

**PACIFIC HIGH SCHOOL
STUDENT HANDBOOK
2025-2026**

The 2025-2026 Pacific High School Student Handbook is located on the district website for both students and parents to review. During the student registration process all parents and students will be asked to review the handbook.

The student handbook is intended to inform students and parents/guardians of the information, procedures, guidelines, regulations, policies, rules, and consequences that would be of the most concern to high school students. In no way is it implied that the student handbook is all inclusive. That is why the handbook contains a defined appeal procedure for the student and parent / guardian to follow. In addition to the handbook, all school board policies apply to students at Pacific High School.

PACIFIC HIGH SCHOOL STUDENT HANDBOOK

2025-2026

Pacific High School
425 Indian Warpath Drive
Pacific, Missouri 63069

High School Office

Phone: (636) 271-1414
Fax: (636) 271-1420

Counseling Office

Fax: (636) 271-1420

Activities Department

Phone: (636) 271-1411
Fax: (636) 271-1420

Pacific High School

Mr. Keith Orris, Principal
Mr. Andy Herbst, Assistant Principal, gr 11,12
Mrs. Penney Nieder, Assistant Principal, gr 9,10
Mr. Blair Thompson, Activities Director
Mr. Steven Santos, Counselor for A-G
Mrs. Stephanie Godfrey, Counselor for H-M
Ms. Rachel Vogelgesang, Counselor for N-Z
Ms. Rachel George, Educational Support Counselor
Ms. Nicole Ingersoll, College and Career Advisor

MVR-III District Online

And Social Media Information: District Website: <http://www.mvr3.k12.mo.us>
Twitter: @DistrictMVR3
Facebook: Meramec Valley R-III School District
Instagram: mvr3schools
Mobile App: Search Meramec Valley R-III in app
store YouTube: Meramec Valley R-III School District

Pacific High School Online

And Social Media Information: Twitter: @PacificIndians
@PHS_Athletics
Facebook: Pacific High School
PHS Athletics
Instagram: PHS_Athletics
Calendar: www.fourriverscon.org
Activity App: Search Activity Scheduler in app store

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NOTICE OF NONDISCRIMINATION

Policy AC

Meramec Valley R-III School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in the admission, access to, treatment, and employment in its programs and activities.

As per Board of Education policy revised on May 21, 2014, applicants for admission and employment, students, parents of students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Meramec Valley R-III School District are hereby notified that this District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission, access to, treatment, and employment in its programs and activities.

Any person having inquiries concerning Meramec Valley R-III School District's compliance with nondiscrimination laws is directed to contact the Assistant Superintendent, 126 North Payne, Pacific, MO 63069, (636-271-1400). These non-discrimination laws include Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act. The Assistant Superintendent is the person who has been designated to coordinate the District's efforts to comply with Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the District's compliance with Title II of the Americans with Disabilities Act, the Age Discrimination Act, Title VI of the Civil Rights Act, Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act.

***Board Policy in its entirety is available online at www.mvr.3.k12.mo.us – select the Administration Tab, then the Board of Education Tab and then the Policy Tab.**

Policy CHCA

In the event of a discrepancy between handbooks and other written district materials, Board policies and administrative procedures will take precedence.

Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

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

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

Complaints can be filed with the LEA or with the Department.

4. How will a complaint filed with the LEA be investigated?

Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. What happens if a complaint is not resolved at the local level (LEA)?

A complaint not resolved at the local level may be appealed to the Department.

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

**MERAMEC VALLEY R-III SCHOOL DISTRICT
COMPREHENSIVE SCHOOL IMPROVEMENT PLAN
GOALS AND OBJECTIVES**

Target 1- Improve Student Achievement- All MVR-III students will graduate college and/or career ready

Governing Priority A: Student Wellness and Success

Governing Objective 1: Create explicit systems regarding student wellness, teaching, assessment, and learning in order to provide consistent and equitable learning opportunities across the District that propel student achievement, participation, and post-secondary options.

Target 2 – Enhance Climate & Culture MVR-III will recruit, attract, develop, and retain highly qualified staff yearly

Governing Priority A: Human Resources

Governing Objective 1: Analyze and evaluate faculty and staff turnover.

Governing Objective 2: Analyze and evaluate salary schedules and benefit plans.

Governing Objective 3: Examine class sizes to determine staffing.

Governing Objective 4: Create and sustain a supportive culture to develop and retain faculty, staff, and administrators.

Target 3 – Differentiate and Expand Resources and Services for Students - All MVR-III students will learn in an environment that is collaborative, engaging, inclusive, innovative, and conducive to learning.

Governing Priority A: Instructional Resources

Governing Objective 1: Develop, implement, and maintain a long-range technology plan.

Governing Priority B: Career Readiness

Governing Objective 1: Expand course offerings and school-related experiences that develop work-ready Graduates

Target 4 – Increase Parent and Community Involvement - MVR-III parents, students, and community members will actively participate in school events to support student learning.

Governing Priority A: Communication

Governing Objective 1: Develop a comprehensive communications plan.

Governing Objective 2: Intentionally build relationships and partnerships with internal and external stakeholders.

Target 5 – Maintain Effective Governance Practices - MVR-III will be governed to provide fiscal resources and leadership that benefit students, staff, and parents.

Governing Priority A: Finance

Governing Objective 1: Examine debt service and capital projects funds.

Governing Objective 2: Develop a finance training plan for all clerical staff.

Governing Objective 3: Develop and implement a district-wide inventory plan.

Governing Priority B: Facilities

Governing Objective 1: Develop and implement a regular maintenance plan.

Governing Objective 2: Develop and utilize a long-range facilities plan.

Governing Objective 3: Examine the current

PACIFIC HIGH SCHOOL

Trimester Bell Schedule

Regular Day

1st Period	7:30 - 8:40
2nd Period	8:45 - 9:55
3rd Period	10:00 - 11:15 (Instruction to 11:10)
4th Power Lunch/ Advisory	11:15 - 12:05
5th Period	12:10 - 1:20
6th Period	1:25 - 2:35

Early Dismissal Day

1st Period	7:30 - 8:08
2nd Period	8:13 - 8:51
3rd Period	8:56 - 9:34
5th Period	9:39 - 10:17
6th Period	10:22 - 11:00
4th Power Lunch	11:00 - 12:00

Career Fair/ Assembly

1st Period	7:30 - 8:25
2nd Period	8:30 - 9:25
3rd Period	9:30 - 10:25 10:25 - 11:15/Lunch
5th Period	11:20 - 12:15
6th Period	12:20 - 1:15
4th Period	1:20 - 2:35

Homecoming

1st Period	7:30 - 7:58
2nd Period	8:03 - 8:31
3rd Period	8:36 - 9:04
5th Period	9:09 - 9:37
6th Period	9:42 - 10:10 10:15 - 11:10 (Assembly) 11:10 - 11:20 Return to 6th-period class after assembly to collect personal items
4th Period	11:20 - 12:00 (Power Lunch/ Dismiss from lunch)

*Alternate schedules may be needed for testing or special events.

SCHOOL PHILOSOPHY

Pacific High School strives to provide its students with a secure foundation upon which to build their futures. The students are encouraged to develop an understanding of their own worth by being challenged to grow and succeed intellectually, socially, emotionally, and physically in order to become responsible members not only of their community but also of a global society.

The school must continually be aware that the needs and abilities of the community and the students it serves are diverse and in a state of constant change. Therefore, the school must be flexible in providing the education necessary to satisfy their individual requirements. By realizing these differences, the learning environment and teaching methods should provide some flexibility so that each student has the opportunity to achieve fulfillment.

In order to accomplish these goals, it is important for students, teachers, administrators, parents, and the community to work together and to jointly accept the responsibility of providing a well-rounded education to the individual student.

MISSION STATEMENT: PREPARING STUDENTS FOR SUCCESS

Pacific High School, working with parents and community, will strive to prepare students to become responsible, productive members of society.

PACIFIC HIGH SCHOOL ALMA MATER

Our strong bond shall ne'er be broken, formed at Pacific High, far surpassing wealth unspoken, sealed by friendship ties, Oh Alma Mater, Alma Mater, deep graven on each heart, shall be found unwavering true when we from life shall part.

STUDENT ORGANIZATIONS

Foreign Language Clubs

QUALIFICATIONS: Past or current enrollment in a foreign language class.

AIMS OR PURPOSES: To promote interest in the study of foreign languages through special activities.

Drama Club

AIMS OR PURPOSES: To promote high school theater and to instill an interest in professional theater.

BETA Club

QUALIFICATIONS: Worthy character, good mentality, creditable achievement, and commendable attitude. Maintain a grade point average of 3.2.

AIMS OR PURPOSES: To stimulate effort, reward achievement, and encourage and assist its members to continue their education after high school.

P7

QUALIFICATIONS: Open to students interested in gaining fellowship and encouragement that are committed to meeting regularly.

AIMS OR PURPOSES: To seek guidance, instruction, and empowerment for Godly living, service, and unity of faith.

Student Council

QUALIFICATIONS: The Student Council is composed of:

- A. The Student Council Officers: president, vice-president, recording secretary, corresponding secretary, and treasurer, who are elected by the student body at large.
- B. The president of each class, who is elected by his/her respective class.
- C. Four representatives from each class, who are elected by their respective classes.

AIMS OR PURPOSES: The Student Council is the governing body of the school in cooperation with the administration. The Student Council coordinates school activities and charters all clubs.

NOTE: Student Council will submit its constitution to the principal for review and approval.

All programs approved by the Council will be submitted in writing to the assistant principal for review.

Student Council officers may not hold the office of president in any other chartered organization.

FCCLA (Family Career and Community Leaders of America)

QUALIFICATIONS: Have been previously or are currently enrolled in a high school practical arts class.

AIMS OR PURPOSES: "FCCLA is a student leadership organization that focuses on making important positive differences in the lives of youths and in their families, schools, workplace and communities. It positions young people to take the lead, build relationships, balance roles, take control of their futures and find their unique place in the world." There is a primary focus on promoting cooperation, leadership, responsibility and service to others.

FCCLA= Family, Career and Community Leaders of America...the ultimate leadership experience

TREND (Turning Resources and Energy in New Directions)

AIMS OR PURPOSES: To promote an alcohol/drug free lifestyle by increasing awareness and education, and providing positive alternative activities.

FCA (Fellowship Christian Athletes)

QUALIFICATIONS: Interest in athletics and a Christian faith.

AIMS OR PURPOSES: To promote a standard of high personal goals for athletes, to strengthen individual religious faith, and to improve sportsmanship among the athletes.

DECA (Distributive Education Clubs of America)

QUALIFICATIONS: 2.0 GPA and enrollment in a business or marketing class.

AIMS OR PURPOSES: To encourage good citizenship, leadership, social skills, and to become productive members of society through employment in the community.

FBLA (Future Business Leaders of America)

QUALIFICATIONS: Students must be currently enrolled in a business class.

AIMS OR PURPOSES: The purpose of this club is to develop business leadership, strengthen the confidence of students in themselves and their work, create more interest in and understanding of American business, encourage scholarship, and facilitate the transition from school to work.

Tribe

QUALIFICATIONS: 2.0 GPA and no out-of-school suspensions.

AIMS OR PURPOSES: The purpose of this club is to support athletic events, as well as other activities at Pacific High School.

Project PHS

AIMS OR PURPOSES: The purpose of Project PHS is to create a vibrant and welcoming environment on our campus through creative projects, art and landscaping; as well as renovation of existing elements as needed. In doing so, our club members learn home maintenance skills they will use the rest of their lives.

PHS Book Club

QUALIFICATIONS: Open to any PHS student who enjoys reading.

AIMS OR PURPOSES: To promote and celebrate literacy, members meet to discuss their favorite books and trends in literature.

O.G.R.E. (Gaming Club)

AIMS OR PURPOSES - To learn, teach, and play table-top roleplaying games (RPGs). RPG participants assume the roles of characters that interact in an imaginary world. Players learn to mix their own creativity and imagination with the rules and structure of the game resulting in a collaborative story-telling experience. Come check us out and find out what O.G.R.E stands for.

SECRET ORGANIZATIONS – POLICY JFCE

Fraternities, sororities, or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice is prohibited. The Board considers those organizations or membership in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the school district by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

GRADES AND SCHOOL RECORDS – POLICY IK and POLICY JO

ATTENDANCE

Regular attendance is vital to all students who wish to succeed in school. Attendance is part of the permanent record and is recorded on report cards. Industry and employers request school records on attendance and punctuality when considering job applicants.

When a student is absent, no amount of make-up work can take the place of real time teaching and learning. Pacific High School reviews student attendance daily in order to implement appropriate interventions to assist students in improving their attendance. For this reason, it is essential that each student be in the classroom every day possible. Realizing that there are times when students must miss school, please take note of the following information and procedures.

A. Goal and Intention

The Meramec Valley R-3 School District has set a goal in the Comprehensive School Improvement Plan (CSIP) that the attendance rate for students be set at 95% or above as measured by ADA and APR.

Additionally, the A+ Program requires that students have at least a 95% attendance record throughout a student's high school career. In order to maintain a 95% attendance record, students cannot exceed more than three (3) absences per trimester or cannot exceed sixteen (16) hours of absences per trimester. Parents and students should be aware that absences are intended for personal illness, professional appointments, personal or family business, and other unforeseen circumstances. Documentation by the third party must be presented and approved by a school official.

B. Reporting Absences

Parents must notify the school within 24 hours of the absence, or the student may present a note from the parent verifying the absence upon return to school. The high school phone number is 636-271-1414. If the school does not receive verification via a phone call, electronic communication or written statement in due time, then it can be assumed the student is truant or skipping and the appropriate disciplinary measures will be assigned.

C. Verified Absence/Unverified Absence

The determination of verified or unverified absence is made when the student returns to school. All unverified absences could result in misconduct. After the third (3rd) absence per trimester or sixteen (16) hours, absences will be considered unverified unless third (3rd) party verification is provided and approved by a school official. Examples of third (3rd) party verification would be a medical, legal, or other professional provider.

Third (3rd) party examples:

- * Medical appointments, surgeries, or illnesses with a documentation from medical professional
- * Death in family with verification from services
- * Unusual opportunities for educational enrichment when permission is received from the principal at least three (3) days in advance
- * College visits for Seniors, arranged in advance, documentation from college provided by student upon return

D. Truancy/Skipping

Truancy and/or skipping is an unverified absence that is defined as a pupil who misses school without permission of either parent/guardian or a principal of the school.

E. Chronic Absenteeism

Students who fall under 90% attendance per trimester can be considered chronically absent. If a student falls under 90% attendance without third party verification for the absences, the student and parent may be called to meet with administration to determine why absenteeism is reaching critically low levels. The 90% attendance rate will be based on an hourly rate. For students under the compulsory age requirement (17), the student and family may be reported to the Juvenile Department and/or Division of Social Services. Students who fall under 90% attendance can be considered truant or skipping even if the parent notifies the school and the appropriate will be assigned. 3rd party verification would not result in truancy or skipping.

F. School Procedures for Reporting Absences to Parents and State Authorities

- *After the third (3rd) absence per trimester and/or 16 hours of absence per trimester, the parent or guardian will be notified by email from the principal.
- *After the fifth (5th) absence per trimester and/or 24 hours of absence per trimester, the parent or guardian may be notified by email from the principal.
- * After the seventh (7th) absence per trimester and/or 36 hours of absence per trimester, the student and parent or guardian will be notified by letter from the principal that the student's absence may be reported to the appropriate state agency for educational neglect and credits will be denied. Students will be available to earn credit back by attending the after-school program or Saturday school program to recover class time missed. All makeup hours must be completed during the trimester in which credit is being denied (Administrator discretion may extend the period to make up time).

HOMEWORK PHILOSOPHY

The Meramec Valley R-III School District (MVR-III) believes homework can provide opportunities for peer and adult involvement, but should also be work that a student can successfully complete on their own. Additionally, MVR-III believes homework is one of many ways to develop and support both time management skills and responsibility in preparation for college/career readiness. Furthermore, homework should have reasonable deadlines and be assigned in practical amounts.

Homework should be differentiated based on age and academic needs. The total amount of homework assigned should increase gradually as a student progresses through the grades. Homework provides many benefits for students, with the primary intent of supporting what has been learned in the classroom.

MVR-III recognizes that parental involvement is critical to a child's education. Homework can be used as an opportunity for parents to actively assist their child in his or her studies. This will also keep the parents informed as to the current topics of study in the class and the child's academic engagement level.

Homework at MVR-III is assigned for one or more of these reasons:

1. Mastering and retaining facts – In certain subjects (e.g. math), there is not enough time in a school day to do the amount of practice that may be necessary for mastery. Therefore, after reasonable in-class time is spent on material, the teacher may assign homework to allow for the necessary practice.
2. Reviewing and honing skills – Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study. For example, translating a foreign language or doing Algebra problems provides the opportunity for consistent reinforcement and refinement.
3. Performing the necessities of the curriculum for which in-school class time is insufficient – There are some assignments that cannot be completed in class, but are essential to the progression of the curriculum. For example, writing a paper or reading the next chapter in a book or text.
4. Providing individualized or group culminating activities – There are some projects that require time outside of class, such as students preparing for an assigned presentation in a class, or students working in groups to complete a project.
5. Extending learning – This is investigating what the curriculum brought forward but could not afford sufficient satisfaction to a particular student curiosity (e.g., additional reading about a historical event).

PERCENTAGE OF OVERALL GRADES

As students' progress through the upper course levels, the percentage of assessments towards a student's final grade also increases. The designated assessment and assignment grade weights are as follows:

Pacific Intermediate: 50% assessments and 50% assignments

Riverbend Middle School: 60% assessments and 40% assignments

Pacific High School courses: 70% assessments and 30% assignments

AP/College Credit courses: 80% assessments and 20% assignments

LATE WORK POLICY & PHILOSOPHY

Assignments not turned in on time will be accepted for full credit. Students will have through the end of the instructional unit to turn in late work. A unit will be complete once a student has taken the end of unit assessment.

ABSENTEE WORK

Any work missed due to an excused or unexcused absence, is the responsibility of the student to retrieve from the online learning platform.

ASSESSMENTS

Assessments are not limited to just tests and quizzes and may include: application of skills, performance tasks, teacher-student questioning, independent written tasks, oral presentations or tasks, and student-created work. Students should be assessed formally or informally throughout each unit of instruction. At the discretion of the department, assessments can be retaken for at least half credit.

Test retakes are allowed under the following conditions:

1. All homework has to be completed; no grade given for any make up homework
2. Remedial review must be completed prior to retest
3. Retesting must occur before next unit is completed
4. There is a limit of 1 retake per unit in each course

TRIMESTER FINALS

Final exams can help prepare students for comprehensive assessments that are required in college, different careers, and in life. Final examinations can be comprehensive in nature and cover the entire trimester, a final project, performance, or an end of unit assessment. Final examinations are optional by department, and will serve as a maximum of 10% of the student's final trimester grade. For dual credit/AP classes, the weight of the final will align to the expectation of the respective university issuing the credit. Some courses include a state required End of Course exam in addition to the final exam. Students may choose to use the End of Course exam score to replace the final exam final score.

Credit Recovery provides an opportunity for high school students who would otherwise fail a course taken during the regular school year, to complete the requirements of the class and receive credit by attending summer school or credit recovery after or before school hours during the regular school year. Credit Recovery classes utilize a self-paced, computer driven program for remediation of credit. To qualify for credit recovery a student must have scored a minimum of 45% or higher in the class failed. Credits are offered on a pass/fail basis only. At the discretion of the administration, a student may be placed at the alternative school for added support.

TEACHER GRADING/REPORTING

Teachers will update grades into the MVR-III Student Information System on a weekly basis or within 1 week of the assignment due date, in order to provide feedback and accountability to students and families. The parents/guardians listed in the MVR-III Student Information System will receive an automated bi-monthly email update of student grades and attendance. Students and guardians with any concerns regarding grading, should first contact the classroom teacher.

ACADEMIC FOCUS

Students failing two or more courses in a trimester must attend Academic Focus (AF) during the first 25 minutes of Power Lunch. Each week on Monday, students review their grades with their academic advisory teacher. If a student is absent on Monday, it is their responsibility to check their grades before Academic Focus.

DIPLOMAS / FINAL TRANSCRIPTS

Diplomas will be issued to all graduating seniors. Diplomas will be held if the student owes any kind of fine until the fine has been paid in full. Requests for Final Transcripts should be submitted 1 week prior to graduation to ensure timely delivery to the appropriate post-secondary institution or employer.

Early Graduation

A senior student who desires to graduate from high school upon completion of fewer than 12 trimesters of attendance may be granted permission to graduate early upon satisfaction of the following requirements:

- The student and parent have submitted a written request for early graduation to the principal of the high school no later than the first Wednesday of October of the student's tenth trimester of attendance or by the first Wednesday of January of the student's eleventh trimester of attendance.
- The student has attained all required units of credit for graduation as established by State law and the Board of Education. Correspondence courses and summer school courses may not be used to fulfill the credit requirements for purposes of early graduation.
- The student and the student's parent(s) must participate in a conference with the high school counselor and/or principal.
- The high school principal has determined that the early graduation of the student is in the best interest of the student, considering the student's academic and disciplinary records and future educational, career, and/or vocational plans.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremony; however, the student will not be considered for graduation honors/recognitions and will be considered an alumnus for all other activities.

GRADE CLASSIFICATION

Students are classified by the number of trimesters they attend school and the number of credits they earn. Both must be fulfilled in order to go on to the next grade. The classification requirements are as follows:

- To be a sophomore (10th grade), students must have six (6) credits and attendance for 3 trimesters.
- To be a junior (11th grade), students must have twelve (12) credits and attendance for six (6) trimesters.
- To be a senior (12th grade) and on track to graduate, students must have 18.5 credits and attendance for nine (9) trimesters.

- For students to persist towards graduation in four years, they need to earn at least 6.5 credits per year.
- Change in grade classification is only done at the beginning of each academic year. Students may not receive any privileges or perks of a particular class until they are officially classified into that grade.

GRADE REDUCTION AS PUNISHMENT

Under no circumstances will any student's grade average be reduced as punishment.

GRADE POINT AVERAGE

GPA's are computed as

follows:

A- 4

B- 3

C- 2

D- 1

Honors Courses

A- 5

B- 4

C- 3

D- 1

GRADING SCALE

A+ = 100%-97%

A = 96%-94%

A- = 93%-90%

B+ = 89%-87%

B = 86%-84%

B- = 83%-80%

C+ = 79%-77%

C = 76%-74%

C- = 73%-70%

D+ = 69%-67%

D = 66%-64%

D- = 63%-60%

F = 59%-0%

A+ Mentoring Grades and

Student Aide courses are not computed in the GPA.

HONOR CORDS

Graduating seniors will receive an honor cord in any of the following courses by meeting the requirements listed:

Science 8 trimesters with the grade of an A, including one two-trimester honors course.
Hunter Green Cord.

Social Studies 8 trimesters with the grade of an A, including one two-trimester honors course.
Light Blue Cord.

English 8 trimesters with the grade of an A, including one two-trimester honors course.
Red Cord.

Math 8 trimesters with the grade of an A, including one two-trimester honors course.
Yellow Cord.

CUM LAUDE HONORS (Based on weighted GPA after student's eleventh trimester)

Cum Laude GPA = 3.5 – 3.7499, Cum Laude Honor Cord. White Cord

Magna Cum Laude GPA = 3.75 – 3.999, Magna Cum Laude Cord. Purple Cord

Summa Cum Laude GPA = 4.00, Summa Cum Laude Cord. Purple and White Cord

MINIMUM GRADUATION REQUIREMENTS

Language Arts 4.0 credits

Social Studies 3.0 credits

*(includes 1 credit American History, 1 credit World History & 1 credit American Government)

Math 3.0 credits

Science	3.0 credits
Fine Arts	1.0 credit
Practical Arts	1.0 credits
Personal Finance	0.5 credit
Health	0.5 credit
Physical Education	1.0 credit
Electives	9.0 credits
Total Credits	26.0 Credits

- Students must pass U.S. and Missouri Constitution Tests, American Civics Test and CPR/Heimlich maneuver training.
- Students are not permitted to repeat a class once they have received credit for the course unless they have administrative approval. Students cannot take a course over to achieve a better grade. Student transcripts will reflect both failing and passing grades, including the original course and any repeated courses.
- See Special Policy Considerations for Students with Disabilities in "Graduation Requirements for Students in Missouri's Public Schools." September 2002, Missouri Department of Elementary and Secondary Education.

Credit for Correspondence Courses: No more than three (3) units of credit may be earned through correspondence courses. All correspondence courses must be approved in advance by the high school principal. All correspondence coursework must be completed and submitted three weeks prior to graduation. Students may not walk in graduation until all course work has been completed and grades have been recorded on the transcript.

Credits for Vocational School: One and one-half (1.5) credits may be waived for each year a student attends the area vocational school to participate in vocational courses not offered at Pacific High School. Only juniors and seniors may attend vocational school. Pacific High School students who complete two (2) years of vocational school may have one (1) unit of communication arts and two (2) units of elective credits waived, for a maximum of three (3) credits waived. A screening process will be used to determine eligibility.

Credit for Transfer Students: Students who transfer from schools awarding fewer or greater credits than are available to students at Pacific High School will neither be penalized nor given advantage because of the difference in credits available. Credits will be awarded to transfer students as follows:

1. Students entering from a school offering more credits per year than PHS will neither be awarded nor held accountable for credits in excess of those they could have earned had they been enrolled in PHS. Counselors will apply conversion formulas provided by sending schools when available, but in no case will credits awarded exceed those available at PHS.
2. Students entering from a school offering honors credits may receive only the number of credits or grade points per course that can be earned by PHS students. Otherwise the credit will be accepted as a non-honors course.
3. Students may transfer credits from an accredited high school or on-line program to Pacific High School. All on-line coursework must be completed and submitted three weeks prior to graduation.
4. Any transfer student must be enrolled in the Meramec Valley R-III School District as a full-time student an entire trimester immediately preceding his/her graduation, and must earn at least three (3) units of credit from the school to be awarded a certificate of graduation.

PROCEDURES FOR SELECTING THE VALEDICTORIAN AND SALUTATORIAN

A difference between students will be calculated up to the thousandth's place for the purpose of

determining the valedictorian and salutatorian at Pacific High School. More than one student will be awarded the title of valedictorian or salutatorian if these students have an equal GPA at the thousandth's place.

A special procedure will be used if a student achieves a composite GPA higher than 4.0 at the end of his or her senior year and has taken a teacher aide/mentoring position (during the school year and summer school). For the purpose of determining a valedictorian or salutatorian an "A" or a 4.0 grade will be given to a student aide/mentor position, which the student has successfully completed. The "A" grade will not appear on the student's grade card or permanent record.

The valedictorian and salutatorian must have been enrolled at an accredited high school for 12 trimesters with the last 6 consecutive trimesters completed at Pacific High School or approved Pacific High School program. In computing valedictorian and salutatorian, weighted course work must be completed at Pacific High School or approved Pacific High School program. In addition, correspondence, and on-line courses will not be used in calculations of valedictorian and salutatorian.

REPORT CARDS

All trimester report cards will be emailed to the parent/guardians. A paper copy of the report card can be issued upon request.

SCHOOL RECORDS – POLICY JO

All academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials. The entire record, as well as selected items from that record, is to be made available for review by students, parents, and school officials. In some cases, such as with psychological testing, social work profiles, and special education placements, parents and students should seek an interpretation of such tests. Anyone else wishing to see a student's record must get written permission from either the parents or the student.

WITHHOLDING OF SCHOOL DOCUMENTS AND INABILITY TO ATTEND SCHOOL FUNCTIONS

Students who have outstanding fines and fees will not be issued official transcripts, diplomas, or be allowed to attend school dances.

GENERAL INFORMATION

A+ SCHOOL PROGRAM – POLICY JFCL

While the A+ office oversees the tech prep program, job shadowing, and the community business to school partnership, most people view the tuition benefits as the most rewarding aspect of the program.

The A+ Schools Program was established by the Outstanding Schools Act of 1993 to reward students for maintaining a record of good school achievement and also to provide them with an opportunity for post-secondary education.

Students who meet the criteria may be eligible to receive reimbursement for two years toward the cost of tuition after federal post-secondary financial assistance funds have been applied. These financial incentives are subject to legislative appropriation.

To retain this eligibility after graduation during the four-year window of incentive availability, students must maintain a 2.50 grade point average while enrolled and attending a Missouri public community college,

vocational or technical school on a full-time basis.

A+ Criteria for Eligibility

Students entering from a school offering fewer credits per year than PHS may have one elective credit per year waived. In no case will a student be allowed to graduate with fewer than twenty-four (24) credits.

1. Attend a designated A+ School for three consecutive years prior to high school graduation.
2. Graduate from high school with a grade point average of 2.5 or higher on a four-point scale.
3. Have at least a 95% attendance record for the four-year period.
4. Perform fifty hours of unpaid tutoring or mentoring with other Meramec Valley students.
5. Maintain a record of good citizenship and avoidance of the unlawful use of drugs/alcohol.
6. Register for Selective Service, if applicable.
7. Make a good faith effort to secure federal post-secondary student financial assistance funds by filing a FAFSA by April 30 of his/her senior year.
8. Provide the A+ office a copy of his/her social security card.
9. Receive a qualifying score on one of the approved Missouri Department of Higher Education mathematics exams

TEST	REQUIRED SCORE
End of Course Math Exams	Proficient or
Advanced ACT Math Subscore	17
Compass Pre-Algebra	43
Compass Algebra	1

*For additional information about the A+ School Program, contact the A+ Coordinator, Dr. Quinn Flexsenhar at gflexsenhar@mvr3.k12.mo.us, or 636-334-4580 ext. 2010. A+ requirements can be found in Policy JFCL.

ACCOUNTABILITIES

Any student who has any accountability will not be allowed to attend dances, assemblies, field trips, etc.

ATTENDANCE AND EXTRA-CURRICULAR ACTIVITIES

Students absent, excused or unexcused, from school on the day of an activity may not participate in the activity. If an activity is on the non-school day, the policy applies to the last school attendance day. The building principal must approve any exemptions to this policy in advance.

CLOSED CAMPUS

All students except those approved through the office are required to remain on the school campus. Students who leave campus without permission will face disciplinary action.

COMMUNICATION

Emergency and General Communication:

In the case of inclement weather or other emergency situations, announcements will be made through multiple avenues. MVR-III communications will inform parents, staff, and community through voice calls, text messages, mobile app alerts, social media posts, and the district website Live Feed. In cases of school cancellation, news channels 2, 4, and 5 will also have the information.

The district utilizes two general communication platforms for notifying parents, students, and staff: the **MVR-III Mobile App** (by Apptegy) and the **Infinite Campus Parent** and **Student** apps. These apps are free to download through the App Store (iOS) or Play Store (Android).

The MVR-III Mobile App includes:

- **General Communication:** The MVR-III mobile app facilitates rapid notifications and access to school information, including Live Feed updates, Events calendars, and other information.
- **Rooms:** The *Rooms* tab of the MVR-III app provides a secure, two-way communication tool for parents, students (grades 7-12 with cell phones), teachers, and coaches.
 - **Messages:** Secure messaging with teacher-initiated group conversations and administrator oversight.
 - **Stream:** Course-specific updates, announcements, photos, and assignments.
 - **Translations:** Automatic language translation based on device settings.
- **MVR-III App Links:** [Apple App Store \(iOS\)](#) and [Google Play Store \(Android\)](#)
 - Be sure to select notifications from your preferred buildings and enable Push Notifications on your phone settings.
 - Guardians will log into *Rooms* with the email and/or cell phone number the district has recorded for you in Infinite Campus (Contact the school office for assistance)
 - Students will log in with their @mvr3.org Google account

Infinite Campus App:

Infinite Campus is a district-wide student information system designed to manage attendance, grades, schedules, assessments, and other information about students in MVR-III. Both parents and students have access to the Campus Portal, a confidential and secure website that allows users to log in and view information about progress in school.

- **Infinite Campus App Links:** [Apple App Store \(iOS\)](#) or [Google Play Store \(Android\)](#)
 - Guardians who have not set up a Parent Portal yet will need to contact the school office for an Activation Key to log in the first time
 - Students will log in with their @mvr3.org Google account



COMMUNITY SERVICE PHONE NUMBERS

Child Abuse Hotline: *1-800-392-3738. Birthright: 938-4221. Alcoholics' Anonymous phone: 314-644- 1130. Suicide/Crisis Intervention: *988. STD Hotline: 1-800-227-8922. Youth Crisis and Runaway Hotline: *1-800-HIT-HOME. Franklin County Health Department: 636-583-7300. Planned Parenthood: 533-9933. Domestic Violence Hotline phone number: 1-800-799-SAFE. Division of Family Services: 1-800-392-3738. Crisis Hotline: 1-888-644-5887. Violence Hotline: 1-866-748-7047 (*Indicates 24-hour hotline or gives a recorded message.)

COMPUTER ACCEPTABLE USE POLICY – POLICY EHB

Computer Networks

Meramec Valley R-III School District provides students and staff the access to computers for educational purposes. The computers may be stand-alone or part of an instructional or administrative computer network that may include Internet access. All users must share the responsibility for assuring that our computers and networks are used in an effective, efficient, ethical, and lawful manner. The use of such equipment is a privilege and users must agree to comply with the guidelines contained herein. Use of computer networks and Internet access may be revoked for abusive conduct. Such conduct would include, but not be limited to the following:

1. Altering or damaging computers, computer peripherals, computer networks, software, or electronic resources.
2. Gaining unauthorized access to electronic resources, software, or networks; Using or attempting to use an account and/or files owned by another user.
3. Divulging any password to another individual.
4. Plagiarizing or violating copyright restrictions.
5. Violating software license agreements.
6. Vandalizing the data of another user through deliberate use of computer viruses or other means.
7. Using or accessing vulgar, obscene, or inappropriate language or images.
8. Invading the privacy of others.
9. Posting anonymous messages.

10. Placing or receiving unlawful information on or through the computer network or stand-alone.
11. Divulging personal information including address, phone number, etc.
12. Harassing another individual.
13. Using district technology/network to initiate personal advertising, commercial purposes or for financial gain.
14. Downloading files without prior approval of the technology office.
15. Installing software without prior approval of the district technology office.
16. Accessing and using e-mail software and/or web-based e-mail, chat rooms, and/or other forms of direct electronic communication by students to send, receive, or retrieve messages except as part of a project directly supervised by a teacher.

Revocation of computer privileges and/or other consequences will be determined by the severity of the offense. The student code of conduct as listed in student handbooks will apply.

Internet Access

Our district participates in the Missouri Department of Elementary and Secondary Education (DESE) Project through membership in MOREnet - the Missouri Research and Education Network. The DESE Project provides an extraordinary opportunity for our students and staff to access information from anywhere in the world without ever leaving the classroom. As participants in this project, students and staff of Meramec Valley R-III School District are expected to follow acceptable use guidelines of MOREnet including the following:

1. Use of the Internet is for educational purposes.
2. Use of another organization's network must be consistent with their usage policy.
3. It is not acceptable to use the Internet for purposes that violate any federal or state laws. This includes, but is not limited to, the transmission of copyrighted, threatening, or obscene materials.
4. It is not acceptable to use the Internet to harass or harm others.
5. It is not acceptable to use the Internet in a manner that disrupts normal network use and service. Such disruption would include propagation of computer viruses, violation of personal privacy, and unauthorized access to networks and network resources.
6. It is not acceptable to use the Internet for commercial activities.

In accordance with district guidelines, each school will establish specific rules for using computer labs and procedures for accessing the Internet. If student email privileges become available, specific guidelines and regulations will be explained and discussed. No privacy is granted through the use of district technology. Student, staff, and community use of computer networks and Internet access, including e-mail, may be subject to monitoring including network logs, browser logs, cache, mailboxes, bookmarks, favorites, etc. Meramec Valley R-III School District believes that informational resources available to students, staff and community members exceed the disadvantages of using the Internet. The District has installed and maintains content filtering software designed to restrict minors' access to materials harmful to minors; however, such software is not foolproof. The District does not have control of information available on the Internet and recognizes that some sites may contain inappropriate materials. Despite efforts by district personnel to encourage responsible, educational use of the Internet and to provide supervision, ultimately, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, Meramec Valley R-III School District will support and respect each family's right to decide whether or not their student will have Internet access.

By signing the Student/Parent Computer Network/Internet Authorization Form, the parent/guardian and student agree to abide by the standards of this policy.

DANCES AND SCHOOL FUNCTIONS

Students and guests are expected to abide by school rules and represent the school in a positive fashion. Students are responsible for the conduct of their guests. If there is evidence of misconduct on the part of either the student or guest, both may be asked to leave.

Homecoming and the winter dance will be 7:00pm-10:00pm. Prom will be 7:00pm-11:00pm. Students who need to be picked up are asked to have their ride at school prior to the end of the dance. For all dances, students are required to stay until the coronation ceremony is concluded. This allows parents to know the location of their student until approximately 9:00pm.

School dances will be held according to the following rules:

1. All outside guests must be approved by the administration in advance.
2. All outside guests must have a personal reference. The reference is not to be from family members of the guest or the student (employer or minister suggested).
3. No dropouts from the current school year will be admitted.
4. No junior high/middle school students will be admitted.
5. Students or guests may not leave dances and return.
6. Only outside guests under the age of 21 will be permitted.
7. For all formal dances, formal attire is to be worn.
8. Students and guests are required to stay at dance until after coronation.
9. Students must be present at school the day before the dance if a dance is held on Saturday. If a dance is held on a Friday, the student must attend school that day.
10. Students must have all accountabilities paid prior to purchasing a ticket.

BULLYING – POLICY JFCF

General

In order to promote a safe learning environment for all students, the Meramec Valley R-III School District prohibits all forms of bullying. All other members of the school community, including students, parents/guardians, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

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

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

Designated Officials

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

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

Reporting Bullying

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

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

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

Investigation

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

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

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

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

Consequences

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

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

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

Policy Publication

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

Training and Education

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

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

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

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

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

1. Cultivating the student's self-worth and self-esteem.

2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources

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

***Board Policy in its entirety is available online at www.mvr.3.k12.mo.us – select the Administration Tab, then the Board of Education Tab and then the Policy Tab.**

DEFINITION OF A DRUG-FREE ZONE

A person commits the crime of distribution of a controlled substance near schools if they knowingly distribute or deliver any controlled substances to a person in; OR on; OR within 2,000 feet of; the real property comprising a public or private elementary school; OR public or private secondary school; OR public vocational school; OR public or private junior college; OR public or private college or university; OR on any school bus.

DEFINITION OF DRUGS

The possession or use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The definition of drugs includes prescription, over the counter, and any controlled or illegal substance, including alcohol, as defined now or hereafter by Missouri state law.

WEAPONS IN SCHOOL – POLICY JFCJ

The Board recognizes the importance of preserving a safe educational environment for students, employees, and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school sponsored or school sanctioned activity permitting weapons. The district will provide secured storage of district sanctioned firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projective weapons, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who

brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4, and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

Students with disabilities who violate this policy will be disciplined in accordance with Policy JGE.

EXTRA-CURRICULAR BUS TRANSPORTATION – POLICY EEA

All students will be transported to and from respective activities or contests via school transportation. To be eligible for participation, the student must be on the bus when it leaves school. Students are not permitted to drive to away activities. In extreme situations, the building principal may permit special arrangements upon approval in advance. Students may ride home from an away contest with their parents provided written permission is given to the coach in charge. This permission must be at the conclusion of the event and personally given to the coach by the parent. Students may not ride home with another student or adult. The building principal must approve any exemptions to this policy in advance.

FIELD TRIPS – POLICY IICA

The purpose of field trips is to provide students with additional opportunities for exposure to academic and/or personal growth and development. Students cannot be failing a course and attend a school field trip without approval from the high school principal. Discipline records may also be considered in determining eligibility. Students approved for field trips must complete a field trip form (with parent signature) prior to the trip. Any exceptions to the policy must be approved, in advance, by the building principal.

DISTRICT FOOD PROTOCOL

The Meramec Valley R-III School District adopts this district-wide protocol to contribute to the health and academic achievement of all students. Beginning with the 2017-2018 school year, these best practice food guidelines will be followed at all Meramec Valley R-III Schools:

All foods and beverages served and offered during the school day meet the USDA's Smart Snack in School nutrition standards. Per US Department of Agriculture (USDA) guidelines the school day is considered one minute after midnight until 30 minutes after dismissal.

- * Find safe and inclusive ways to celebrate without food.
- * Schools are encouraged to be creative in celebrating without food.
- * Birthday celebrations at school will not include any food.
- * Holiday celebrations at school will not include food.
- * Class-wide sharing of food items brought from home will not be allowed.
- * See Attachment A for non-food celebration ideas.
- * Avoid use of food in the curriculum whenever possible.
- * An exception would be classes where food is an integral part of instruction, i.e. FACS classes. Teachers of those classes will work with their building nurse to avoid food allergy issues in students with food allergies.
- * Encourage school-sponsored fund-raising groups to choose non-food items to sell.
- * Organizations planning food related fundraisers must work with their building administrator to determine if their fundraiser is allowed.
- * Provide a school environment that fosters healthy eating

* Not using food to reward or motivate students.

FUNDRAISING PROCEDURES – POLICY IGDF, IGDF – AP (1), IGDF – AP (2)

Fund-raising takes place throughout the course of the school year. Each sponsor is directed to encourage students to follow the procedures listed: (1) Always let an adult know where you are going, (2) Do not go out by yourself, (3) Do not go out after dark, (4) Do not go in yards with large dogs, (5) Do not walk on busy roads—try to stay in subdivisions, and (6) Do not go into anyone's home.

***Students are responsible for all money collected for a fund-raiser. Any money lost or stolen becomes the student's responsibility.**

HOMEBOUND INSTRUCTION – POLICY IGBG AND IGBG – AP (1)

The Meramec Valley R-III School District is committed to providing educational services in the form of homebound instruction to those students who qualify according to the guidelines established by the state of Missouri.

Application forms for homebound instruction are available in each school building as well as the District Central Office. Specific information regarding homebound procedures will be shared at the building level.

INTERNATIONAL STUDENTS – POLICY JECA – AP (1)

Foreign exchange students living within the boundaries of the school district who have obtained a J- 1 visa and who are sponsored by an organization listed on the Council on Standards for International Educational Travel (CSIET) Advisory List will be allowed to enroll in the district without paying tuition. Compliance with district policies and procedures is required before the district will enroll a foreign exchange student. No more than five foreign exchange students will be permitted to attend Pacific High School each year.

A foreign exchange student is defined as a foreign national having a residence in a foreign country who has been granted a J-1 visa for temporary admission to the United States for the purpose of participating in an educational exchange program.

District Requirements for Consideration and for Filing an Application

1. The district will accept foreign exchange students from sponsoring agencies approved and published by the CSIET. The district will only enroll foreign exchange students with a J-1 visa.
2. Foreign exchange students must be proficient in both written and oral English. The district may deny enrollment to a foreign exchange student if it appears that the student will have significant communication problems. It is the responsibility of the sponsoring agency to verify the English proficiency of foreign exchange students in their program, and proof of English proficiency must be submitted to the district.
3. Foreign exchange students must be between the ages of 15 and 18 at the time of enrollment.
4. Foreign exchange students must live with a host family residing within the boundaries of the district.
5. Foreign exchange students must file their registration at the high school principal's office no later than July 1st prior to the start of the school year.
6. The exchange student or the sponsoring agency must supply the district with the following registration information:
 - A completed enrollment form that includes the following:
 - A complete academic history of the student, including a completed academic transcript,

translated into English if necessary; the number of years of school completed prior to enrollment; the number of years required in the student's home country for the completion of secondary school; and proof of English proficiency.

- A signed medical release and proof of health insurance.
- The host family's name, address and telephone number.
- The placement representative's name, address and telephone number.
- The confirmation of the visa status of the student.
- Foreign exchange students must also provide proof of immunization and meet other enrollment requirements as set forth in state law and Board policy.
- The superintendent will make the decision to admit or deny enrollment to any foreign exchange student. Enrollment may still be denied even if all of the above information has been provided to the district.

General Rules

1. All foreign exchange students will take a full academic course load.
2. The district will assign foreign exchange students to grades and classes based upon the student's transcript information. The district may reassign students if it later determines reassignment to be in the student's best interest.
3. Unless otherwise required by law, the sponsoring agency, not the district, will provide additional services that the exchange student may require (e.g., tutors, special reading programs, etc.)
4. All foreign exchange students shall be subject to all rules, regulations and policies of the district. In addition to normal disciplinary sanctions, violations of these rules may result in removal or expulsion of the foreign exchange student from the high school, as well as referral to the sponsoring agency.
5. The district may grant the foreign exchange student a diploma if it determines that the student has met all the necessary requirements set forth by the Board of Education or if the student would have met all necessary requirements for graduation set forth by his or her home country. However, the foreign exchange student is not guaranteed the right to graduate from the district or receive a diploma.

District Requirements of Sponsoring Agencies and Parents of Foreign Exchange Students

1. The sponsoring agency is responsible for obtaining all necessary records and information regarding the foreign exchange student and for submitting those records to the high school principal in accordance with district deadlines.
2. The sponsoring agency is responsible for the placement of students with appropriate families and for dealing with any of the personal problems affecting the exchange students in relationship to their families and their residential assignments.
3. The sponsoring agency is responsible for reporting to the high school principal any change in the placement of the foreign exchange students.
4. The sponsoring agency and the parents of the foreign exchange student are jointly responsible for obtaining and maintaining all required legal documentation.
5. The sponsoring agency and the parents of the foreign exchange student are jointly responsible for determining what, if any, credit is granted by any other school for academic work in the Meramec Valley R-III School District.
6. The sponsoring agency will be available to school personnel for consultation and advice on any matters and problems relative to their program and to those students who are enrolled in the district.

LOCKERS AND LOCKS

Lockers and combination locks are assigned and issued for your convenience. There are no fees for the

use of lockers, and they are considered as school property. Lockers may be searched by school officials with or without student permission when such officials believe an illegal or dangerous substance is hidden. Lockers may also be searched by law enforcement officials using canines. Students are responsible for all contents in their lockers and for keeping them locked. Students should only use the locker they are issued. Anything stolen out of your lockers becomes your responsibility.

***Random locker searches will be done by administration throughout the year.**

MEAL PRICES

See MVR-III district website for current rates.

LIBRARY MEDIA CENTER

The Media Center is located on the first floor of the main wing. It is home to books, magazines, newspapers, videos and other materials useful in furthering the educational goals of both students and staff.

Borrowing Privileges

All materials taken from the library must be checked out by the librarian or one of the student aides and returned on or before the designated times. All materials are checked out at the circulation desk. Any student may check out a reasonable number of books. The librarian reserves the right to limit the number of books to be checked out and to recall any books in case of demand. Most books may be borrowed for two weeks. Some materials are restricted for use in the library and do not circulate. Magazines, vertical file information, and some reference materials may be checked out overnight; such materials are due the following day.

Returning Books

Books should be returned in the locked book drop. Books lost or damaged should be reported immediately so that the proper settlement can be made. The student will be responsible for the replacement charge for any library book lost or damaged beyond repair.

ADMINISTRATION OF MEDICATIONS TO STUDENTS – POLICY JHCD AND JHCD – AP(1)

Definitions:

Medications – For the purposes of this procedure, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

Authorized Prescriber – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

Medication Administration

1. All medications must be delivered to the school nurse by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging.
2. All medications must be accompanied by a written administration request form from the parent/guardian.
3. Medications will be stored in an environmentally appropriate locked area to which the school nurse and school principal have keys.
4. The school nurse will maintain proper documentation of all medications and their administration. Documentation will minimally include the:
 - Student's name.
 - Prescriber's name.
 - Pharmacy.

- ▢ Prescription number.
 - ▢ Name of the medication.
 - ▢ Dosage.
 - ▢ Date and time administered.
 - ▢ Reasons for *not* giving medications as prescribed (e.g., vomiting, spills, refusal).
 - ▢ Name and signature of person who actually administered the medication.
5. To the extent practical, students shall be provided privacy when receiving medications.
 6. The school nurse will work with the student, parents/guardians and teachers in determining how best to deliver the medication to the student during the school day.
 7. If the district maintains prefilled epinephrine auto syringes or asthma-related rescue medications, a list of students whose parents/guardians indicate that they cannot receive such medications will be kept with the medications.

Over-the-Counter Medications

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian. All over-the-counter medications must be delivered to the school nurse in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

MISSOURI STATE HIGH SCHOOL ACTIVITIES ASSOCIATION ACADEMIC ELIGIBILITY REQUIREMENTS

A student attending a school on a trimester schedule must earn the following credits in order to earn and maintain his/her academic eligibility. The student must be enrolled in and regularly attending classes during each trimester which will allow 2 units of credit or 80% of the maximum allowable credits to be earned, whichever is greater. This same academic requirement must be met during the trimester preceding participation. Like students on a trimester system, a student on a trimester system shall be eligible or ineligible based upon both achievement in the preceding trimester and enrollment/attendance during the current trimester. An incoming freshman need only be promoted from the 8th grade to the 9th grade for eligibility in his/her first trimester of the 9th grade.

- Credits earned or completed after the close of the trimester will not fulfill this requirement. Summer school courses for academic eligibility may count provided the course is necessary for graduation or promotion (no electives), and it is placed on the school transcript.
- No more than one credit in summer school shall be counted toward eligibility.

You must be making satisfactory progress toward graduation as determined by your local school's policies. Do not drop courses without first consulting with your activities administrator to determine whether it will affect your eligibility!

NURSE'S OFFICE (Student Health Services and Requirements, Policy JHC)

The nurse's office is in the main office. If you must see the nurse, be sure to notify the teacher of the class that you are supposed to be in and receive a pass before you go to the nurse's office. If this is not taken care of, you will be considered tardy to class. Permission to go home must be granted by the nurse or administrator. Leaving without permission will be considered truancy.

PART-TIME ATTENDANCE – POLICY JEA AND JEA – AP (1)

The intent of this policy is to allow students to take coursework not offered at Pacific High School. A student eligible to attend Meramec Valley R-III School District may qualify for part-time attendance to enroll in course(s) at an area college, university, or vocational school. Part-time attendance is permitted for students to attend a higher education facility for a portion of the school day. The student must be in good school standing regarding academics, attendance, and discipline. The student must be 16 years of age or older, entering the 12th grade, eligible to graduate within twelve (12) trimesters, and meet graduation requirements even though attending school part-time.

Procedure:

1. Submit a written request for part-time attendance to the principal signed by the student and parent/guardian at least ten (10) days prior to the trimester in which the student desires part-time attendance.
2. The written request must include a statement indicating why part-time attendance is requested.
3. A student may not enroll for less than three (3) high school courses per trimester.
4. The number of periods the student will be dismissed from school will be determined by the college credit load and travel time required.
5. Approval for part-time attendance and the number of hours released will be granted by the building principal with advice of the student's counselor.
6. The student must maintain a minimum of six (6) credit hours at the college, university, or vocational school each trimester of part-time attendance. The student must provide a course schedule from the college, university, or vocational school within ten (10) school days to verify enrollment.
7. The student must provide a transcript from the college, university, or vocational school upon completion of the course(s).

A student who has completed twelve (12) trimesters and is qualified as a senior may attend part-time if the course(s) in which the student is enrolled will allow the student to meet graduation requirements.

PERSONAL ELECTRONIC DEVICES – POLICY EHBA

Cell phones, iPods and other personal electronic devices have become part of our culture.

Therefore, students are allowed to use their cell phones, iPods and other personal electronic devices in the cafeteria/commons before school and during lunch, or during class with teacher permission. Students must be aware that all conversations and other electronic distribution of information must be school appropriate. To ensure that the personal electronic device is not being used to create an unfair academic advantage or to create an unsafe bullying, threatening, and harassing environment, or if there is a reasonable belief that they are abusing the privilege of using the personal electronic device, the school administration has the right to view the contents of any electronic device that is confiscated.

Students must be aware that any personal electronic device that can cause a disruption or are inappropriate to the school environment are not allowed. The students will be subject to consequence of the discipline policy if personal electronic devices are inappropriate or cause a disruption.

***The above procedure is designed to cover normal school hours.**

In the event that a student uses a personal electronic device on school grounds, but outside of the normal school hours that causes the issues as described above, the administration will use the same procedure that they would use during normal school hours.

POWER LUNCH

Power Lunch offers students a flexible period during each school day that gives them the opportunity to

focus on getting extra academic help and/or re-taking assessments. Once academic needs have been met, students can use the time to explore other areas of interest or to simply decompress.

While this time can be less structured, all behavior and activities must be conducted in a manner that is appropriate for the high school setting. Students are expected to follow normal passing time expectations when moving about the building and traveling to and from areas/activities. Students should not be sitting/gathering in groups large enough to block walkways or cause a disruption to others.

Power Lunch is a privilege and it is one that can be taken away if necessary. Students may be assigned to Power Lunch Detention if they do not follow all school rules and expectations. Additionally, students that are not meeting expectations academically will be required to attend Academic Focus for the first half of power lunch.

PUBLIC CONCERNS AND COMPLAINTS – POLICY KL

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented to the principal of the school. If the complaint is regarding a federal program listed above, the complaint must specify the federal law or regulation alleged to have been violated and the facts supporting the allegation. The principal will provide a response to the individual raising the concern within five business days of receiving the complaint or concern after investigation and communication of complaint with the teacher or employee involved.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a response to the individual voicing the concern within five business days of receiving the concern or complaint after investigation and communication with the building principal(s) involved.

PUBLIC INFORMATION PROGRAM - POLICY KB & KB-AP (1)

Open communication with the district's students, parents, patrons and the public in general is essential for the school district to operate effectively. The district will abide by the Missouri Sunshine Law when making records available to the public.

RETURN CHECK COLLECTION PROCEDURES - POLICY DI

All checks returned non-sufficient funds will be electronically debited for redeposit for the face value of the check plus a return fee. When payment is made by check, you enter into a contractual agreement that obligates and holds you responsible for any and all penalties, costs and incidental damages allowable under law, but not limited to, return check charges, state surcharges, interest, collection costs, legal expenses, and attorney fees. The school district administration reserves the right to refuse checks from an individual based on repeat returns. That individual would then only be allowed to pay by cash, cashier's checks or money orders.

SIGN-IN & SIGN-OUT

Any student arriving at school after the attendance has been taken for the first (1st) period must sign-in at the main office, and the student will be considered tardy to school. Any student arriving between classes must also sign-in. Students need to sign-in as soon as they arrive at school. Once a student is on school

grounds, the student may not leave school grounds without permission from administrative personnel or at the end of the school day. To avoid any legal conflict or responsibility for the student, all students leaving school grounds for any reason must sign-out after receiving permission from administrative personnel.

STUDENT ASSESSMENTS – POLICY IL

In order to adjust instruction to best meet students' needs, as well as identify areas of strength and weaknesses for individual students, assessments will be given to students at regular intervals. These assessments will include those that are teacher-designed, those provided through a district-adopted text or series, diagnostic assessments that are nationally normed, vocational aptitude assessments, and state performance assessments.

STUDENT AIDES

Student aiding is a service class: placement in a service class is by administration/guidance only. Students are placed as an aide if there is a scheduling conflict and if they meet the prerequisites which are:

- Classified as a junior or senior
- A 2.0 GPA the previous trimester with no F's
- Be approved by the office for whom they will be aiding
- Have parental approval
- Attendance and discipline records will be screened through the offices of the assistant principals and counselors

STUDENT DIRECTORY INFORMATION – POLICY JO

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmission of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Eligible Student - A student or former student who has reached age 18 or is attending a postsecondary school.

Parent - A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Student - Any person who attends or has attended a school in the school district and for whom the district maintains education records. Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

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. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, 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 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 e-mail 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); 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 e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law.

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

The district may disclose education records to representatives of the CD when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

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 unless the parent or student notifies the district in writing not to disclose the information to those entities.

TEXTBOOKS – POLICY IIA

If you lose or damage a textbook, you will be charged for it. If you do not pay the charge before school is out, it will be collected at the time of pre-enrollment for the next year. Seniors, see graduation and diploma guidelines.

OFFICE POLICIES

BUS TRANSFERS

All bus transfers must be approved by the district transportation office. The district transportation office reserves the right to limit or deny transfers on any bus.

LOITERING

Upon arriving at school, students are to enter the building immediately. After dismissal from school, students are to leave school unless they are remaining to participate in a school-supervised activity. Once a student is on school grounds, the student may not leave school grounds without permission from administrative personnel or at the end of the school day.

Students are not to bring skateboards to school or ride skateboards on school grounds at any time. Students may not leave school grounds after school and then return to school grounds to ride a district bus.

MESSAGES

In case of emergency, the office staff will deliver messages from parents only to students. We discourage casual messages and deliveries and will not guarantee their delivery.

FOOD DELIVERY

Students are not to have food delivered to PHS during the school day. Pacific High School is not responsible for signing for, holding, or watching food delivered to the school by outside companies or services. Such deliveries will be turned away at the door. Parents may drop food off for their child at the main office, if necessary.

OPEN CONTAINERS

Open containers may be allowed in the classroom at teacher discretion.

TELEPHONES

School telephones are business phones and should not be used by students unless they are granted permission by the office staff.

TRAUMA-INFORMED SCHOOL INITIATIVE

Pursuant to Section 161.1050, RSMo, DESE established the "Trauma-Informed Schools Initiative" which includes providing information and training to school districts regarding the trauma-informed approach, how schools can become trauma-informed schools, and developed a website about the trauma-informed schools initiative that includes information for schools and parents. For more information about the Trauma-Informed School Initiative, please visit www.dese.mo.gov/traumainformed

VISITORS

Parents and patrons are encouraged to visit. All visitors are required to report to the main office upon entering the building. Students are not allowed to bring guests to school; this includes young children. A person should not be in the hallways without a visitor/guest badge; others will be considered as trespassers.

RULES AND REGULATIONS

BUS – POLICY JFCC AND JFCC – AP (1)

The following rules must be observed on the bus:

- *Follow the driver's directions the first time they are given.

- *Stay in your seat

- *Keep all parts of your body and all objects in the bus.

- *No pushing, shoving, or fighting at any time.

- *No smoking, chewing tobacco, or spitting.

- *School rules are to be observed.

- *A misconduct may be written and filed with the office depending on severity of offense.

Severe misbehavior will be sent to the principal and a possible bus suspension will occur and could result in a recommendation to the superintendent that the student be removed from the bus for the remainder of the year.

No student may ride any bus except the one to which he/she is assigned without prior approval of the Transportation Department. No student will be picked up or discharged at any place other than his/her assigned stop and school, unless the student's principal gives prior approval.

If a student is suspended from the regular route bus, the student shall not ride any other bus route during this time.

CELL PHONES

Missouri Senate Bill 68 requires all public schools in the state to restrict student use of personal electronic communication devices (such as cell phones and smart watches) throughout the school day. This includes instructional time, passing periods, breaks, and meal times. The only exceptions allowed are in emergency situations, when device use is specifically outlined in a student's IEP or 504 Plan for medical reasons, or if determined by staff for educational purposes.

At Pacific High School, we are fortunate to provide each student with a school-issued device, and we are committed to creating a focused, distraction-free learning environment. As such, students are not permitted to use cell phones at any time from 7:25 a.m. to 2:35 p.m. while on district property. Cell phones may not be used during class, in the hallways, at lunch, or at any other times during the school day. Phones may not be used as calculators or to listen to music. Students who bring a phone to school must have it turned off and stored in their backpacks. Phones should not be visible to staff during the school day. If a student needs to contact a parent or guardian, they must do so through the main office.

Additionally, students are not allowed to use wireless Bluetooth earbuds or headphones during the school day. With teacher permission, students may use wired earbuds or headphones that connect directly to their school-issued Chromebook.

Violations of this policy will result in disciplinary action in accordance with the school's Code of Conduct. The school is not responsible for the loss, theft, or damage of any personal electronic device, whether it is in the student's possession or has been confiscated by staff. It is the student's responsibility to secure their belongings at all times. Instruction will not be interrupted to recover or search for missing devices.

DETENTIONS (OFFICE DETENTION)

1. Office detentions will be in Room 309 during Power Lunch from 11:15-12:05. Students will be dismissed at 11:10 with the Academic Focus students.
2. Students will not be admitted to the detention room if he/she arrives later than 11:15. A misconduct will be filed.
3. Schoolwork or other appropriate school material(s) must be worked on during the detention.
4. There is to be no sleeping, talking, eating, drinking, electronic devices, or any other unacceptable behavior.
5. Failure to complete an assigned detention will result in additional discipline being assigned to the student.

DETENTIONS (TEACHER)

1. Detentions must be presented to the student in writing.
2. Students will sign the teacher detention form to verify receipt.

DISCIPLINE POLICY – POLICY JG

A. Jurisdiction

1. This policy and its provisions shall be applicable both during regularly scheduled school hours and at such other times and places, including but not necessarily limited to school sponsored events, field trips, athletic functions and the like, where appropriate public-school administrators

have jurisdiction over students.

2. It shall be the responsibility of the high school principal or his/her designee to establish a set of rules and regulations for his/her school that are consistent with school board policy and the guidelines outlined in this handbook. Staff and students may be consulted when appropriate. These rules and regulations shall be available to the public.

B. General Consideration

1. A key guideline in the application of this policy is the principle that the appropriate reaction to a discipline problem is the action that reasonably holds the promise of resolving the problem.
2. In cases of persistent disobedience, truancy, gross misconduct or suspension, it is expected that parents will be informed as soon as possible.
3. The age and maturity of the student should be considered in the application of this policy.
4. The administration has the authority to use a passive alcohol sensor when possession or use of alcohol is suspected.
5. Parents wanting to appeal a suspension should follow the established procedure: building administrator, assistant superintendent, superintendent.

A student's out-of-school suspension of ten (10) days or less cannot be appealed to the Board of Education.

IN-SCHOOL SUSPENSION – POLICY JGB

A. Rules and Procedures in In-School Suspension (ISS)

1. Students should report to the ISS room with all textbooks, materials, and supplies before the tardy bell. Students will receive an assignment sheet from their regular classroom teacher at the beginning of each period. Students will receive credit if work is satisfactorily completed. All assignments will be collected at the end of each period. At a later time, if a student finishes an assignment early, he/she may ask the instructor for any unfinished assignments to work on.
2. Students will remain in their assigned seats for the entire day.
3. Students must ask permission to leave their assigned seats. Students will not speak or communicate in any manner to another student or the instructor without permission.
4. Students will be productive in course assignments.
5. Students will either provide their own lunch or buy a lunch from the cafeteria to be eaten in the ISS room.
6. Students will be given two restroom breaks. There will be one in the morning and one in the afternoon.
7. Students will not be allowed to participate or attend any after school activities on day(s) they are assigned to ISS. Their school day will be from 7:30 a.m. to 2:35 p.m. in the ISS room. Students are not to be on campus for any reason directly after school or for the remainder of the day in which they were assigned ISS. Any exemptions to this policy must be approved in advance by an administrator. Students may be assigned out-of-school suspension instead of in-school-suspension after serving a total of ten (10) days in the ISS room.
8. Students that are assigned to ISS must have their cell phone turned off upon entering the ISS Room. The phone should be stored in the student's backpack, purse, bag, etc. If the student does not have a backpack, purse, bag etc. to store a cell phone, then the ISS instructor will safely store the cell phone for the student. In the event that the student uses or handles their cell phone while in ISS without permission, the student will receive a misconduct.

B. Attendance Procedures

Normal attendance procedures for reporting an absence from school should be followed by parents.

Absences will delay, not eliminate, ISS assignment. Assigned days of ISS must be served upon return to school. Medical excuses may be required to excuse absences. Unexcused absences will be handled by the administration.

C. Penalized Offenses

1. Students who fail to bring appropriate books, current or previous assignments, projects, notes, study guides, and/or any other necessary materials.
2. Students who leave their assigned seat without permission.
3. Students who talk or communicate in any manner to another student.
4. Students who cause a disruption or exhibit any type of inappropriate behavior.
5. Students who sleep or lay their heads down.
6. Students who write or pass notes. Students who draw prior to completion of given assignments. Students not facing forward or putting their feet on the desk/seat in front of them.
7. Students who fail to raise their hand when asking questions. All questions must be directly related to issues involved with ISS.
8. Students who fail to stay busy. When an assignment is finished, a student should read a textbook, work on another assignment, or read other suitable material.
9. Students who are not making a conscious effort to complete assignments.
10. Students who chew gum, eat candy, or other foods. Drinks are prohibited.
11. Students who fail to follow all rules established in the ISS room stated by the instructor.
12. Students whose behaviors or actions, which may not be listed, are judged by the instructor as a deterrent to productive learning.

D. Penalties

FIRST OFFENSE: Documented and verbal warning from ISS instructor.

SECOND OFFENSE: Documented and verbal warning from ISS instructor.

THIRD OFFENSE: Documented and verbal warning from ISS instructor.

FOURTH OFFENSE: Documented and verbal warning from ISS instructor.

FIFTH OFFENSE: OSS, must still serve ISS upon return.

MISCONDUCT REPORT

A written report will be filed on each incident along with the action taken by the school officials. The student will be informed of the nature of the violation and the intended punishment. The student will be presented with the evidence and given the opportunity to discuss the case. Students wishing to appeal the disposition of the case should appeal through the building principal, assistant superintendent and superintendent.

OPEN LUNCH

1. Only seniors with 18.5 credits are eligible to participate in the open lunch program. Seniors can only qualify for open lunch for 3 trimesters.
2. An Open Lunch Permission Form must be notarized or signed in the presence of office personnel for the student to participate in the open lunch program. A notarized/witnessed signature will assure that the parent agrees with the student leaving the school campus during the lunch period.
3. Seniors must have 90% attendance both the trimester before and during the current trimester.
4. Seniors approved for open lunch will be notified by the office.
5. Seniors must return to class on time. If students should return early, they are to enter the

commons and not to remain in the parking lot. If students are continually tardy following open lunch, upon the fourth tardy, they may lose their open lunch privilege.

6. Approved open lunch seniors must sign out when leaving and sign in upon return to campus. Seniors are not allowed to sign in or out for other seniors; doing so will be subject to discipline under the handbook discipline policy 11.1 falsifying school records.
7. Students must return for class after lunch. If a student skips class following open lunch he/she may lose his/her open lunch privilege.
8. Students who have either lost the privilege, or who were denied the privilege, will be required to stay on campus. Any student violating this rule will be classified as skipping class.
9. Seniors are not to take any underclassman with them. If this should happen, the senior may lose the open lunch privilege and the underclassman will be classified as skipping class.
10. The school administration has the authority to cancel the open lunch program for Pacific High School at any time.

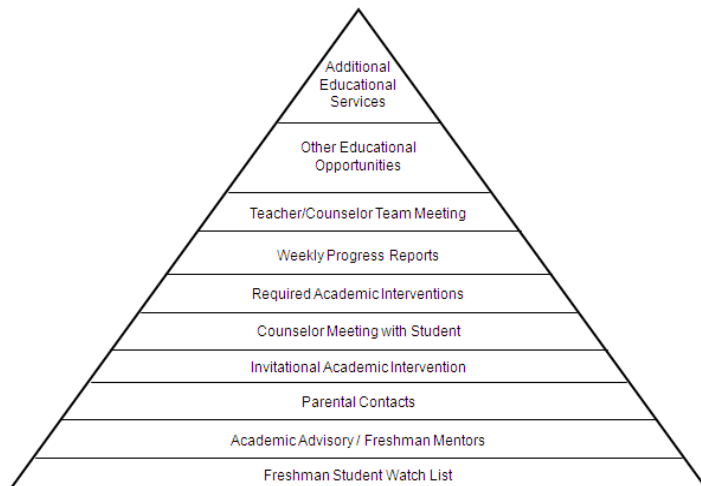
PARKING LOTS

All students driving automobiles or motorcycles to school should register their vehicles in the appropriate office. Students that have purchased a parking tag may park on school parking lots during the school day. All school guidelines, policies, rules, and regulations will be enforced on parking lots.

1. Upon arriving at school, students are to enter the building immediately.
2. Students should not park in spaces reserved for the faculty, staff, visitors, gold card spaces, or in unauthorized areas.
3. Students must purchase a parking tag each year and display it.
 - A. Students are to park in three student lots – the upper lot, softball lot and baseball lot.
 - B. The cost of a parking pass for the upper lot is \$40
 - C. The cost of a parking pass for the softball/baseball lot is \$20
4. All students are expected to drive in a safe and courteous manner at all times. The speed limit on campus is 5 miles per hour.
5. Students driving or parking on school property are expected to extend all possible courtesies to school buses and students walking on campus.
6. Transfer of parking tags is not allowed. If students are caught transferring parking tags, both the parties will be penalized under the Falsifying School Records provision in the PHS handbook, and parking privileges may be revoked.
7. Students who drive on other Meramec Valley R-III sites will be expected to obey these driving rules, or they will be disciplined accordingly.
8. These rules apply at all times--not just during school hours and apply to all students.
9. The number of spots sold will be limited by the number of parking spots available for student parking.

*See the student code of conduct and penalties Section Twelve for consequences.

PYRAMID OF LEARNING INTERVENTIONS



Before School Starts

- Freshman Student Watch List:
 - Freshman students who are showing signs of needing intervention from their grades, attendance, discipline, or other risk factors from 8th grade are identified to their teachers.
- Freshman students are provided additional mentoring activities through the PHS guidance department.

After 6th Week

- Parental Contacts
 - Teachers are required to contact parents on any student failing their course.
- Counselor Meeting with Student
 - Counselor communicates with parent after meeting with student about failing grade/s
- Academic Interventions
 - Students that are being academically unsuccessful in one or more classes may be required to attend the power lunch academic tutoring lab.
- Weekly Progress Reports
 - Students must be given their grade in their failing courses weekly for the next four (4) weeks. Students should be encouraged to share their weekly grades with their parents.

After 8th Week

- Teacher/Counselor Team Meeting
 - Teachers and counselors have a meeting over a student who is failing and determine whether additional interventions will benefit the student. Parents are notified of plans by a designated faculty member per the team.

When No Progress is Being Made

- Other Educational Opportunities
- Additional Educational Services
- Counselor look at possible change to student trimester pacing plan

SATURDAY SCHOOL

The purpose of Saturday school is to provide an alternative to in school suspension and to avoid students missing educational experiences while suspended from school. Students who fail to serve Saturday school will be assigned discipline according to student code of conduct policy 7.9.

Saturday school will be from 8 a.m. to 11 a.m. Students must arrive at the assigned room before 8 a.m. The building will be open at 7:50 a.m. The doors will be locked after 8 a.m., and no one will be allowed into the room. Students must be on time.

Homework or other appropriate school material must be brought to school. Students who do not bring in materials and stay busy on this work are dismissed from the room, resulting in an out-of-school suspension. The teacher may assign additional work if necessary, which may include such things as written reports, vocabulary words, etc. Students are not allowed to go to their lockers. There will be assigned seats. There will be no sleeping, talking, eating, drinking, or other unacceptable behavior allowed. No telephone calls may be made, and no visitors are allowed. Student handbook rules will apply.

There will be a restroom break at 9:30 a.m. At the end of Saturday school, students are required to leave the building immediately. Students found loitering in the school will receive an out-of-school suspension or an additional Saturday school. Students are responsible for their own transportation.

If a snow day occurs on Friday or if Saturday school has to be postponed, it will automatically be postponed to the following regularly scheduled Saturday school.

Special Considerations:

Students may be assigned Saturday School by the administration for the purpose of making up attendance hours or working on credit recovery options under the supervision of a PHS staff member. Students that are assigned Saturday School for these options will not face disciplinary consequences outlined in policy 7.9. Students and parents will be made aware by the administration of the reason that they are serving Saturday School.

STUDENT DRESS CODE – POLICY JFCA AND JFCA-AP (1)

Student dress is primarily the responsibility of the parents and students. Formal education is a serious matter. The attire students wear should not suggest an indifferent or frivolous attitude toward school life. Styles and types of clothing change from time to time; the school recognizes this fact and will make allowances for such change within limitations. The limits as to what is considered appropriate dress will be determined in the opinion of the teachers and administration. If a teacher feels that a student's dress is provocative or inappropriate, or is perceived by school personnel as a possible threat to school safety, the student may be referred to the office with a conduct referral. The administration will then determine the appropriate action to be taken with the student.

Any extra-curricular group may require a more stringent dress code, and students wishing to participate will

abide by the code for that sport or activity.

Additions or modifications regarding the student dress code may be made at the discretion of the principal.

The following are general guidelines for appropriate dress:

1. Shoes or sandals must be worn. Slippers or house shoes are not to be worn.
2. Hoods and Sunglasses are not to be worn in the building.
3. Outer clothing that does not cover under garments is not acceptable.
4. A shirt garment must have a shoulder and some type of sleeve on both arms. Halter top garments, backless garments, spaghetti strapped garments, transparent garments, muscle shirts, or midriff garments must be accompanied with a shirt garment. There should be no skin showing between the shirt garment and pant/skirt/short garment of clothing.
5. The neckline of any shirt garment should not extend below an imaginary horizontal line drawn from the top of the arm pits when arms are rested at their sides.
6. Inappropriate lengths of shorts, skirts, or dresses are not to be worn. As a general guideline, any short/skirt/dress garment that would come above a student's fingertips, when rested at their sides, is inappropriate.
7. Any clothing worn shall not have writing, drawing(s), emblem(s), or sexual innuendos that are obscene, derogatory, or that propagate alcoholic beverages, tobacco, or controlled substances.
8. Additional hardware that is not necessary is not to be worn.

***Students who come to school dressed inappropriately will be sent home to change or will wait in the office while a change of clothes is brought to school. Absence caused by inappropriate dress will be unverified.**

SUSPENSION

1. Suspensions or temporary removals from school are limited to ten (10) school days by the principal. Such action is taken to discipline students for breaking school rules. Parents must be notified in writing or by phone of the reason for suspension and be given a chance to appeal to local school authorities, if they so desire.
2. A student will be informed of the nature of violation and the intended punishment. The student will be presented with the evidence and given the opportunity to discuss the case. Parents wishing to appeal the disposition of misconduct case or suspension should appeal through the building principal, assistant superintendent, Superintendent, and Board of Education.
3. If cancellation of school should occur, OSS or ISS assigned to a student on a cancelled school day will be applied when the school resumes.
4. Students assigned ISS may miss work in their normal class that cannot be completed. When this occurs, an alternate assignment will be provided.
5. Any students suspended from school may not enter any school at any time during the time they are suspended.
6. Students who refuse to serve ISS will be suspended out of school for the number of days assigned to ISS. Students may be assigned OSS after serving ten (10) days in the ISS room.
7. Students will be held responsible for actions and behaviors outside of the school environment when those actions and behaviors have a direct effect on the school environment.
8. Saturday school may be used as an alternative to ISS at the discretion of the administration.

TARDIES

- Students will be allowed 5 tardies or late to school, verified or unverified, per trimester to any combination of classes.

- Upon the 6th tardy to any class (and late to 1st period) and thereafter, verified or unverified, per trimester, a misconduct can be written for the student.

VO-TECH

It is important that students and parents understand the rules that apply to participation in the Four Rivers program. This is a valuable program in which students are able to pursue areas of interest and receive technical training for the workplace. We are pleased that we can offer this alternative to our students and strive to maintain this successful program. Students attending Four Rivers must adhere to the following rules and procedures. Failure to do so may result in their removal from the program.

Vo-Tech students who would like to drive to VO-Tech must fill out the permission form and be approved by administration prior to driving. Students who have not been approved to drive are to report to PHS by 7:25 a.m. for transportation to Vo-Tech. The bus will return to PHS at about 11:20 a.m.

Upon immediate return from Four Rivers, students must sign in at the main office.

If a student is ill, parents need to call both Four Rivers at 636-239-7777 and PHS at 636-271-1414 to report the absence. If students attend Four Rivers in the morning and do not report back to class at PHS, they will be treated as being truant. On some occasions, Four Rivers may not be in session when PHS is in session. Students are then to report to class here even if they did not attend Four Rivers that morning. Transportation will be the responsibility of the student on these occasions.

Students who attend Four Rivers must also follow the policies in the PHS handbook while participating in this program. Students will receive the consequences listed in the handbook for infractions of the rules. Additionally, a student's placement within the Vo-tech program will be monitored, and possibly changed if school discipline at either campus becomes an issue.

STUDENT CODE OF CONDUCT AND CONSEQUENCES

The infractions of school discipline listed in this handbook are not intended to be exclusive or all-inclusive. All types of infractions may not be included and so modifications will be made, if necessary, at the discretion of the principal. The school will make every attempt to ensure that the maintenance of an atmosphere exists where orderly learning is possible and encouraged.

***Consequences set forth in the following offenses may be reduced or more severe if in the judgment of the administration.**

Series One – Tobacco, Alcohol, Paraphernalia, and Controlled Substances

1.1 Possession of lighters or matches.

FIRST OFFENSE: Up to one (1) day ISS.

SECOND OFFENSE: Up to two (2) days ISS.

THIRD OFFENSE: Up to three (3) days ISS.

1.2 Smoking, chewing or possession of tobacco products, vapes, juuls, or e-cigarettes during the time school is in session or when school activities are being held before and after school, or during times when students are understood to be in the direct control of the school system.

FIRST OFFENSE: Up to three (3) days ISS.

SECOND OFFENSE: Up to four (4) days ISS.

THIRD OFFENSE: Up to five (5) days ISS.

FOURTH OFFENSE: Up to three (3) days OSS.

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

1.3 Possession of any drug paraphernalia without medical authorization.

FIRST OFFENSE: Ten (10) days OSS.

SECOND OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 90 days OSS. Law officials will be notified.

THIRD OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 180 days OSS. Law officials will be notified.

FOURTH OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for expulsion. Law officials will be notified.

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

1.4 Possession or use of alcoholic beverages in school, on school property, at a school-sponsored event, or on a bus or showing evidence of drinking when appearing at school or on school property.

FIRST OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 90 days OSS. Law officials will be notified.

SECOND OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 180 days OSS. Law officials will be notified.

THIRD OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for expulsion. Law officials will be notified.

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

- 1.5 Possession or use of any drug without medical authorization in school, at a school sponsored activity, on the bus or showing evidence of such when appearing at school or on school property.

FIRST OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 90 days OSS. Law officials will be notified.

SECOND OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 180 days OSS. Law officials will be notified.

THIRD OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for expulsion. Law officials will be notified.

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

- 1.6 Selling, giving, solicitation, and buying or receiving of drugs or alcohol.

FIRST OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 90 days OSS. Law officials will be notified.

SECOND OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 180 days OSS. Law officials will be notified.

THIRD OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for expulsion. Law officials will be notified.

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

Series Two – Threat or Assault to Students and Staff

- 2.1 Threatening bodily harm to a fellow student.

FIRST OFFENSE: Up to three (3) days ISS.

SECOND OFFENSE: Up to five (5) days ISS.

THIRD OFFENSE: Up to five (5) days OSS.

FOURTH OFFENSE: Up to ten (10) days OSS.

- 2.2 Threatening bodily harm to a staff member.

FIRST OFFENSE: Up to five (5) days OSS. Law officials will be notified.

SECOND OFFENSE: Up to ten (10) days OSS. Law officials will be notified.

THIRD OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 90 days OSS. Law officials will be notified.

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

- 2.3 Threatening verbally, through gesture or in writing, fatal harm to a staff member or student.

FIRST OFFENSE: Up to ten (10) days OSS. Law officials will be notified.

SECOND OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 90 days OSS. Law officials will be notified.

THIRD OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for expulsion. Law officials will be notified.

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

2.4 Assault on fellow students.

FIRST OFFENSE: Up to ten (10) days OSS and a recommendation to the superintendent for the possibility of additional day(s) of suspension. Law officials will be notified.

SECOND OFFENSE: Ten (10) days OSS and a recommendation to the Superintendent for up to 45 days OSS. Law officials will be notified.

THIRD OFFENSE: Ten (10) days OSS and a recommendation to the superintendent for up to 90 days OSS. Law officials will be notified.

FOURTH OFFENSE: Ten (10) days OSS and a recommendation to the superintendent for expulsion. Law officials will be notified.

***Any action with the intent to do bodily harm or an action that results in bodily harm will be treated more severely**

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

2.5 Assault on school personnel.

FIRST OFFENSE: Up to ten (10) days OSS with a recommendation to the superintendent for up to 90 days OSS. Law officials will be notified.

SECOND OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 180 days OSS. Law officials will be notified.

THIRD OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for expulsion. Law officials will be notified.

***Any action with the intent to do bodily harm or an action that results in bodily harm will be treated more severely.**

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

Series Three – Theft, Vandalism, School Safety, and Arson

3.1 Theft

FIRST OFFENSE: Up to five (5) days ISS. Return or full financial restitution of property.

SUBSEQUENT: Up to 10 (10) days OSS and possible recommendation to superintendent for up to 90 days OSS. Return of full financial responsibility of property.

3.2 Destruction of and/or defacing of school property up to \$500.

FIRST OFFENSE: Up to ten (10) days ISS or Up to ten (10) days OSS depending on severity. Full financial restitution by the pupil to include all labor and material. Law officials will be notified.

SECOND OFFENSE: Ten (10) days OSS and a recommendation to the

Superintendent for up to 90 days OSS. Full financial restitution by the pupil to include all labor and material. Law officials will be notified.

THIRD OFFENSE: Ten (10) days OSS and a recommendation to the superintendent for expulsion. Full financial restitution by the pupil to include all labor and material. Law officials will be notified.

3.3 Destruction of and/or defacing of school property over \$500

FIRST OFFENSE: Ten (10) days OSS and a recommendation to the Superintendent for up to 90 days OSS. Full financial restitution by the pupil to include all labor and material. Law officials will be notified.

SECOND OFFENSE: Ten (10) days OSS and a recommendation to the superintendent for expulsion. Full financial restitution by the pupil to include all labor and material. Law officials will be notified.

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

3.4 Setting off an alarm (fire, security, etc.), calling 911, making a written, verbal, or perceived threat to school safety. This includes making a bomb threat, or contacting another emergency response agency.

FIRST OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 90 days OSS.

SECOND OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for expulsion.

***Consequences will be more severe if the action creates hazardous conditions within the school and the student will be responsible for reimbursement to the district for any cost incurred for an emergency response.**

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

3.5 Committing Arson on school grounds

FIRST OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 90 days OSS depending on severity.

SECOND OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for expulsion.

***Consequences will be more severe if the action creates hazardous conditions within the school and the student will be responsible for reimbursement to the district for any cost incurred for an emergency response.**

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

Series Four – Weapons and Firearms

4.1 Possession or use of ammunition or a component of a weapon.

FIRST OFFENSE: Up to ten (10) days ISS, up to ten (10) days OSS, or expulsion depending on severity.

SECOND OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 90 days OSS.

THIRD OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for expulsion.

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

4.2 Weapons (Objects that have potential to do severe bodily harm will be considered a weapon). The definition of a weapon is in the Table of Contents under the title of General Information.

FIRST OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for up to 90 days OSS or expulsion depending on severity.

SECOND OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for expulsion.

***The administrator will confiscate any weapon and act as necessary. Law officials may be contacted according to the law.**

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

4.3 Firearms.

FIRST OFFENSE: Ten (10) days of OSS with a recommendation to the superintendent for one (1) calendar year of OSS or expulsion according to the requirement of The Gun Free Schools Act.

Suspension or expulsion is subject to modification by the superintendent on a case-by-case basis.

***The administrator will confiscate any firearm and take action deemed necessary. Law officials may be contacted according to the law.**

***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**

Series Five – Gambling

5.1 Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes but is not limited to, betting on outcomes of activities, assignments, contests and games.

FIRST OFFENSE: Up to three (3) days ISS.

SECOND OFFENSE: Up to (10) days of OSS.

Series Six - Inappropriate Communication, Inappropriate Touching/Contact, Display or Possession of Inappropriate Items

6.1 Use of profanity.

FIRST OFFENSE: One (1) hour of detention.

SECOND OFFENSE: One (1) day ISS.

THIRD OFFENSE: Up to three (3) days ISS.

6.2 Public display of affection.

FIRST OFFENSE: One (1) hour after school detention.

SECOND OFFENSE: One (1) day ISS.

6.3 Displaying of clothing, coloring, or insignia that indicates membership in organizations or creation of an organization prohibited by the Board.

FIRST OFFENSE: Warning and misconduct filed and parent contacted.

SECOND OFFENSE: Up to three (3) days ISS.

THIRD OFFENSE: Up to five (5) days ISS.

6.4 Displaying, writing, painting, carving or etching pornography, profanity, racism, or illegal drug use on any object. Writing of graffiti that expresses symbols or messages of organizations prohibited by the Board. Possessing reading materials that contain pornography, profanity, racism, or illegal drug use or literature that encourages violations of school policy. Possession of inappropriate school items.

FIRST OFFENSE: Up to three (3) days ISS.

SECOND OFFENSE: Up to five (5) days OSS.

THIRD OFFENSE: Up to ten (10) days OSS.

***With parental approval, the student will do manual labor of a maintenance nature on behalf of the school; the student will remove or repair whatever is damaged to its original state.**

FOURTH OFFENSE: Up to ten (10) days OSS.

6.5 Profane or inappropriate communication to, and/or about, a fellow student.

FIRST OFFENSE: Up to three (3) days ISS.

SECOND OFFENSE: Up to five (5) days OSS.

THIRD OFFENSE: Up to ten (10) days OSS.

6.6 Profane or inappropriate communication towards a staff member.

FIRST OFFENSE: Up to five (5) days OSS.

SECOND OFFENSE: Up to ten (10) days OSS.

THIRD OFFENSE: Ten (10) days OSS with a possible recommendation to the superintendent for 90 days OSS.

Series Seven –Disturbance, Insubordination, Defiance, Major School Disruption

7.1 School Disturbance/ Disrespect / Insubordination: disobedient to authority.

FIRST OFFENSE: One (1) hour detention.

SECOND OFFENSE: One (1) day ISS.

THIRD OFFENSE: Up to three (3) days ISS.

FOURTH OFFENSE: Up to five (5) days ISS.

*Consequences may be more severe if deemed appropriate by administration.

7.2 Use of devices (cell phones, walkie-talkies, wireless earbuds, stereos, radios, video cameras, laser pointers, etc.) at inappropriate times or when they become a disturbance to the educational process.

CLASSROOM WARNING One Verbal per course, per trimester.

FIRST OFFENSE: The phone is given to the teacher and the student can pick it up from the office at the end of the day.

SECOND OFFENSE One hour detention and the phone is given to the teacher and it remains in the office until a parent can pick it up.

THIRD OFFENSE: One day of ISS and the phone remains in the office until a parent can pick it up.

FOURTH OFFENSE: Three days ISS and the phone remains in the office until a parent can pick it up.

***It should be noted that refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher, or administrator is a violation of the PHS Student Handbook as Student Insubordination, and will receive further consequences as outlined in the Code of Conduct.**

7.3 Open defiant attitude towards a staff member. Defiant is defined as the act or instance to resist, willingness to contend, and/or fight.

FIRST OFFENSE: Up to three (3) days ISS.

SECOND OFFENSE: Up to five (5) days ISS.

THIRD OFFENSE: Up to five (5) days OSS.

FOURTH OFFENSE: Ten (10) days OSS with a possible recommendation to the superintendent for up to 90 days OSS.

7.4 In-School suspension penalties. Students that refuse to serve their ISS will be assigned to OSS for the number of days that they were assigned to ISS. Students who refuse to serve ISS or are removed from ISS to OSS will still serve ISS upon return from OSS.

FIRST OFFENSE: Documented and verbal warning from ISS instructor.

SECOND OFFENSE: Documented and verbal warning from ISS instructor.

THIRD OFFENSE: Documented and verbal warning from ISS instructor.

FOURTH OFFENSE: Documented and verbal warning from ISS instructor.

FIFTH OFFENSE: One (1) day OSS.

7.5 Major school disruption.

FIRST OFFENSE: Up to five (5) days OSS.

SECOND OFFENSE: Up to ten (10) days OSS.

THIRD OFFENSE: Ten (10) days OSS with a recommendation to the superintendent for 90 days OSS.

7.6 Sexual Misconduct.

FIRST AND SUBSEQUENT OFFENSES: Up to ten (10) days OSS with possible recommendation to the superintendent for up to 180 days

Series Eight – Setting off/Possession of a Firework and/or a Defensive Personal Safety Device / Disturbance of any Emergency Device

8.1 Possession of fireworks, stink bomb, or personal safety device.

FIRST OFFENSE: Up to three (3) days ISS.

SECOND OFFENSE: Up to five (5) days OSS.

THIRD AND SUBSEQUENT OFFENSES: Ten (10) days of OSS with a possible recommendation to the superintendent for up to 90 days OSS.

8.2 Setting off a firework, stink bomb, fire extinguisher, inappropriately disturbing defibrillator, or inappropriate use of personal safety devices.

FIRST OFFENSE: Up to five (5) days ISS.

SECOND OFFENSE: Up to ten (10) days OSS.

THIRD OFFENSE: Ten (10) days of OSS with a recommendation to the superintendent for up to 90 days OSS.

FOURTH OFFENSE: Ten (10) days of OSS with a recommendation to the superintendent for expulsion.

***Use of a defensive personal safety device to cause harm to a fellow student or staff member can be considered assault.**

Series Nine – Instigating, Recording Video of a Fight, Fighting, Assault, or Harassment/Bullying of a Student

9.1 Inappropriate Physical Contact

FIRST OFFENSE: Up to three (3) days ISS.

SECOND OFFENSE: Up to five (5) days ISS.

THIRD OFFENSE: Up to five (5) days OSS.

FOURTH OFFENSE: Up to ten (10) days OSS.

9.2 Instigating or promoting a fight to occur between other parties; Recording video of a fight.

FIRST OFFENSE: Up to three (3) days ISS

SECOND OFFENSE: Up to five (5) days OSS

THIRD OFFENSE: Up to 10 (10) days OSS

9.3 Contributing physically or verbally to a fight on school property whenever blame can be attached to two or more students.

FIRST OFFENSE: Up to five (5) days OSS.

SECOND OFFENSE: Up to ten (10) days OSS.

THIRD OFFENSE: Ten (10) days OSS and a recommendation to the superintendent for up to 45 days OSS.

FOURTH OFFENSE: Ten (10) days OSS and a recommendation to the superintendent for up to 90 days OSS.

***Fighting which results in bodily harm will be treated more severely.**

9.4 Bullying/Cyberbullying.

FIRST OFFENSE: Up to ten (10) days OSS, with possible recommendation to the superintendent for further days.

SECOND OFFENSE: Ten (10) days OSS and a recommendation to the superintendent for up to 45 days OSS.

THIRD OFFENSE: Ten (10) days OSS and a recommendation to the superintendent for up to 90 days OSS.

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

FIRST OFFENSE: Up to ten (10) days OSS, with possible recommendation to the superintendent for up to 180 days.

SUBSEQUENT OFFENSES: Up to ten (10) days OSS, with recommendation to the superintendent for up to 180 days or expulsion.

Series Ten - Truancy, Leaving School Grounds, Skipping Class, Unauthorized Area, Not Reporting to a Detention, Tardiness and Failure to Serve Discipline

- 10.1 Being in an unauthorized area without permission. **FIRST OFFENSE:** One (1) hour detention. **SECOND OFFENSE:** One (1) day ISS. **THIRD OFFENSE:** Up to three (3) days ISS. **FOURTH OFFENSE:** Up to five (5) days ISS.

- 10.2 Failure to serve school discipline:
30-minute teacher assigned detention: One (1) hour office detention.
One (1) hour office detention: One (1) day ISS or Saturday School
Saturday School: Two (2) days ISS
ISS: OSS for the day and makeup the day of ISS
OSS: Should a student violate terms of OSS, additional OSS will be assigned

- 10.3 Tardiness to school or class per trimester.
Students will be allowed five (5) unexcused tardies per trimester to any combination of classes. Tardy to school and Late to School are counted separately from the rest of the day.
6th Offense: Four Days of Power Lunch Detention (one week)
12th Offense (and every 6th thereafter): 1 day of ISS

- 10.4 Skipping class (including Academic Focus)
FIRST OFFENSE: 1 day ISS or Saturday School
SECOND OFFENSE: Up to three (3) days ISS
THIRD OFFENSE: Up to five (5) days ISS.
- 10.5 Leaving school grounds without permission
FIRST OFFENSE: Up to three (3) days ISS.
SECOND OFFENSE: Up to five (5) days ISS.
THIRD OFFENSE: Up to ten (10) days OSS.
- 10.6 Truancy – a student that stays away from school for the entire school day without consent
FIRST OFFENSE: Three (3) days ISS
SECOND OFFENSE: Five (5) days ISS
THIRD OFFENSE: Up to ten (10) days OSS.

Series Eleven - Tampering/Falsifying of School Records, Academic Dishonesty, Forging a Parental/School Officials Signature, Failure to Comply with the AUP

- 11.1 Tampering with, or falsifying school records/forging school officials name.
FIRST OFFENSE: Up to five (5) days ISS.
SECOND OFFENSE: Up to five (5) days OSS.
THIRD OFFENSE: Up to ten (10) days OSS.
FOURTH OFFENSE: Ten (10) days OSS and a recommendation to superintendent for up to 90 days OSS.
- 11.2 Academic dishonesty – cheating on tests, assignments, projects, or similar activities, plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.
FIRST OFFENSE: One (1) day ISS and alternate test/assignment
SECOND OFFENSE: Up to three (3) days of ISS and alternate test/assignment
THIRD OFFENSE AND SUBSEQUENT: Zero
***CONSEQUENCES FOR THIS OFFENSE WILL BE ACCUMULATED (WILL CARRY OVER FROM ONE YEAR TO THE NEXT) OVER THE STUDENT'S TENURE AT PACIFIC HIGH SCHOOL.**
- 11.3 Failure to follow the Computer and Internet Acceptable Use Policy.
FIRST OFFENSE: Up to three (3) days ISS and full financial restitution.
SECOND OFFENSE: Up to five (5) days OSS and full financial restitution.
THIRD OFFENSE: Up to ten (10) days OSS, possible loss of computer privileges, and full financial restitution.
***Offense could also result in loss of computer privileges**
- 11.4 The stealing, duplicating or altering of a teacher's grade book (electronic or paper copy), taking the teacher's edition of a textbook or any other teacher manual, stealing a copy of any assessment, receiving a copy of any stolen assessment, accessing the teacher's files (both paper and electronic versions) without permission.

FIRST OFFENSE: Zero on assessment or up to 3 days OSS

SECOND OFFENSE: Zero, up to ten (10) days OSS.

THIRD OFFENSE: Zero, ten (10) days OSS and a recommendation to superintendent for up to 45 days OSS.

FOURTH OFFENSE: Zero, ten (10) days OSS and a recommendation to superintendent for expulsion.

***Offense could also result in loss of computer privileges.**

Series Twelve – Parking, Reckless Driving (*Consequences will be more severe if situation warrants)

- 12.1 Parking on campus without a properly purchased PHS parking tag.

FIRST OFFENSE: Warning

SECOND OFFENSE: 2 hours of detention

THIRD OFFENSE: one (1) day of ISS

FOURTH OFFENSE: two (2) days of ISS

FIFTH OFFENSE: the vehicle will be towed at the owner's expense

***In addition, the student and parent (s) will be notified by letter after each offense that on the 5th offense the vehicle will be towed.**

- 12.2 Parking in spaces reserved for faculty, staff, visitors, or in unauthorized areas; Causing disturbances in parking lot or driving in an unsafe or reckless manner; i.e. spinning tires, cutting donuts, etc.

FIRST OFFENSE: Loss of parking privileges for up to five (5) days or one (1) days of ISS.

SECOND OFFENSE: Loss of parking privileges for up to ten (10) days or up to three (2) days ISS.

THIRD OFFENSE: Loss of parking privileges for up to 30 days or up to four (3) days ISS

FOURTH OFFENSE: Loss of parking privileges for up to 60 days. of up to five (4) days ISS

Series Thirteen – District Transportation

- 13.1 Inappropriate behavior on the bus, fourth referral, or severe misbehavior.

FIRST OFFENSE: Up to five (5) days suspension from bus transportation.

SECOND OFFENSE: Up to ten (10) days suspension from bus transportation.

THIRD OFFENSE: Up to sixty (60) days suspension from the bus transportation.

FOURTH OFFENSE: Possible permanent removal from bus transportation.

***Additional penalties may be assigned along with suspension from bus transportation.**

- 13.2 Vandalism on the bus.

FIRST OFFENSE: Up to ten (10) days suspension from bus transportation plus full financial restitution.

SECOND OFFENSE: Up to thirty (30) days suspension from bus transportation plus full financial restitution.

THIRD OFFENSE: Up to sixty (60) days suspension from bus transportation plus full financial restitution. ***Additional penalties may be assigned along with suspension from bus transportation.**