased or brought from home. Lunch will be enjoyable and pleasant if everyone remembers the following procedures:

### **Students are expected to:**

- Take their place in line without pushing or crowding in front of others
- Ask friends to wait their turn in line and buy their own food
- Move to the eating area quickly after purchasing food instead of waiting for friends at the exit
- Once seated, raise hand to ask permission before moving about the cafeteria during lunch
- Bring their own money and not borrow from others.
- Use their best manners
- Clean up after themselves by picking up all food and by putting all papers in the trash can

In most cases, parents are allowed to visit school and eat with their child. The school, however, reserves the right to limit lunch visits in appropriate circumstances. Parents planning to eat lunch with their child are encouraged to notify the school office one day in advance. Bringing outside restaurant or fast food is discouraged. Students are not permitted to place an order for food to be delivered to the school. Only a parent/guardian may bring in lunch for a student.

## **Lockers and Locks**

Lockers are school property. The use of lockers is a privilege, and if students are unable to use their lockers properly, other arrangements will be made. The administration reserves the right to inspect lockers at any time deemed necessary. In order to avoid theft or loss of property, including textbooks, hallway and gym lockers should always be kept locked. Students are discouraged from bringing valuable personal possessions to school. Locker combinations should not be given to other students, and students are not to share lockers. Valuables are not to be left in lockers.

Each student is assigned a hall locker with a built-in combination lock. These lockers are provided as a convenience to students for storing necessary school supplies. Valuables should not be kept in lockers. The school is not responsible for any textbooks or belongings stolen or lost from a student locker. Lockers shall not be banged, kicked, defaced or otherwise damaged. Decorations may not be placed on the outside of a locker. Adhesives may not be used to attach any decorations on the inside of a locker. In addition, interior locker decorations may not be disruptive to or inconsistent with the educational environment and may not otherwise violate the rights of others in the school setting. Students who are in P.E. classes or involved in sports are also assigned locks and lockers.

Anything found in lockers that may be detrimental to the well-being of the student body (i.e., firearms, drugs, alcohol, etc.) or that is otherwise in violation of Board policy will result in

disciplinary action. Report any locker that is not working properly to the office or custodians immediately.

**Locker Expectations:**

- Do not share your locker combination with any other individual.
- Use only your assigned locker.
- Keep locker locked at all times.
- Keep locker clean, especially over extended breaks.
- No inappropriate posters, pictures or photos are permitted.
- Food and drink should not be kept in locker for extended periods of time.

**Report Cards**

Parents may access student grades and attendance through the online Infinite Campus student information system throughout the year. Hard copies of report cards will be sent home with students at the end of each quarter. The final grade card of the year will be mailed home to parents.

**School-sponsored Activity Nights and Dances**

There are several evening activities and dances during the school year. Parents and teachers will act as chaperones. Some events may require tickets be purchased in advance in order to attend. Parents and students should be aware of the following guidelines, responsibilities and expectations:

- Activity nights or dances are for middle school students attending their respective schools only.
- Student ID will be required to attend the activity.
- Students should arrive just prior to the beginning of the activity.
- Students must enter the activity area as soon as they arrive and remain there until the end of the activity.
- Students may leave the activity early only with the permission of their parents.
- Parents are to pick up students promptly at the end of the activity.
- Students must be in attendance at school the day of the activity.
- School rules and expectations apply for evening activities and dances.

# High School

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## A+ Scholarship Program

The Missouri Department of Elementary and Secondary Education (DESE) designated both Park Hill and Park Hill South High Schools as A+ Schools in 1999. Each fall, both high schools go through a redesignation process. Basic changes have been made to guide students in a rigorous program of studies that will prepare them for the workplace, post-secondary vocational/technical training or college.

### Park Hill High School A+ Coordinator:

Ellen Reys

Email: [reys@parkhill.k12.mo.us](mailto:reys@parkhill.k12.mo.us)

Phone: (816) 359-6734

### Park Hill South High School A+ Coordinator:

Jill Owens

Email: [owensj@parkhill.k12.mo.us](mailto:owensj@parkhill.k12.mo.us)

Phone: (816) 359-6043

**A+ Financial Benefits:** Students who meet the A+ requirements will be eligible for two years reimbursed tuition and general activity fees at any Missouri community college, vocational or technical school. This funding is based on yearly allotments made by the state legislature. Many Missouri four-year universities offer scholarships based upon A+ criteria as well.

**A+ Requirements:** As long as state funds remain available, students who have met the following requirements upon graduation will receive financial benefits:

- Three years of consecutive attendance at an A+ High School ending with graduation
- Signed A+ letter of intent
- 2.5 grade point average (over four years)
- 95-percent attendance (average over four years)\*
- Score proficient or advanced on the Algebra I EOC exam
- 50 hours of pre-approved, unpaid mentoring or tutoring (over four years)
- Good citizenship outlined in Park Hill School District Policy JG Regulation (over four years)
- Completion of a Free Application for Federal Student Aid (FAFSA) prior to becoming eligible for the A+ financial reimbursement
- Registration for Selective Service (males) upon 18th birthday

*\*With the exception of field trips and homebound stays, all absences count against a student's attendance percentage.*

Upon graduation, A+ certified students must enroll and attend on a full time basis, a Missouri public

community college, vocational or technical school, while maintaining a GPA of 2.5.

## **ACT Testing Program**

The Park Hill School District is pleased to provide the complete ACT Testing Program for students. This nationally recognized program is intended to assist students and parents in knowing which career paths may indicate success according to students' interests and abilities. This information is beneficial to students as they make high school course selections and establish post-secondary plans.

### **2017-2018 ACT Test Dates:**

- September 9, 2017
- October 28, 2017
- December 9, 2017
- February 10, 2018
- April 14, 2018
- June 9, 2018

### **Park Hill High School and Park Hill South are ACT Test Centers:**

- Park Hill High School  
Test Center Code: 191410  
School Code: 262545
- Park Hill South High School  
Test Center Code: 204530  
School Code: 262802

## **Academic Letter**

An academic letter is awarded the first time any sophomore, junior or senior earns a 3.5 or better GPA for the previous school year. In subsequent years, when students earn a 3.5 GPA for the previous year, they are awarded with a gold academic bar to affix to the academic letter. Each fall, students and parents are invited to a recognition awards assembly to honor those students who have attained academic recognition.

## **Changing Schedules**

Once a student enrolls for courses for the upcoming school year, the course requests are submitted for scheduling. Student requests determine the master schedule and teacher assignments. Request for class changes will be rejected if based upon the following reasons: 1) a change of student interest, 2) a negative effect of course grade on GPA, or 3) not needing the course for graduation.

The schedule change policy will be strictly enforced. A student's schedule will be changed for the following reasons:

- **Computer Error:** If a course request has been incorrectly placed in the computer, the enrollment worksheet will serve as a reference for substituting the correct course.
- **Prerequisite Courses Not Met:** If a student has not met the necessary prerequisite, a new course will be substituted.
- **Duplicate Credit:** In general, a student may not receive credit for a course twice. A course change will be made if the student has registered for a course that they already have credit.
- **Increase Rigor in Schedule:** A student requesting a change to a more difficult core area course will be readily accepted if space is available.

## **Classification of Students**

Any freshman who has not earned four or more credits will be reclassified as a freshman. In addition, unless otherwise required by law or policy, senior students who are not on schedule to graduate with their class will not be allowed to participate in pre-graduation activities.

## **Credit Recovery**

Students may recover credit for a course in which an F was earned by enrolling in our Credit Recovery Program. Students taking Credit Recovery for EOC-tested courses must pass the EOC for that course with a score of Basic or above in order to receive credit, which will be transcribed as a P for Pass. Please note our current Credit Recovery courses do not meet the NCAA guidelines. Students who need to recover credit, but who are concerned about NCAA eligibility, are advised to repeat the course. Please contact the school counselor with further questions.

## **Driving to School and Parking Lot Rules and Procedures**

Driving to school is a privilege for qualified seniors, juniors and sophomores. Qualifying and maintaining eligibility for a parking permit is based upon regular punctuality and attendance, no outstanding fines and good citizenship. Check with your school regarding additional requirements to park on your campus. While the school will make efforts to maintain the safety of vehicles parked on district property, students are fully responsible for their vehicles, and the district is not responsible for damage to or theft of student vehicles.

Students are never permitted to park in the faculty, visitor or in the district staff and patron parking lots from 7 a.m. to 3 p.m.

All vehicles parked on a school campus must be registered and have a parking permit. Vehicles without a valid parking permit may be detained or towed or the student will be fined without additional notice.

### **The individual driver is responsible for:**

- All items located inside the vehicle
- Accurately registering his or her vehicle with the school
- Notifying the front office whenever there is a change in the registered vehicle information
- Knowing and observing the school's parking policies

- Relinquishing the parking permit at the request of an administrator
- Driving safely and with regard for the safety of others
- Entering, parking, and leaving the parking lot promptly
- Locking his or her vehicle
- Having a valid pass signed by an administrator to go to his or her vehicle during the school day
- Returning sticker to front office when changing vehicles
- Always having a temporary sticker or permanent sticker when parked on campus

Only students who have been approved by the front office to park on campus may do so. Approval to park is made through a current registration of the driver's vehicle and the purchase of a current student parking permit. Parking permits are \$30 and are not the property of the student but are proof of school registration. Parking stickers are not sold on a per term basis and are not refundable. Stickers may be purchased during registration or in the front office according to parking availability and student eligibility.

Students with outstanding fines, disciplinary consequences or previous violations related to parking will not be allowed to purchase a parking permit. Students obtaining a parking sticker for the second semester must have all first semester fines paid in full. Students with outstanding fines may request to be put on the waiting list. These students will be given consideration once qualified students have been issued parking permits and the outstanding fines and fees have been cleared and outstanding detentions have been served. Students with consequences assigned to extend into the next year will not be eligible to purchase a parking permit during registration.

**Steps for Securing a Parking Sticker:**

1. Complete a Vehicle Registration Form.
2. Provide current proof of insurance card.
3. Provide current Missouri vehicle registration.
4. Provide current and valid Missouri driver's license.
5. Pay the parking fee of \$30 to the office designee. You will be issued a receipt and a parking sticker. Students are responsible for correctly putting the parking sticker on this registered vehicle.

Check with your school on final registration requirements. Altering or transferring the sticker to another vehicle without administrative approval will result in the revocation of the permit without a refund and other possible administrative action. Students in possession of permits not issued to them will lose the use of the invalid permit and will not be eligible for a sticker for a minimum of nine school weeks.



If a student sells his/her registered car or changes to a vehicle not currently registered, the student must remove the registered sticker and return it to the office for a replacement sticker. Returning the previous sticker will insure a replacement charge of only \$1. Not returning the sticker could result in a new fee of \$30 or denial of re-issuance of a parking sticker.

**Student Parking Locations:** Authorized students are to park only in the designated student lots. Students are not allowed to park in any lots designated for staff, visitors or other district personnel. A map, provided to students at the time of the permit purchase, is also available in the office. Students who park in areas other than student lots will be ticketed and are subject to administrative consequence and sticker revocation.

**Please be aware of the following parking stipulations:**

- Parking lots may be checked daily.
- Vehicles parked on campus without a valid school permit may be ticketed by the school or police department and are subject to tow at the owner's expense.
- Excessive absences/tardies will result in the loss of the parking permit.
- Driving over curbs, on grassy areas or other unsafe types of driving can result in the loss of the parking permit.
- Bumper stickers and other items adhered to the vehicle must not violate school policies, including the prohibitions of harassment, discrimination, profanity and the promotion of drugs, alcohol and other illegal substances.

**Vehicles parked in violation of the parking policy shall include, but are not limited to:**

- Using more than one parking spot
- Parking outside designated parking spaces
- Driving by a student who does not have a parking permit that is registered to the vehicle
- Any car parked in handicapped areas, fire lanes, faculty/staff/visitors parking areas, loading zones, along curbs, in aisles or at the end of a row outside a designated space.

**Registered Drivers Who Need a Temporary Pass:** If a registered student has driven a vehicle other than the one that is registered, the student can obtain a temporary pass in the discipline office. This pass is only for the vehicle approved by the campus supervisor or administrator. Registered drivers may have only one vehicle on campus during the school day. If additional temporary pass days are needed, promptly contact the front office to request an extended temporary pass. There is a 50-cent charge for temporary passes.

Non-registered drivers will need to receive approval for a temporary pass through the front office. It is highly recommended that students request the temporary pass at least one day before it is needed to ensure approval to park. The administration reserves the right to limit the number of temporary passes issued per day and the number of temporary passes issued to each student.

If a student has a temporary injury or ailment, which requires that student to park in a handicapped-accessible space, contact the front office for a temporary handicapped parking permit. This permit must be hung from the rear view mirror so it is clearly visible in the front windshield.

The student parking lot is off limits to all students during school hours except when coming to or leaving school. Students must have a valid signed pass and a campus supervisor escort to go to their vehicle during the school day. Loitering in the parking lot will not be permitted at any time. Driving from the school grounds is not permitted during school hours unless permission is obtained from the front office.

**School Safety and Driver Responsibility:** A vehicle parked on district property is subject to exterior inspection by police dogs trained to detect illegal drugs or weapons and may be subject to search if school officials have reasonable suspicion of a violation of district rules, policy, or law. Students who are allowed to park on campus recognize that safety of all is a priority. Students are responsible for all items within their vehicle and may be subject to suspension and/or expulsion for violating school rules and/or policy. Students are responsible for knowing and abiding by all building rules and district policies.

Failure to assume responsibility for these policies as well as all school rules will lead to loss of parking privileges and further disciplinary action. These rules should be adhered to at all times, including weekend and evening school-sponsored events.

## **Early Dismissal**

Early dismissal for students provides teachers an opportunity for ongoing professional development. The time allows teachers to work in collaborative teams, share effective teaching methods and develop personalized instruction for Park Hill students. Park Hill High School and Park Hill South High School dismiss students on Wednesdays at 2 p.m. Students must leave or be picked up once dismissed from school, or remain in a designated area within the school.

## **Extracurricular and Co-Curricular Activities**

The district's extracurricular activities program is intended to provide opportunities for student participation in activities designed to meet leisure, recreational, social and emotional interests and needs. Extracurricular activities will be those district-recognized and supervised activities that primarily involve students, occur outside academic class time, and for which no grades or units of academic credit are awarded. These activities shall provide for individual, small group and/or student body participation. All extracurricular activities must have a duly appointed sponsor, supervisor or coach.

The district also provides the opportunity for students to engage in co-curricular activities. Co-curricular activities are part of the educational curriculum of the Park Hill School District, but often include activities outside the classroom and beyond traditional classroom instruction. Students receive grades and academic credit for their performance in courses associated with co-curricular activities (e.g. band

program, vocal music, speech and debate, newspaper and yearbook). A certified teacher/advisor will be assigned to each co-curricular activity.

Participation in both extracurricular and interscholastic activities is a privilege, not a right. As a result, participation can be restricted, revoked or permitted pursuant to specific district guidelines including, but not limited to, the following eligibility rules and requirements:

1. Interscholastic eligibility will be based upon the student being enrolled in four or more classes. The student must pass at least 80 percent of the classes in which enrolled each term. Furthermore, all returning students participating in extracurricular activities are to maintain a minimum of a 2.0 GPA.
2. Students who do not maintain a 2.0 GPA for the first nine-week grading period will be placed on probation for the second nine weeks of the term.
3. During the nine-week period that a student is declared scholastically ineligible, the student will be allowed to practice but will not be allowed to represent Park Hill District high schools in competition, performance or public activities.
4. Students who are on probation or declared ineligible will have the opportunity to receive mid-quarter assessments from their teachers to indicate if their grade average has improved to the 2.0 average. Students who have improved their grades to the 2.0 average by mid-quarter, who were declared ineligible, will be allowed to participate.
5. Second term grade point averages will determine eligibility for students to participate in extracurricular activities during the next fall term.
6. Students who have been determined to be ineligible because they did not meet academic requirements of 2.0 grade average as listed in this regulation may appeal their ineligible status. A student will be allowed to participate in an individual study plan when it is the opinion of school personnel that the student has put forth genuine effort to maintain scholastic achievement, but he or she has fallen below the 2.0 grade.
7. The principal or his or her designee will be responsible to monitor the 2.0 GPA of all students involved in extracurricular activities.
8. In accordance with the Missouri State High School Activities Association (MSHSAA) guidelines, specific summer school core class credit might be used under certain circumstances to supplement a previous term for eligibility.

9. The Park Hill School District must remain in compliance with MSHSAA eligibility standards for participation in extracurricular and co-curricular activities. For a complete list of eligibility standards, please reference the MSHSAA website found at <http://www.mshsaa.org/>.
10. All students participating in extracurricular and co-curricular activities must abide by Park Hill School District policies and regulations. Policy JFCH, regulation JFCH-R, and policy JG set out the potential consequences for violation of the drug/alcohol/chemical and tobacco policies when such violations occur on school property. Consequences for incidents involving drug/alcohol/chemical and tobacco during non-school hours are listed in Park Hill regulation IGDJ-R. All Park Hill policies and regulations are available in the superintendent's office or online at <http://www.parkhill.k12.mo.us>.

**Required Physical Exam:** All athletes, including cheerleaders, are required to have a completed physical exam on file before any tryouts begin. Physicals are valid for the school year in which they are given. In addition, if a physical is dated Feb. 1 or later, the physical is valid through the end of that current school year and the following school year.

## **Food and Beverages**

All food and beverages are to remain in the cafeteria except for water that may be consumed without disrupting the school environment. Vending machines are available before and after school and during lunch. There should be no use of the machines outside of those times. Failure to comply will result in consequences assigned by the teacher or by an administrator.

## **Graduation Event Participation**

Participation in the graduation ceremony is a privilege and not a right. Students must meet all requirements and be in good standing to participate. Although the ceremony is an important event, participation or nonparticipation does not alter the significance or value of the diploma. The graduation ceremony is like any other extracurricular activity, which means school rules and Board policies regarding student conduct apply.

We will enforce a standard of dress that is appropriate for graduation attire and may prohibit students who violate the standard of dress from participating in the ceremony. Participating graduates should wear appropriate dress attire. Casual clothes such as jeans, shorts, tennis shoes, sandals, etc., are not appropriate graduation attire. The cap and gown must be worn, and their appearance may not be altered.

The graduation ceremony is the time to show respect toward parents/guardians and toward the ceremony. Any misconduct related to the graduation ceremony will result in removal from the ceremony, loss of the privilege to participate in the graduation exercises and further disciplinary consequences prior to receipt of the diploma.

**Graduation Requirements**

District graduation requirements are set to permit individual students to develop skills in four broad areas of educational growth: intellectual, physical, social and career. An orderly developed curriculum has been established for students to develop skills in the four areas mentioned above. In order that basic minimum skills commensurate with students’ ability may be met, students will be required to take a specified number of credits as follows:

	Class of 2018 & Beyond
English Language Arts*	4
Social Studies*	3
Science	3 (Chemistry Minimum)
Mathematics	3 (Algebra II Minimum)
Physical Education	1
Fine Arts	1
Practical Arts	1
Health	0.5
Personal Wellness	-----
Personal Finance	0.5
Computer Applications	-----
Electives	11
Total	28

*\*Refer to the High School Career and Education Planning Guide for department requirements.*

See Board Policy IKF for more information.

**Online and Online-Blended Course Offerings**

Park Hill School District offers high school students a multitude of online and online-blended learning courses in order to prepare students for future learning beyond high school and to provide flexibility in students’ schedules.

In these courses, students will meet on campus for a course orientation, select face-to-face instructional class time and for required exams. All online and online-blended courses are offered through Schoology, the district-provided course management system, with 24-hour access through the Internet.

**Online and Online-Blended Learning Defined:** An online or online-blended learning course is a

course where some of the instruction takes place online. Students are required to attend some face-to-face meetings with the instructor. The amount of face-to-face time will vary based on the course. In an online course, students attend face-to-face sessions at different points throughout the term. Blended courses require more classroom attendance, and in most cases, students attend class two to three times a week during a regular scheduled class time. The schedule for all face-to-face meetings will be communicated by the instructor at the beginning of the semester. All online and online-blended courses are taught by certified teachers and meet the same national, state and district standards as other Park Hill course offerings. During the course, teachers communicate with students using Park Hill student email, phone, collaborative tools within the course management system and in person. Enrollment is handled by the counselors and placed on student schedules as all other courses within the district. Students may take the online courses during regular school hours or remotely from home.

Courses taken remotely must be scheduled in appropriate blocks. Transportation is the responsibility of the student or parent.

**Communication:** Email will be the primary method of communication for online-blended courses. Students are required to use their district-provided email account. Students are expected to adhere to the instructor's communication policy and understand that responses may take up to 48 hours. Instructors will provide students their district phone number and provide regular office hours for additional support.

**Attendance:** Attendance in the online environment is measured through participation in activities, assignments, discussion forums, and regular correspondence with the online instructor. Extended periods of non-participation in an online or online-blended course will be evident if the student fails to login to the course or participate in learning activities. The district learning management system provides detailed analytics for course participation, including student logins and time spent in learning modules and course activities.

**Options:** Online and online-blended courses have an on-site or off-site option for the online portion. Students choosing to stay on-site for an online or online-blended course will be scheduled in a supervised learning environment. Students choosing the off-site option will be scheduled for the online course first or fourth block off campus.

Students must adhere to the school attendance and tardy policy for on-site activities. Failure to adhere to the school policy for attendance and/or tardiness could result in loss of privilege for late arrival or early release. Students may be scheduled on-site for the remainder of semester.

**Technology Information:** All students enrolled in an online course are encouraged to use the Park Hill-issued device to login to courses. Through the use of this device, students have access to any required software programs.

Students experiencing technical problems should contact the technology support help desk at (816) 359-

5000 ext. 1 between the hours of 8 a.m. and 5:30 p.m., Monday through Friday, and are expected to email the instructor.

If needed, the technology staff will ask for additional information, which may include how to reach the student for further information and screenshots of the issue. However, the technology department is not responsible for troubleshooting problems that are determined to be caused by the student's technology resources at home. Students who are experiencing technical difficulty at home may access computers at school until the problem is resolved.

## **Early Graduation**

A student who, for sound educational and vocational reasons, wishes to graduate in less time than the traditional eight semesters, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule. Parents/guardians will be encouraged to meet with school guidance personnel to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal.

Specific procedures for permitting students to complete high school education in less than four years will be developed by the administration. A student who graduates early must complete all graduation requirements as approved by the Park Hill Board of Education.

## **Hall and Physical Education (P.E.) Lockers and Locks**

Each student is assigned a hall locker with a built-in combination lock. In most cases, students will share the locker. These lockers are provided as a convenience to students for storing necessary school supplies. Valuables should not be kept in lockers. Each student is responsible for cleaning the assigned locker at the end of the school year, including any decorations on the outside of the locker. Failure to do this may result in disciplinary action or fines. Any items left in or on the locker after the last day of school will be thrown away or donated to charity. Students wishing to change lockers or locker partners should seek administrator approval. The school is not responsible for any textbooks or belongings stolen or lost from a student locker. Students in P.E. classes or involved in sports are also assigned locks and lockers.

Lockers are school property and the administration reserves the right to inspect lockers at any time deemed necessary. Anything found in lockers that may be detrimental to the well-being of the student body (i.e., firearms, drugs, alcohol, etc.) or that is otherwise in violation of Board policy will result in disciplinary action. Report any locker that is not working properly to the office or custodians immediately.

### **Locker Expectations:**

- Do not share your locker combination with any other individual.
- Use only your assigned locker.
- Keep locker locked at all times.
- Keep locker clean, especially over extended breaks.

- No inappropriate posters, pictures or photos are permitted.

## Hall Passes

To ensure a safe and secure learning environment, students who need to travel outside the classroom should have permission from the teacher as well as the appropriate hall pass and required identification. Failure to comply with building expectations may result in disciplinary action.

## Honor Roll

**National Honor Society:** National Honor Society (NHS) is a national service organization sponsored by the National Association of Secondary School Principals (NASSP) that recognizes students who exhibit excellence in scholarship, service, leadership and character through school and community activities. Seniors who graduate at the end of the first term are not eligible for induction as they must be enrolled in school to participate. Members are selected by meeting the following minimum eligibility requirements:

- Be a fifth-semester junior or a seventh semester senior
- Have a minimum cumulative 3.5 grade point average
- Have been active in two school-sponsored clubs, teams, or organizations in grades 10-12 with evidence of active involvement (Students will need to obtain a signature from the coach or sponsor)
- Have participated in community service projects in grades 10-12
- Complete the Student Activity and Service Information Form indicating school organization involvement
- Satisfactory faculty evaluation of character. This evaluation shall be strictly confidential, and under no circumstances shall a student or parent be permitted to review it. The evaluation will not be maintained as a part of the student's education records.

Sophomores are strongly advised to consider their active participation in school and community functions and organizations if membership in this prestigious organization is a goal of their high school years. Questions regarding NHS should be directed to the school adviser.

## Missouri Option Program

The Missouri Option Program is designed for a select group of students – those who have the ability to meet regular graduation requirements but who are so far behind in earning credit they cannot reasonably expect to graduate with their class. This program allows students to stay in school, to participate in meaningful classes and support services while preparing to take the Missouri High School Equivalency Exam (HiSET) and to earn a high school diploma. (Note: The HiSET Test replaced the GED Test in January 2014.)

**Eligible students must meet the following criteria:**

- They must be at least 17 years old and at least one year behind their cohort group in earning the credits required for graduation. (Cohort is defined as the year that a student enrolled in kindergarten.)



- They must participate in a minimum of 15 hours of academic instruction per week at Park Hill South High School or Park Hill High School.
- They must also enroll in other school-supervised instructional activities (career education courses, elective courses, volunteer experiences, work experience, etc.), that lead to the student's classification by the school district as a full-time student.
- They must pass a course in civics or government and pass a test on the provisions and principles of the United States' and Missouri's constitutions.
- They must pass a half-credit course in personal finance and a half-credit course in health education.
- They must participate in appropriate state assessments, including all required End-of-Course (EOC) assessments.
- They must participate in postsecondary and occupational exploration activities that will assist with job readiness.
- They must take and pass the Missouri High School Equivalency Exam (HiSET).

Upon successful completion of the program, students are awarded a high school diploma. The Missouri Option Program will not be used to circumvent compulsory attendance regulations or to facilitate an early exit. Please consult your building counselor for more information.

## **Placement and Education Planning**

Students and parents should refer to the Career and Education Planning Guide to assist them in making decisions related to academic planning and preparation for their career path. The Career and Education Planning Guide is updated annually to reflect the district curriculum. In addition, the counseling department will assist students with career exploration and educational planning through utilization of the Naviance program, a comprehensive online college and career planning resource. Counselors assist students in the creation of their Personal Plan of Study. The Personal Plan of Study will serve as a guide for determining which courses students should select during enrollment.

## **Repeated Courses**

Students may repeat courses for which grades of D or F are earned. The grade earned in the second attempt will be transcribed and included in the student's GPA. The grade earned from the first attempt will be replaced with an R on the transcript (indicating the course was retaken). Note: Any student receiving the designation of R on his or her transcript will be removed from consideration for valedictorian status.

## **Report Cards**

Parents/guardians may access student grades and attendance through the online Infinite Campus student information system. Evaluation reports of a student's progress are available throughout the semester. The student shall receive an individual report for each class in which he/she is enrolled. The

final grade card of the semester and year will be mailed to the parents/guardians. The report communicates the following information to the student and parents/guardians.

A grade mark indicates the performance and achievement level of the student. Questions and comments related to grades should be directed to the teacher(s) and counselor of the student.

A	B	C	D	F
Signifies that the student is doing excellent work and is making outstanding progress.	Signifies that the student is doing very good work and is making commendable progress.	Signifies that the student is doing average work and is making moderate progress.	Signifies that the student is doing inferior work, but is making some growth.	Signifies that the student is making little or no progress.

### School Dances

Each high school hosts a number of student dances each year. Students who plan to bring a student not currently enrolled in their particular high school to a school dance must register their guest in advance with school administration or designee by completing the Visitor Permission Form for School Event form. This form must be completed and submitted to the proper school personnel prior to the purchase of a ticket for that particular dance. Guests for the school dance must be enrolled in a high school or must be at least 15 years and less than 21 years of age. Middle school students will not be permitted to attend school dances. Student dance must be non-offensive and in good taste. Proms and other formal dances are covered by this policy, even if they are not conducted on school property.

### Student Council

Student Council serves as an organization to promote and coordinate student activities. Student Council also serves to build harmony among and between students, faculty and community while representing the suggestions and concerns of students. Students who are interested in participating on the Student Council will go through a selection process and some positions are elected. See your high school's student council advisor for further questions regarding the organization.

### Transcripts

Transcripts may be requested online or in the counseling office. These forms must be filled out completely and returned to the registrar's office at least five days prior to the deadline to be mailed out. If they are received after the five-day notice, we will not be able to guarantee the mailing of transcripts for college or scholarship deadlines. Transcripts issued to students will be marked as such. All students receive three

transcripts at no charge. Any additional transcripts requested are \$2 each.

## Valedictorian Selection

The student who has earned the highest grade-point average (GPA) using the weighted grade scale, completed the minimum required number of Carnegie Units/credits\* and completed the requirements for graduation will be honored as valedictorian. For the purposes of determining the class valedictorian only, the district will not include non-weighted summer, correspondence or Park Hill School District courses taken beyond the regular school day, in a student's grade-point average for class rank purposes if the student received an "A" in the course and if including the course will negatively impact the student's selection as valedictorian. If a tie exists between two or more individuals earning the highest GPA, all students with that average will be declared to be valedictorians. Students graduating early are not eligible for valedictorian.

Note: Any student receiving the designation of R on his or her transcript will be removed from consideration for valedictorian status.

*\*Special consideration may be given to transfer students who have maintained a full schedule throughout their high school career but may not have the minimum required number of Carnegie Units/credits due to credits available from their sending school.*

In addition to honoring the valedictorian at the time of graduation, all straight A students will be honored for receiving straight A grades throughout their high school careers.

## Weighted Grades Computation

Both Park Hill High School and Park Hill South High School use a dual reporting grade-point system. Students who are enrolled in and complete Advanced Placement (AP) courses will qualify on the weighted grade scale (e.g., A=5 points, B=4 points, etc.) Grade point averages and class ranks will be computed using the standard grading system as well as the weighted grading system. Both weighted and non-weighted grade-point averages and class ranks are reported on the high school transcripts.

### Grade Point Average

Grade	Point Value	Split Block Value
A	4 Points	2 Points
B	3 Points	1.5 Points
C	2 Points	1 Point
D	1 Point	.5 Point

Add 1 Point for each AP Class, and add ½ point for each AP Split Block. Please contact your student's counselor for additional information.

# Discipline

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## Student Discipline

All rules relating to discipline are based on Board policies and regulations, as well as authority granted to the Park Hill School District under Missouri statutes and other applicable laws. Violations of these discipline rules may also constitute violations of the law and create legal liability for students, parents or guardians. Board Policy JG, Student Discipline and guidelines for consequences of Policy JG are provided in this section. Other policies accompanying Policy JG can be viewed online at <http://www.parkhill.k12.mo.us/Pages/DistrictPolicy.aspx>.

## Board of Education Discipline Policy (Policy JG)

It is essential that the Park Hill School District maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board has created discipline policies and regulations that address the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is comprised of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

**Application:** These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs, as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. 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.

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

**Enforcement:** Building principals are responsible for the development of additional guidelines and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such guidelines and procedures shall be consistent with Board-adopted discipline policies. Teachers have the authority and responsibility to make and enforce necessary rules for 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. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

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.

### **Definitions of Disciplinary Actions**

**Loss of Privileges:** There are many privileges for students who attend the Park Hill School District. These privileges are earned through appropriate behavior and attendance, and these privileges may increase as a student matures. When a student is issued a loss of privilege, he or she will be unable to utilize some or all of the privileges that are available. These privileges may include, but are not limited to, student parking, optional eating areas at lunch, enrichment rewards and attendance at, and/or participation in, extracurricular activities. Students who lose lunchroom privileges will eat in a designated location. Students who do not comply with a loss of privilege may be given additional consequences.

**Detentions:** Detentions assigned may be served in the morning, during lunch or afterschool. Failure to serve detentions may result in further consequences.

**Four-Hour Detention-Saturday School/Evening School:** An administrator may assign a student to attend a four-hour detention. Failure to serve this detention can result in suspension. The student will be expected to engage in academic work during this time. Four-hour detentions are held on Thursdays from 2:50-6:50 p.m. and on Saturdays from 8 a.m.-12 p.m.

**In-School Suspension:** A student is removed from the student's daily class schedule but his or her work will be provided to him or her in a school setting during school hours. An administrator may assign one to 10 school days as an in-school suspension. Students will be supervised on campus in the in-school suspension classroom. For in-school suspensions, should school be cancelled for any reason, any un-served suspension days will automatically be assigned to the first day school is again in session.

**Out-of-School Suspension:** Students are not allowed to attend or participate in district events or to otherwise be on school property throughout the duration of an out-of-school suspension. A student

found to be on school property during an out-of-school suspension will be considered trespassing and will face further disciplinary action, as well as possible criminal prosecution. The school resource officer will also be notified. For short-term out-of-school suspensions (defined as 10 or fewer school days), should school be cancelled for any reason, any unserved suspension days will automatically be assigned to the first day school is again in session.

*Make-up work during an out-of-school suspension is allowed and expected, but it is the responsibility of the student and parent/guardian to secure the assignments. The work for suspended students is due immediately upon the student's return to school. Students should be prepared to take any missed or assigned test immediately upon returning to school. Students who have major assignments (i.e. final projects, research papers) due on the day when they are serving an out-of-school suspension must make arrangements to turn in the assignments on or before their due date.*

### **Guidelines for Consequences for Violation of Student Discipline Policy**

Set forth below are guidelines for consequences that may be imposed as a result of a violation of student discipline policy. The level of the offense (e.g. first, second or third) will generally be based upon the total number of discipline referrals accumulated by a student for a particular type of conduct during the current school year. However, offenses involving drugs, weapons or other acts of physical violence will accumulate throughout secondary school (grades 6-12).

The following guidelines are published for your information and may be modified at the discretion of the building principal, assistant principals or designee after review of all of the circumstances on a case-by-case basis. The principal, assistant principal or designee has the authority to impose more discipline than set forth in the guidelines if, in his or her judgment, the totality of the circumstances warrants such action. In addition, if appropriate under the circumstances, the principal, assistant principal, or designee may impose more severe disciplinary action if, in a short period of time or in a single event, a student engages in multiple acts that violate the discipline rules. Finally, the principal, assistant principal or designee may use discretion in the imposition of discipline when a student engages in a pattern of unacceptable conduct or otherwise displays a persistent refusal to comply with school rules. The superintendent or his or her designee has the discretion to modify these guidelines if deemed necessary under all of the circumstances.

These guidelines extend to conduct that aids, abets, counsels, procures or causes any act that, if done by the student, would be punishable. These guidelines also extend to conduct which assists an offender in preventing the student's punishment, the act of conspiring with any person to perform acts punishable under these guidelines or soliciting the performance of acts punishable under these guidelines.

**1. Alcohol/Drugs:**

See Board Policy JFCH. Offenses in categories 1A, 1B, 1C and 1D are cumulative throughout secondary school (grades 6-12). Law enforcement referral required. Emergency medical services will be called, as necessary, if it is determined that the student’s behavior may be endangering himself/herself or others.

- A.** Being under the influence of alcohol, drugs or chemicals (e.g., narcotics, chemicals or controlled substances), or possession of drug paraphernalia (e.g., bongos, bowls, pipes, rolling papers, clips)

<b>Disciplinary Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>1st</b>	One (1) to five (5) day in-school or out-of-school suspension	Ten (10) day out-of-school suspension and no participation in extracurricular activities during the suspension period	Ten (10) day out-of-school suspension, no participation in extracurricular activities during the suspension period and revocation of parking sticker
<b>Subsequent Offences</b>	One (1) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent	Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent and withdrawal from all extracurricular activities for the remainder of the school year	Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent, withdrawal from all extracurricular activities for the remainder of the school year and revocation of parking sticker

**B. Possession or use of alcohol/drugs/chemicals**

<b>Disciplinary Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>Any Offenses</b>	One (1) to ten (10) day of in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent	Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent and no participation in extracurricular activities during the suspension period	Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent, no participation in extracurricular activities during the suspension period and revocation of parking sticker

C. Distributing, selling, purchasing, transmitting, transferring, or obtaining alcohol or drugs

<b>Disciplinary Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>Any Offenses</b>	One (1) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent	Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent and no participation in extracurricular activities during the suspension period	Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent, no participation in extracurricular activities during the suspension period and revocation of parking sticker

D. Possessing, using, distributing, selling, purchasing, transmitting, transferring, or obtaining a substance intended to give the appearance of a substance or likeness of alcohol, drugs, or drug paraphernalia.

<b>Disciplinary Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>1st</b>	One (1) to five (5) day in-school or out-of-school suspension	Five (5) day out-of-school suspension and no participation in extracurricular activities during the suspension period	Five (5) day out-of-school suspension, no participation in extracurricular activities during the suspension period and revocation of parking sticker
<b>2nd</b>	One (1) to five (5) day in-school or out-of-school suspension	Ten (10) day out-of-school suspension and no participation in extracurricular activities during the suspension period	Ten (10) day out-of-school suspension, no participation in extracurricular activities during the suspension period and revocation of parking sticker
<b>3rd</b>	One (1) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent	Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent and no participation in extracurricular activities during the suspension period	Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent, no participation in extracurricular activities during the suspension period and revocation of parking sticker



- E. Distributing, selling, purchasing, transmitting, transferring, or obtaining non-prescription (over-the-counter) drugs

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
All Offenses	Consequence determined by site, scope and sequence <sup>1</sup>	Consequence determined by site, scope and sequence	Consequence determined by site, scope and sequence

2. **Student Assaults, Fighting, Bullying, Threats by Word or Deed and/or Other Acts of Violence:** Offenses in categories 2A and 2B are cumulative throughout secondary school (grades 6-12). Law enforcement referral required for offenses in categories 2A, 2B, 2C and 2D.

A. Physical fighting/assault

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
1st	One (1) to three (3) days of in-school or out-of-school suspension	Three (3) day out-of-school suspension and no participation in extracurricular activities during the suspension period	Three (3) day out-of-school suspension, no participation in extracurricular activities during the suspension period and possible revocation of parking sticker
2nd	Three (3) day out-of-school suspension	Five (5) day out-of-school suspension and no participation in extracurricular activities during the suspension period	Five (5) day out-of-school suspension, no participation in extracurricular activities during the suspension period and possible revocation of parking sticker
3rd	Five (5) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent	Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent and no participation in extracurricular activities during the suspension period	Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent, no participation in extracurricular activities during the suspension period and possible revocation of parking sticker

<sup>1</sup>For purposes of this handbook, “site” means the location of the offense, “scope” means the severity of the offense and “sequence” means the number of similar incidents in which the student has been involved. The determination of these factors is left to the discretion of the administrator.

**B. Assault or threat of violence to a staff member**

<b>Disciplinary Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>Any Offense</b>	One (1) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent	Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent and no participation in extracurricular activities during the suspension period	Ten (10) days out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent, no participation in extracurricular activities during the suspension period and possible revocation of parking sticker

**C. Threat by word or deed**

<b>Disciplinary Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>Any Offense</b>	One (1) to ten (10) day in-school or out-of-school suspension	One (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent	One (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent

**D. Verbal/physical confrontation with another student**

<b>Disciplinary Guidelines</b>		
<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension	Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension	Two (2) to four (4) day in-school or out-of-school suspension, detention(s) and/or loss of privileges

**E. Bullying, demeaning, or taunting others:** See Board Policy JFCF.

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; 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 typically involves a real or perceived imbalance of power and may consist of, but is not limited to, intentional 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 is defined as 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 may impose consequences or 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.

<b>Disciplinary Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>Any Offense</b>	Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension and possible law enforcement referral	Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension and possible law enforcement referral	Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension and possible law enforcement referral

**F. Encouraging a fight/assault**

<b>Disciplinary Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>Any Offense</b>	Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension and possible law enforcement referral	Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension and possible law enforcement referral	Possible loss of privileges, detention(s) and/or in-school or out-of-school suspension and possible law enforcement referral

**3. Possessing, using, distributing, selling, purchasing, transmitting, transferring or obtaining a firearm/weapon (includes pocket knives)**

See Board Policy JFCJ. Law enforcement referral required. Any student who brings a weapon onto school property, onto a school bus or to a school activity (regardless of whether the activity is on or off school property) shall be suspended for one calendar year, unless the superintendent elects to modify the length of the suspension. See Policy JFCJ for the definition of a “weapon,” which includes firearms, blackjacks, gas guns, knives, knuckles, projectile weapons or explosive weapons.

<b>Disciplinary Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>Any Offense</b>	One (1) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent	Ten (10) day of out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent and no participation in extracurricular activities during the suspension period	Ten (10) day of out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent, no participation in extracurricular activities during the suspension period and revocation of parking sticker

4. **Truancy:** Defined as a student’s absence from school without the knowledge and consent of their parents/guardians and the administration or when the student leaves school during the school day without the consent of an administrator. Under ordinary circumstances, if no telephone or written explanation is provided by the student’s parent/guardian within 48 hours of an absence, the student will be considered truant until the parent/guardian contacts administration. School administration will determine whether the student’s absence is excused or unexcused.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
<b>1st</b>	Detention(s) and/or loss of privileges	Detention(s) and/or loss of privileges	Loss of privileges, possible detention(s), in-school or out-of-school suspension
<b>2nd</b>	One (1) to three (3) day in-school suspension and/or loss of privileges	One (1) to three (3) day in-school suspension and/or loss of privileges	Loss of privileges, possible detention(s), in-school or out-of-school suspension
<b>3rd</b>	One (1) to three (3) day in-school suspension, loss of privileges and possible referral to the juvenile office	One (1) to three (3) day in-school suspension, loss of privileges and possible referral to the juvenile office	Loss of privileges, possible detention(s), in-school or out-of-school suspension

5. **Tardiness:** Law enforcement referral not required.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
<b>Any Offense</b>	Consequences determined by site, scope and sequence	Consequences determined by site, scope and sequence	Consequences determined by site, scope and sequence

6. **Academic Dishonesty:** Law enforcement referral not required.

A. Exams, quizzes, major assignments

<b>Disciplinary Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>1st</b>	Consequences determined by site, scope and sequence	Two (2) day in-school suspension, parent/guardian conference, loss of academic credit and possible loss of privileges	Two (2) day in-school suspension, parent/guardian conference, loss of academic credit and possible loss of privileges
<b>Subsequent Offenses</b>	Consequences determined by site, scope and sequence	Two (2) to ten (10) day in-school or out-of-school suspension, loss of academic credit and possible loss of privileges	Two (2) to ten (10) day in-school or out-of-school suspension, loss of academic credit and possible loss of privileges

B. Other assignments

<b>Disciplinary Guidelines</b>			
<b>Offense</b>	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>1st</b>	Consequences determined by site, scope and sequence	Possible detention(s), conference with parent/guardian, loss of academic credit and loss of privileges.	Possible detention(s), conference with parent/guardian, loss of academic credit and loss of privileges.
<b>Subsequent Offenses</b>	Consequences determined by site, scope and sequence	One (1) to ten (10) day in-school or out-of-school suspension, loss of academic credit and possible loss of privileges	One (1) to ten (10) day in-school or out-of-school suspension, loss of academic credit and possible loss of privileges

7. **Damage to Property/Vandalism:** See Board Policy ECA. Damage to property/vandalism is defined as conduct which damages, destroys, mutilates, vandalizes or defaces objects, buildings, materials or property belonging to the district or school personnel, wherever the property is located.

**A. Class I Damage to Property/Vandalism Offense:** Law enforcement referral not required. Defined as conduct which involves damage to property/vandalism where the property damaged/vandalized has a market value, replacement, clean-up or repair cost less than one-hundred dollars (\$100), as determined by the Park Hill School District.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
<b>Any Offense</b>	One (1) to three (3) day in-school or out-of-school suspension, restitution for damage/vandalism and possible referral to law enforcement	One (1) to ten (10) day in-school or out-of-school suspension, restitution for damage/vandalism and possible referral to law enforcement	One (1) to ten (10) day in-school or out-of-school suspension , restitution for damage/vandalism and possible referral to law enforcement

**B. Class II Damage to Property/Vandalism Offense:** Law enforcement referral required. Defined as conduct which involves damage to property/vandalism where the property damaged/vandalized has a market value, replacement, clean-up or repair cost more than one-hundred dollars (\$100), as determined by the Park Hill School District.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
<b>Any Offense</b>	One (1) to five (5) day out-of-school suspension and restitution for damaged/vandalized property	One (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent and restitution for damaged/vandalized property	One (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent and restitution for damaged/vandalized property

**8. Falsification of Information: Falsification of Information or Records or Lying to a School Official**

**A. Giving False Information or Forging School Documents/Records or Falsifying School Notification by Phone:** Law enforcement referral generally not required. Defined as falsely altering any record maintained by the district, or filing, processing or using false information with the intent to deceive district personnel.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
<b>1st</b>	Possible loss of privileges	One (1) day in-school suspension and/or loss of privileges	Two (2) to ten (10) day in-school suspension and/or loss of privileges
<b>Subsequent Offenses</b>	One (1) day in-school suspension and/or loss of privileges	One (1) to three (3) day in-school suspension and/or loss of privileges	Two (2) to ten (10) day in-school suspension or out-of-school suspension and/or loss of privilege



9. **Harassment:** See Board Policy AC. Harassment occurs when the school environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the educational environment. Behaviors that could constitute harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property. Harassment has been divided into two categories for purposes of determining consequences should a violation of policy occur:

**A. Non-physical harassment:** Law enforcement referral required. Defined as harassment that is inappropriate verbal, written or non-physical conduct such as, but not limited to, demeaning comments or jokes concerning a person’s race, color, religion, sex, national origin, ancestry, disability, age, or genetic information; or requests for sexual favors, sexual advances, sexual misconduct or other non-physical conduct of a sexual nature.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
<b>1st</b>	One (1) to three (3) day in-school suspension and/or loss of privileges	One (1) to three (3) day in-school or out-of school suspension and/or loss of privileges	One (1) to three (3) day in-school or out-of school suspension and/or loss of privileges
<b>2nd</b>	One (1) to three (3) day out-of-school suspension and/or loss of privileges	Three (3) to five (5) day out-of school suspension and loss of privileges	Three (3) to five (5) day out-of school suspension and loss of privileges
<b>Subsequent Offenses</b>	Five (5) to ten (10) day out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent	Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent and no participation in extracurricular activities during the suspension period	Ten (10) day out-of-school suspension with recommendation for long-term suspension or expulsion to the superintendent and no participation in extracurricular activities during the suspension period

**B. Physical Harassment:** Law enforcement referral required. Defined as harassment that is physical in nature, including hazing or physical tormenting of a person because of the person’s race, color, religion, sex, national origin, ancestry, disability, age, or genetic information; or, other physical conduct of a sexual nature which does not constitute sexual misconduct or sexual activity

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
Any Offense	One (1) to five (5) day out-of-school suspension and loss of privileges	One (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent and loss of privileges	One (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent and loss of privileges

**10. Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material:**

Possessing or displaying, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
Any Offense	Loss of privileges, one (1) to five (5) days in-school or out-of-school suspension.	One (1) to ten (10) days in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent and loss of privileges	One (1) to ten (10) days in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent and loss of privileges

11. **Sexual Activity:** Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
Any Offense	One (1) to five (5) day out-of-school suspension and loss of privileges	One (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent and loss of privileges	One (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent and loss of privileges

12. **Profanity, Cursing or Inappropriate Language:** The use of profanity, cursing, or inappropriate language is divided into three categories:

A. Profanity, cursing or inappropriate language directed at an adult

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
Any Offenses	One (1) day in-school or out-of-school suspension and/or loss of privileges	Three (3) to ten (10) day out-of-school suspension and/or loss of privileges	Three (3) to ten (10) day out-of-school suspension and/or loss of privileges

B. Profanity, cursing or inappropriate language used in conversation

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
Any Offense	Loss of privileges, detention(s), and/or in-school or out-of-school suspension	Loss of privileges, detention(s), and/or in-school or out-of-school suspension	Loss of privileges, detention(s), and/or in-school or out-of-school suspension

- C. Use of profanity, cursing or other language deemed in violation of the district’s anti-discrimination/harassment policy. Possible referral to district compliance officer and/or law enforcement.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
1st	One (1) to three (3) day in-school suspension and/or loss of privileges	Two (2) to three (3) day in-school suspension and/or loss of privileges	Three (3) to ten (10) day out-of-school suspension and/or loss of privileges
Subsequent Offenses	One (1) to three (3) day in-school or out-of-school suspension and/or loss of privileges	Three (3) to ten (10) day out-of-school suspension and/or loss of privileges	Three (3) to ten (10) day out-of-school suspension and/or loss of privileges

13. **Theft:** Theft includes taking, receiving, retaining or disposing of (including transferring or selling) property of the district or others without permission or authorization.

- A. **Taking Others’ Property:** Defined as taking or appropriating property of services of another with the purpose to deprive him or her thereof, either without consent or by means of deceit or coercion. Law enforcement referral required.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
Any Offense	Loss of privileges and/or in-school or out-of-school suspension	Two (2) to ten (10) day in-school or out-of-school suspension and/or loss of privileges	Two (2) to ten (10) day in-school or out-of-school suspension and/or loss of privileges

- B. Receiving, Retaining, or Disposing of Stolen Property:** Defined as receiving, retaining or disposing of (including transferring or selling) property of another person, for the purpose of, or having the effect of depriving the person of the property and with the knowledge or belief that the property was stolen. Law enforcement referral required.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
<b>Any Offense</b>	Loss of privileges and/or in-school or out-of-school suspension	Two (2) to ten (10) day in-school or out-of-school suspension and/or loss of privileges	Two (2) to ten (10) day in-school or out-of-school suspension and/or loss of privileges

14. **Tobacco:** Law enforcement referral required for students under 18 years of age.

- A. Smoking, chewing or possession of tobacco, or possession of lighters or matches.** This includes, but is not limited to, the possession and use of cigarettes, cigars, pipe tobacco, chewing tobacco, smokeless pouches, snuff, as well as the use or possession of an electronic cigarette, nicotine vaporizers, liquid nicotine or any other device or product intended to simulate smoking and/or the use of smokeless tobacco.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
<b>1st</b>	Loss of privileges and/or in-school or out-of-school suspension	Two (2) day in-school suspension and/or loss of privileges	Two (2) day in-school suspension and/or loss of privileges
<b>Subsequent Offenses</b>	Two (2) day in-school or out-of-school suspension and loss of privileges	Two (2) day out-of-school suspension and/or loss of privileges	Two (2) day out-of-school suspension and/or loss of privileges

**15. Disrespect, Classroom Disruption, Disruptive Behavior, Failure to Obey, Defiant, or Unruly Conduct:** Behavior that interferes with the academic setting or learning environment

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
Any Offense	Consequences determined by site, scope and sequence	Consequences determined by site, scope and sequence	Consequences determined by site, scope and sequence

**16. Inappropriate Personal Cell Phone or Electronic Device Use:** During school hours, cell phones and other electronic devices are to be used under the supervision of district staff for educational purposes only. Students must comply with the directives of the school/district staff regarding when and where personal electronic devices can be used. Devices may only be used in approved areas, and students must comply with the directive of school/district staff regarding when and where electronic devices may be used. The district is not responsible for lost, damaged or stolen devices.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
Any Offense	Consequences determined by site, scope and sequence	Consequences determined by site, scope and sequence	Consequences determined by site, scope and sequence

- 17. Computer/Electronic Devices, Unauthorized Use:** See Board Policy EHB and Regulation EHB-R. Law enforcement may be notified depending on the infraction. The unauthorized use of a computer/electronic device is defined as the following:
- A.** Use of district-issued device or technology resource or personal device on any district property, school bus or at a school-related event, to download or review data or other materials from a database, computer network or computer system, with or without authorization, when accessing or downloading such data is prohibited, is pornographic, advocates violence or civil disobedience, or will cause the commission of unlawful acts or the violation of lawful district policies and procedures; or
  - B.** Use of any district technology resource to access, view, disseminate or create information or digital media/material that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person’s race, religion or ethnic origin); 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 district policies and procedures; or

- C. Use of district-issued device, mobile device or any technology resource to do, or attempt to do, any of the following items is prohibited (whether or not they are blocked by the district web filter):
1. Access unauthorized files from district servers
  2. Access a proxy server
  3. Access, view, disseminate or create information or material/digital media that is pornographic, obscene, child pornography, harmful, obscene, libelous or pervasively indecent or vulgar
  4. Access fee services without permission from an administrator
  5. Attempt to read, delete, copy or modify electronic messages of other users
  6. Bypass the district web filter
  7. Download or install unlicensed or unauthorized executable file, software, and audio or video media files on district servers or computer without authorization
  8. Send unsolicited mass email or other electronic messages
  9. Use of another user's ID, password or personal identification number
  10. Use of any district technology resource for individual profit or gain (e.g. product advertisement, political activities or excessive personal use)
  11. Engage in a pattern of unacceptable tech-related behavior which violates school rules and/or district policy, to include but not limited to, use of district technology resources to access non-academic content without prior authorization

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
Any Offense	Possible loss of privileges, detention(s), and/or one (1) to five (5) day in-school or out-of-school suspension	Possible loss of privileges, detention(s), and/or one (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent	Possible loss of privileges, detention(s), and/or one (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent

18. **Tampering with Computer Equipment or Data:** See Board Policy EHB and Regulation EHB-R. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary. Law enforcement may be notified depending on the infraction.

- A. The modification or destruction of data, programs or supporting documentation that resides or exists internal or external to a district computer, device,

computer system or computer network; or,

- B. Disclose, take or copy data, programs or supporting documentation that resides or exists internal or external to a district computer, device, computer system or computer network; or,
- C. Entry into a district computer, device, computer system or computer network in an attempt to gain or gaining unauthorized access to any technology system or files of another person; or,
- D. The introduction of computer virus, hacking tools or other disruptive or destructive programs into a district computer, device, network or any external networks is prohibited.

Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
<b>Any Offense</b>	Possible loss of privileges, detention(s), and/or one (1) to five (5) day in-school or out-of-school suspension	Possible loss of privileges, detention(s), and/or one (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent	Possible loss of privileges, detention(s), and/or one (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent

**19. Use of Electronic Device to Record, Publish or Display Confidential Materials:** See Board Policies EHB and KKB, and Regulation EHB-R. Defined as the act of using an electronic device to record, publish or display audio or visual images of district staff or other students on district property, school bus or at a school-related event without authorization. The prohibited conduct includes such things as audio or visual recordings of district staff in the classroom without authorization; acts of violence; disruptions to the school environment or other acts prohibited by the district’s student discipline guidelines.

The use of an electronic device to record, publish or display audio or visual images of district staff, students or other person taken in a location where the person has a reasonable expectation of privacy, such as a restroom, locker room or other location in or around school premises is strictly prohibited.



Disciplinary Guidelines			
Offense	Elementary School	Middle School	High School
<b>Any Offense</b>	Possible loss of privileges, detention(s), and/or one (1) to five (5) day in-school or out-of-school suspension	Possible loss of privileges, detention(s), and/or one (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent	Possible loss of privileges, detention(s), and/or one (1) to ten (10) day in-school or out-of-school suspension with possible recommendation for long-term suspension or expulsion to the superintendent

**Technology Usage Policy (Board Policy EHB)**

The Park Hill School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and Board and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

**Definitions**

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

**Technology Resources:** Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: mobile phones, computers, modems, printers, scanners, fax machines and transmissions, telephonic equipment, audio-visual equipment, Internet, electronic mail, electronic communications devices and services, including wireless access, multi-media resources, hardware and software. Technology resources may include technologies, devices and services provided to the district by a third party.

**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, e-mail 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.

### **Authorized Users**

The district's technology resources may be used by authorized students, employees, Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the District's User Agreement prior to accessing or using district technology resources, unless excused by the Superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No 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.

### **User 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, including, but limited to, voicemail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigation potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

### **Technology Administration**

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 on or accessible through district technology resources.

Administrators of district technology 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 and procedures. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or

information, install equipment, upgrade any system or enter any system at any time.

### **Content Filtering and Monitoring**

The district will monitor the online activities of users and operate a technology protection measure (content filter) on the network and district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or for other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

### **Online Safety, Security and Confidentiality**

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum and instruction on appropriate materials. The superintendent, designee and/or the district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

The instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology;

secure higher level of privilege without authorization; introduce computer viruses, hacking tools or other disruptive/ destructive programs onto district technology; or evade or disable a content filter.

### **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 webpage will provide information about the school district, but will not be used as an open forum.

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

### **Records Retention**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the Public School District Records Retention Manual as well as the General Records Retention Manual published by the Missouri Secretary of State.

In the case of pending or threatened litigation, the district's attorney may issue a litigation hold directive to the superintendent or designee. The litigation hold directive will override any records retention schedule that may have otherwise called for the transfer, disposal or destruction of relevant documents until the hold has been lifted by the district's attorney. E-mail and other technology accounts of separated employees that have been placed on a litigation hold will be maintained by the district's information technology department until the hold is released. No employee who has been so notified of a litigation hold may alter or delete any electronic record that falls within the scope of the hold.

Violation of the hold may subject the individual to disciplinary actions, up to and including termination of employment, as well as personal liability for civil and/or criminal sanctions by the courts or law enforcement agencies.

### **Violations of Technology Usage Policies and Procedures**

A consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Use of the district's technology resources in a disruptive, manifestly inappropriate or illegal manner shall not be tolerated.

Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges and/or other discipline. User privileges may be

suspended, pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of the district's technology policies 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 a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, may be charged to the user. The superintendent and designee have the authority to contact legal authorities in regard to damage to district technology.

### **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 an "as is, as available" basis.

The district is not responsible for loss of data, delays, non-deliveries, misdeliveries or service interruptions. The district does not endorse the content nor guarantee the accuracy or quality of information obtained using the district's technology resources.

# Miscellaneous

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## Asbestos Issue Update

August 1, 2017

Dear Parents, Teachers and Employee Organizations:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress to determine the extent of and develop solutions for any problems schools may have with asbestos.

To give you some background, asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada and South Africa. Asbestos properties made it an ideal building material for insulation, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. Asbestos products as building materials were banned in 1978.

Park Hill School District contracted with E.T. Archer Corporation to develop an asbestos management plan for our facilities in 1988. That plan has called for this notification letter and a set of plans and procedures designed to minimize the disturbance of asbestos-containing materials. The plan also calls for semi-annual surveillance of the asbestos-containing materials.

At least once every three years after a management plan is in effect, each local education agency is to conduct a re-inspection of all friable and non-friable known or assumed asbestos-containing building material (ACBM) in each school building that is leased, owned or otherwise used as a school building. Our district had our buildings re-inspected in summer 2016. Copies of the asbestos management plan and the re-inspection report are available in our school administrative offices during regular office hours. The asbestos program manager for Park Hill is the director of operations. All inquiries regarding the plan should be directed to him.

We are intent on not only complying with, but exceeding federal, state, and local regulations. We will take whatever steps necessary to insure that your children and our employees have a healthy, safe environment in which to learn and work.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Kelly', with a large, stylized flourish underneath.

Paul V. Kelly

Assistant Superintendent for Business and Technology

# Earthquake Safety for Missouri's Schools

The New Madrid Seismic Zone (NMSZ) extends 120 miles southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and extending to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The NMSZ and surrounding region is active, averaging more than 200 measured events per year (magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The highest earthquake risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A damaging earthquake in this area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40 percent chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. Experts say our area is overdue for this type of earthquake.

A major earthquake in this area, the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When will another great earthquake the size of those in 1811-12 happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 – 10 percent probability.

What can we do to protect ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths and injuries.

#### **Prepare a Home Earthquake Plan:**

- Choose a safe place in every room, under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

#### **Eliminate Hazards:**

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

#### **Prepare a Disaster Supplies Kit for Home and Car:**

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear and bedding or sleeping bags.
- Battery-powered radio, flashlight and extra batteries.
- Special items for infant, elderly or disabled family members.
- Written instructions for how to turn off gas, electricity and water if authorities advise you to do so. Remember, you'll need a professional to turn natural gas service back on.
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

#### **Know What to Do When the Shaking Begins:**

- Drop, cover and hold on! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops, and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.



- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

**Know What to Do After the Shaking Stops:**

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt sturdy shoes and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it is leaking. Remember, only a professional should turn it back on.
- Listen to the radio for instructions.
- Expect aftershocks. Each time you feel one, drop, cover and hold on.
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.



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# Park Hill School District

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Building Successful Futures • Each Student • Every Day

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