NORTH HARRISON R-III ELEMENTARY



 SHAMROCKS

 Mrs. Susan Allen Mr. J.W. Brandt

Elementary Principal Superintendent

Important Dates:

* Aug. 19 and 22 Teacher In-Service
* Aug. 23 First Student Day
* Sept. 2 12:50 Dismissal - NWMO State Fair
* Sept. 5 NO SCHOOL - Labor Day
* Sept. 26 12:50 Dismissal - Teacher In-Service
* Oct. 17 12:50 Dismissal -Teacher In-Service
* Oct. 21 1st Quarter End
* Oct. 27 12:50 Dismissal - Parent-Teacher Conferences 1:00-7:00 pm
* Oct. 28 NO SCHOOL
* Nov. 23-25 NO SCHOOL - Thanksgiving
* Nov. 28 NO SCHOOL - Teacher In-Service
* Dec. 22 12:50 Dismissal - Christmas
* Dec. 22 2nd Quarter End and 1st Semester End
* Dec. 23 – Jan. 2 NO SCHOOL - Christmas
* Jan. 3 NO SCHOOL - Teacher In-Service
* Jan. 16 NO SCHOOL - Martin Luther King Jr. Day
* Feb. 13 NO SCHOOL - Teacher In-Service
* Feb. 20 NO SCHOOL - Presidents Day
* March 10 3rd Quarter End
* March 16 12:50 Dismissal - Teacher In-Service
* March 17 - 21 NO SCHOOL - Spring Break
* April 6-10 NO SCHOOL - Easter
* May 14 Graduation
* May 17 12:50 Dismissal - Last Day of School
* May 18 Teacher In-Service

\*All weather make-up days are built in.

Elementary Faculty and Staff

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| --- | --- | --- |
| Elementary AdministratorElementary SecretaryGuidance CounselorEarly Childhood Center Director and PAT ProviderPreschool TeacherKindergartenFirst GradeSecond GradeThird GradeFourth GradeFifth GradeSixth GradeSpecial Education Instructor/DirectorTitle I Math and ReadingElementary PE & HealthArtMusicBandLibrarianComputers/KeyboardingSpeech ClinicianPara-ProfessionalSchool NurseCustodiansCooksTransportation Providers | Mrs. Susan AllenMrs. Gayla PottorffMrs. Kara SmithMrs. Gena GilpatrickMrs. Rose WaldeierMs. Krissi CoxMrs. Jordan GibsonMrs. Megan JoinerMrs. Bailey StanleyMrs. Jenny Hartschen Mrs. Lori CraigMrs. Christine BowenMrs. Barbara McKiernanMrs. Susie LacyMrs. Tabrey KimbroughMr. Justin JoinerMrs. Marrisa IrvinMs. Julie CappsMr. Ted KeckMrs. Allie LewisMrs. Kristi RenoMrs. Heather GilesMrs. Valerie McBroomMs. Brandy GrahamMrs. Jodi DavisMrs. Kym MathesMr. Tanner BowenMrs. Cyndi OwensMrs. Monica WilsonMs. Michelle Briggs (bus 1)Mr. Michael Parkhurst (bus 3)Mrs. Christine Sweeney (bus 2) | allens@nhr3.netpottorffg@nhr3.netsmithk@nhr3.net[gilpatrickg@nhr3.net](file:///C%3A%5CUsers%5Cjbrandt%5CDownloads%5Cgilpatrickg%40nhr3.net)waldeierr@nhr3.netcoxk@nhr3.netgibsonj@nhr3.netjoinerm@nhr3.netstanleyb@nhr3.nethartschenj@nhr3.netcraigl@nhr3.netbowenc@nhr3.netmckiernanb@nhr3.netlacys@nhr3.netkimbrought@nhr3.netjoinerj@nhr3.net irvinm@nhr3.netcappsj@nhr3.netkeckt@nhr3.netlewisa@nhr3.netrenok@nhr3.netgilesh@nhr3.netmcbroomv@nhr3.netgrahamb@nhr3.netdavisj@nhr3.netowensc@nhr3.net |

# **Welcome**

The North Harrison Elementary teachers and staff welcome you to a new school year. The policies, procedures, and guidelines outlined in this handbook have been formulated to provide information to parents and students of North Harrison Elementary School. These rules are necessary for the effective day-to-day operation of our school and shall be applied in a firm, fair, and consistent manner. We know that everyone associated with North Harrison wants the best educational experience for our students. The regulations as stated in this handbook are North Harrison R-III School Board policy. Please read this handbook carefully, then sign and return the attached Handbook Consent Form before the end of the first full week of school.

#### **North Harrison R-III Mission**

Prepare. Perform. Prevail

**Vision**:

North Harrison graduates will be productive, successful citizens who are able to thrive in an ever changing society.

North Harrison will provide all students with the highest quality education and opportunities, allowing them to be successful individuals.

North Harrison will be part of a greater team, including students, staff, administration, parents and community members, that not only fosters academic excellence but also support students’ emotional needs and provides a culture of inclusion and positivity.

Adopted 2022

## Nondiscrimination

It is the policy of the North Harrison R-III School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or physical disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, and Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum content and instructional materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and lifestyles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and physical disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a multicultural, nonsexist society.

Inquiries regarding compliance with the above may be directed to the Superintendent of the North Harrison R-III School District, Eagleville, Missouri (660-867-5222).

**School Website**

The North Harrison School website is located at [www.nhr3.net](http://www.nhr3.net) This site is updated frequently and contains information that is beneficial to all of our students and parents. From this site you can also link to Teacher-Ease which is our online student information system, in which you can see student grades, account balances, field trip permission forms, and email school personnel. The website also contains daily bulletins for both Elementary and High School buildings.

## Student Planners and Folders

The success of our students is a priority at North Harrison and organization is a key element in that success. Students in grades K-4 will be provided with a Take Home folder that will go home each school day and will need to be returned the next day. Students in 5th and 6th grades will be provided a planner. The folders and planners will be provided at no cost, if destroyed or lost the student will be responsible for replacement. The cost of the folder is $2.00, and the cost of student planner is $5.00.

## Student Appearance

Students will be expected to keep themselves well-groomed and neatly dressed at all times, including all school functions/activities. Any form of dress or hairstyle which is considered contrary to good hygiene or disruptive to the purpose or conduct of school will not be permitted. Shirts with obscene or questionable printing will not be permitted. Shirts with spaghetti straps will not be allowed. Clothing advertising or encouraging the use of any drug, alcohol, or tobacco product will not be permitted. Bike shorts are not acceptable in the school. Shorts worn need to be at least as long as the fingertips when arms are fully extended down. All shirts must cover the midsection when arms are fully extended up. Shirts, pants, or shorts with inappropriate holes will not be permitted. Hats are not to be worn inside the school building. If the administration feels students are improperly dressed or groomed, the parents will be called to bring other clothing to the school for the student. This may include stick on tattoos if deemed inappropriate for the development of the child.

## Retention Policy

Students at North Harrison School will be retained in the same grade when they have not met minimum academic requirements and will be considered for retention when they have been absent more than 10 days per semester or their social, emotional, or physical development would not allow satisfactory progress the next year.

The District provides remediation to students that fall below grade level. Such remediation may include remedial instruction, after school tutoring, and any other alternatives selected by the district. The District will provide Reading Improvement Instruction for students in Kindergarten through sixth grade who meet the criteria of a student in need of extended services. Exceptions to this policy may be made for disabled students, students on an I.E.P., or students whose personal or social needs would be greater than academic requirements.

Parents should be counseled about the possibility of retention as soon as conditions for retention appear. Parents/guardians, who wish to appeal, may do so in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school. The School Administration shall make the final determination.

## Students in the Building

Students are allowed to go to their classroom at 8:00 a.m. Bus students who eat breakfast will be permitted to enter the building when the bus arrives. Breakfast is served from 7:35 a.m. to 8:00 a.m.

Only those students who are under direct supervision of a teacher may remain in the school building after 3:21 p.m. After being excused, those students should leave the school building as soon as possible so that the teacher may continue his/her own work.

## Gym Shoes

Students must wear rubber-soled shoes when playing in the gym. These shoes must have non-marking soles. These must not be the shoes they wear to and from school, as small bits of gravel tend to lodge in the rubber soles and scratch the floor.

**Classroom Conduct**

The purpose of coming to school is to learn. The classroom is the heart of the learning process in school. Classroom expectations will be taught and posted in each individual classroom.

Students who fail to comply in these areas may be removed from class so that others may learn. There may also be an after-school or recess detention, or suspension given for disruptive or inappropriate behavior.

## Telephone

Students will not use the office phone for personal calls except in emergency situations and with staff permission. In the event a student receives a call, he/she will be called out of class only in the case of an emergency. Long distance calls are not permitted unless they are charged to a home phone.

**Cell Phone Use**

Students will check in their phone at the beginning of the school day. Phones will be placed securely in the school safe. Phones will be returned to students at the end of the school day.

Violations of the cell phone policy will be dealt with in the following manner:

* *First Offense:* - Phone will be confiscated and kept in the school safe for two days, perhaps longer if the violation falls throughout a weekend. **OR** the parent can pick the phone up after school (before 3:45)
* *Second Offense:* - Phone will be confiscated and kept in the school safe for three days, perhaps longer if the violation falls throughout a weekend. **OR** the parent can pick the phone up after school (before 3:45). Student will serve 1 Day of In-School Suspension.
* *Third Offense: -* Phone will be confiscated and kept in the school safe for five days. **OR** the parent can pick the phone up after school (before 3:45). Student will serve 2 Days of In-School Suspension.
* *Additional Offenses:* - Will result in further consequences deemed by the school administration.

Should smart watches become a distraction to learning; the administration reserves the right to add them to the No Cell Phone policy at any time.

**Food Service**

The district allows students to charge up to $25.00. When an account balance is low, students receive a minimum of three reminders to bring lunch money. At this point, when an account reaches a negative $25.00 all charges will **stop**. The breakfast and lunch prices are as follows:

Breakfast $1.50paid .30reduced .00free

K-5 Lunch $2.20paid .45reduced .00free

6-12 Lunch $2.30paid .45reduced .00free

Extra Milk .45paid .45reduced .45free

All checks should be made out to “North Harrison R-III.” or make payments online on Teacher Ease.

**School Insurance**

School insurance is available to all students. A packet will be available for each student the first week of school. Purchases of this program are optional. Purchase of this program is optional; however, students taking part in school sports/activities must provide evidence that they are covered by adequate insurance before any participation will be allowed.

**School Parties**

Three parties will be celebrated at school:

 1. Halloween 2. Christmas 3. Valentine’s Day

Parents will be notified in advance of the times and dates of the parties. We invite parents to be involved in the parties. Be aware that your child must be present at school the morning of the party in order to attend the party activities. Any food brought to school for classroom parties will need to include an ingredients list due to the number of students with allergies.

**Schedule**

 8:00--------Students may enter their classroom

 8:05--------Classes Begin

 3:17--------Elementary Bus Riders and Car Riders

 3:19--------High School Bus Riders

 3: 20-------All Walkers

Bus Riders

All elementary bus riders will exit through the high school main entrance. The North Harrison school buses will park outside the high school main doors and stagger so no one can drive down the road while loading and unloading. After school is dismissed, no student will be allowed to exit off the bus. If items are forgotten students will have to wait until the following day to get the item(s).

Car Riders and Walkers

If it is necessary to pick up your child and leave early, park in the visitors parking space and leave before the bell rings (after checking them out in the office). All students who are picked up will exit out of the main elementary entrance. High School siblings must pick up brothers and sisters from elementary staff. Walkers (not being picked up by a parent) will exit out the front high school doors after the buses have departed.

**Bus Regulations**

Riding the school bus is a free service provided by the school district and is a privilege and not a right. Students on the buses are under the authority of the school and their expectations are the same as if they were at school. The administration supports the authority of the school bus drivers.

All bus rules and regulations are for the safety of the student. These are posted inside each school bus. If they should be violated, a pupil will be refused the privilege of riding the bus.

**Transportation Before and After School**

Notes are required to excuse a child in grades PK-6 from riding the bus home or to permit the child to leave for a destination other than home. These notes must be in the office by 8:30 a.m. the day of the changed destination or the child will go to their normal after school location**. In order to assure each bus driver’s list is as accurate as possible no changes can be made after 12:00 p.m. unless an extreme emergency arises.** Any student staying after school for clubs or activities must have a note from home each time giving them permission to stay. Parents may phone or email before 12:00 p.m. to give permission for students to stay for clubs. No additions to clubs, practices, tutoring, etc. will be accepted after 12:00 pm.

**Playground Rules**

Each grade level will establish age appropriate playground expectations. These expectations will be taught and discussed with students. Expectations will be enforced to ensure the safety of students. Students are expected to comply with directives from all playground supervisors. Appropriate outerwear will be required to play outside.

**Attendance Policy**

 Regular attendance is essential to success in school. A student not only misses work on the day of the absence, but also is not prepared for the upcoming days because of missed instruction. Educational interactions, which a student misses out on when absent, can never be recovered. When students are not ill they need to be in school. When students are sick, they need to stay home.

In order to determine that all children have arrived safely at school, parents or guardians must contact the school any day a child is absent. The parent should contact the school by 8:15 a.m. on the day of the absence. A letter communicating our concern will be sent to the home when your child has accrued multiple absences. Please communicate to your child the undeniable importance of school attendance. Building good attendance habits will help prepare your child for future work expectations. Excessive absences may require a doctor’s note. Students who are absent more than 10 days in a semester will be reported to the Division of Family Services.

For Your Information: The following are Division of Family Services (DFS) definitions.

Truancy – When a child is absent from school through his/her own intent

Neglect – Failure by the person responsible for the care, custody, and control of the child to provide an appropriate education as required for all children ages 7-16 years, and children ages 5 and 6 when they have been enrolled in a public school by their parent or guardian.

**Tardiness to Class or School**

Students are expected to be in their seats ready for class when the tardy bell (8:05) rings in the morning. Late students will need to report to the office to document arrival time. After four tardies in a quarter the child will be referred to the principal and contact will be made with the parent. There is a direct correlation between students being successful in school and attendance.

**Health Room Policies**

Prescription medications and over-the-counter medications can be given at school. Over-the-counter medications need to be sent in original containers with specific instructions as to time and dosage to be given**. Prescription medications have to come in the pharmacy bottle** (the pharmacy will give a second bottle if requested). The school should be given a copy of all prescription medications taken on a regular basis in case of emergency, regardless of whether the medication is taken at school or not. In the event of an accident at school, the student will be treated at the Nurse’s office. If considered serious, the parent or guardian will be contacted. It is a must that parents leave a current emergency telephone number with the school so that attempts to contact parents may be prompt. This is a parental responsibility. **Please keep all numbers current with the elementary office**. If students have been ill they should be fever free, vomit free, and diarrhea free without medication for 24 hours before returning to school.

**Head Lice Policy**

Frequent outbreaks of head lice cases in a school take a significant amount of time away from the education program. Classrooms need to be checked, as well as other family members and close contacts attending school.

1. The school nurse and assistant will do routine screening on all children in grades K-6 each year in August and January. Other spot checks may be performed as needed.
2. To aid in prevention of the spread of head lice in the classroom, each child will have an individual hook for hanging wraps and caps. Each child will be encouraged to put a cap or hat inside the sleeve of coats to prevent touching or use by someone else. Each child will be encouraged to avoid piling coats on top of each other.
3. All students found to have evidence of head lice infestation will be excluded from school attendance until all lice have been removed. Parents will be given information about methods to treat the infestation on the hair and in the home as needed. There are several products on the market for treating head lice. As long as the child is treated and returns to school without evidence of lice, he/she will be allowed to stay. The child will be examined on the return to school. Any evidence of live lice will require exclusion. A log will be kept and those children who have been excluded and return to school will be re-examined in ten days to ensure they remain free of infestation. Students will not be allowed to remain in school, if after 10 days, nits are still present.

**Grading Policy**

Grades K-2 will use a performance scale to report student progress. Outcomes will be reported every nine weeks. Grades 3-6 will be given percentages for all classes. Report cards can be viewed on teacher-ease or can be printed for those parents/guardians not having access to them online. Report cards will not be available until all fees and fines have been paid. Grade information is updated weekly on Teacher-ease so that our parents may stay informed on the progress of their student.

Students participating in Junior High Athletics (grades 6-8) will have their grades checked every two weeks. Any student who has a grade of 60%-69% will be placed on academic alert.

A student will remain on alert for any grade of 60%-69%. A student with an F (59% or lower) will first be placed on probation for that particular class. If at the next grade check, the student is still failing that same course, then the student will be placed on academic suspension until the next grade check.

Ineligible students who raise their grades to 60% or above will be reinstated to academic alert status and will be eligible to participate at the end of the two-week suspension.

Students who raise their grade to 70% or above will be removed from academic alert. In this case, the probation/suspension cycle will start over, regardless of quarter or semester. A student must first be placed on probation for at least 1 two-week grade period before he/she is suspended from an activity. Placement on academic suspension may carry over into the next quarter of the current school year, but will not carry over to the next semester or school year. It is the students and parent’s responsibility to do whatever is necessary to improve grades, i.e., conference with teacher, arrange for tutoring with teacher, complete past due or make-up work, etc.

Definitions:

Alert (60%-69%): Students remain fully eligible to attend, practice, dress out, travel, and participate in activities.

Probation (first time below 60%): Students remain fully eligible to attend, practice, dress out, travel, and participate in activities.

Suspension (second consecutive grade check below 60% in same class): Students may practice but are ineligible to participate in activities. Coaches/Sponsors may prohibit ineligible students from traveling with teams or sitting on the bench but will apply that decision to all team members consistently.

Note: Non-participants on academic suspension are prohibited from attending extra-curricular activities as spectators.

 Example scenario:

 1st grade check: 65% in ELA, 58% in Math: Alert for English, Probation for Math

 2nd grade check: 68% in ELA, 57% in Math: Alert for English, Suspension for Math

 3rd grade check: 59% in ELA, 60% in Math: Probation for English, Alert for Math

 4th grade check: 60% in ELA, 70% in Math: Alert for English only

Extra-curricular activities include all sports, trips, etc. except for the following; anything involving class projects where a fine is involved, educational trips, and co-curricular activities. Students participating in co-curricular activities are exempt from academic suspension.

**Grade Placement Policy**

In order to keep a high scholastic standard for our school system; North Harrison reserves the right to test for grade placement on any student coming from home teaching or private school.

The tests will be in addition to the normal screening of new students as listed in the compliance plan. Grade placement of said students would be based on the results of the placement tests.

Students will be placed in a grade only at the beginning of each school year. No changes will be made during the school year, unless administratively approved.

**Fifth and Sixth Grade Band**

A student who starts a semester in band must remain in band until the end of the semester unless special circumstances arise.

**School and Extra-Curricular Activities**

Extra-curricular activities are those activities practiced or held outside of school hours, which are not required as a part of a regular classroom assignment. A student must be present a portion of the school day to participate in the extra-curricular activities. Any students who are not performing at an expected classroom level or have had disciplinary problems will not be permitted to participate.

If a teacher has a question as to whether a student should be participating in an extracurricular activity, the teacher may request a conference with the student, principal, and sponsor of the activity.

School activities are held for the benefit of the student. Therefore, the student is expected to stay at the activity the duration of the activity. If students wish to leave the building during an activity, they will not be permitted to re-enter. At ball games, they will be charged admission to re-enter unless pre-arrangements have been made with the principal.

Any student, preschool through grade six who plan to attend school activities, basketball and softball games must attend with a parent or guardian. Those who come without a parent or guardian will not be admitted.

**Visitors**

Visitors should report to the office of the principal stating their business. Loitering on school premises is not permitted.

The following policies on interrupting classes shall be enforced:

1. All visitors shall report to the elementary office upon entering the building.
2. No one should enter a classroom without checking in at the office first.
3. A student will not be excused. Teachers, parents, students, and others are asked to make their request at the principal’s office and to wait in the area of the office to conduct their business.
4. With the exception of emergencies, teachers and students will not leave a class to make or receive phone calls. Phone numbers or messages will be taken and passed to the involved person.

**Physical Education Participation**

Students unable to participate in physical education classes are required to have a written excuse from the

doctor.

**Custodial/Non-Custodial Parents**

The school recognizes that issues related to the legal and physical custody of students are complicated and can impact the student’s educational experience. Parents and legal guardians of students are strongly encouraged to stay involved with their student’s academic progress. Unless a court order decrees otherwise, either parent or guardian may view education records and attend school meetings regarding the student. Notices and information will be sent to both parents if contact information is provided to the school. It is the responsibility of the parent with primary physical custody to provide current copies of court orders to the school.

**Enrollment Requirements**

In order to enroll in the North Harrison R-III School District, parents must present the school with the following:

* birth certificate
* social security card
* proof of residency
* immunization record

**Kindergarten Readiness Assessment**

A child is eligible for admission to kindergarten if the child reaches the age of five (5) before the first day of August of the school year beginning in the calendar year. All incoming kindergarten students will be given an age appropriate assessment to determine readiness.

**School Closings**

In case of school closing, the radio station in Bethany will inform you. This station is KAAN-FM (95.5). KAAN will usually receive this information first. Other stations that will carry our weather announcements include KFEQ 680 (St. Joe), KQ-2 TV (St. Joe), KSHB TV (41), KCTV (5) and FOX TV (4). will also receive information. The announcement shall be as early as we know ourselves. It is the parents’ responsibility to have a contingency plan arranged with their child. The school will not call parents. The North Harrison Information phone line 867-1234 should have information about school closings, delays, or early release. The school website [www.nhr3.net](http://www.nhr3.net) , and Facebook page, will also contain information about school closings, delays, or early release. The Community Connection through Farmers Bank of Northern Missouri, will provide text messages to indicate closings to those who sign up for this service.

**Alternative Methods of Instruction (AMI)**

In the event of an extended school closure, AMI days will possibly be implemented. AMI days will be communicated via social media, email, or text. On AMI days the following materials and assignments may be used for instructional purposes; textbooks, packets, library books, learning games, teacher created materials, and electronic/web-based/app activities.

Attendance will only be counted if completion of lessons and activities are turned in or virtually submitted the next day of attendance.

**Late Starts**

When information suggests conditions will improve, school will start at 10 AM. This also means the buses will run two hours behind the regular pick up time. If your child will not be at the normal bus stop, please be sure the school knows ahead of time so route changes can be planned. We suggest you leave your children with adult supervision because of the possibility school will be canceled for the whole day if weather worsens. We will notify the media by 6:30 a.m. to announce a delayed start when possible.

**Early Dismissal**

We are reluctant to dismiss early, but when it becomes necessary the media will be notified by 11:00 am., if possible. No phone calls will be made to parents by the school. Information will also be posted on the district website. In addition, please consider signing up for Community Connection, a cell phone alert service sponsored by Farmers Bank. For more information, visit the link on the district website or contact Farmers Bank. Instructions of where your child is to go should be on file with the school. Please be sure to notify us if arrangements change

**Care of School Property by Students**

Pupils are expected to respect all school property such as walls, furniture, books, fixtures, and lockers. Students shall pay for books, school supplies, school equipment, or other school property lost or damaged beyond ordinary wear and tear. The principal or designated person, in accordance with the price of the book or other article lost or damaged, shall assess payment.

The lockers are the property of the North Harrison R-III School District. Each student is assigned a locker and is responsible for maintaining the locker for the year. Students will be charged for damage done to lockers. Students may not put a padlock on their locker. Students may store valuables in lockers (both hall and locker room) at their own risk. Random searches may be conducted at various times during the school year on any locker in the school.

Any student who carelessly or intentionally defaces or damages school property shall be required to clean, repair, and/or pay for all damages and may be subject to additional disciplinary action.

Failure to pay shall result, after due notification to parent or guardian, in the students being suspended from school with re-admission only upon application of the Board of Education.

According to state law, parents or guardians of juveniles under the age of 18 are responsible for vandalism, loss, or damage caused by their children, up to an amount of $2,000.00. In default of payment, the case shall be reported to the proper legal authorities or filed in small claims court.

**Guidance**

Guidance services are available for every student. These services include assistance with educational planning, interpretation of test scores, help with home, school, and/or social concerns, or any questions the student or parent may feel he/she would like to discuss with the counselor.

**Parent/ Teacher Conferences**

Parent /teacher conferences will be held at the end of the first nine-week period. Every effort will be made to hold conferences at a time convenient to the parent.

If parents/guardians need to have a conference with any of the school staff during the year, please call the office to make arrangements (660-867-5214).

**Library Procedures**

The library will be open from 8:00 a.m. – 3:30 p.m. on regular school days. Students are encouraged to use the library as much as possible. No library materials are to be taken from the library without being checked out at the circulation desk. Library materials may be checked out for two weeks and can be renewed if necessary.

Each student is responsible for materials checked out in his or her name. Compensation is required for lost or badly damaged books. The charges for lost or badly damaged books are replacement cost of library items.

All fines and penalties must be paid before grade cards can be received at the end of each quarter. Students with unpaid fines or book charges from the previous year will lose library privileges until the bill is paid or books are returned.

**NORTH HARRISON R-III SCHOOL DISTRICT**

**DRUG TESTING POLICY**

**GRADES 6-12**

**BACKGROUND AND PURPOSE**

Drug abuse is a serious problem.  Schools, including North Harrison R-III School District, are not immune.  Even students in extracurricular activities are increasingly using alcohol and are experimenting with “street drugs” such as marijuana and methamphetamine.

The educational program and drug testing program described in this policy are part of an overall attempt to give the students of the North Harrison R-III School District an option to not participate in the use of any type of drug.  The goal is not to punish but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is opening the lines of communication between students and parents about the serious matter of drug usage and abuse.

A student using drugs is a danger to him/herself as well as other students.  All students in the North Harrison R-III School district who choose to participate in extracurricular activities and those who choose to park on school property are entitled to do so in a drug-free environment.

*As a condition of participating in extracurricular activities and receiving a parking pass to park on school property, middle and high school students and their parents must consent to random drug testing of the students as further defined in this policy and administrative procedures.*

This program does not affect other policies and practices of the North Harrison R-III School District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

All students who will participate in extracurricular activities during the school year and who complete and return the consent forms within the deadlines set by the superintendent or designee will be included in the testing pool and may be selected for testing as soon as the student is officially enrolled in the drug testing program, even if the extracurricular activity has not yet begun.  If a student is 18 years of age and living with a parent/guardian, he/she still must have both student and parent/guardian signatures. If the student is 18 years of age and has established a residence on his/her own, the student’s signature is all that is required. The deadline for 2020-2021 school year will be two weeks after student starts school at North Harrison, except in situations approved by school administration.

**DEFINITIONS**

*Extracurricular Activities:*  Activities that take place outside the regular course of study in school.

*Performances:*  The scheduled games, matches, contests or performances (including district, sectional and state contests) for the activities listed above.

*Consent Form:*  The parent/guardian drug testing consent form, which is adopted by district administration.

*Illegal Drugs*:  The use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants and any other substances, which an individual may not sell, posses, use, distribute, or purchase under either federal or Missouri law.

*Positive Test Result:* When referring to a drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

*Parking on School Property:* Any student who parks on school property during the school day.  The car(s) that the student regularly parks must be registered with the high school office.  The student is required to park in the designated student parking lot on school property.

*SAMSHA:*  Substance Abuse Mental Safety Health Administration

**PRIVACY AND CONFIDENTIALITY**

The testing method to be administered will be urinalysis.  Appropriate steps will be taken to respect the privacy of students while, simultaneously, preventing falsification of testing.  Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait unit it is his/her turn to produce specimen.  A representative of the North Harrison R-III School Administration or School Nurse will be available during the testing procedure.

Prior to being called by the test administrator (from the pre-established drug testing company), the student will proceed to the testing site.  The student will present the identification number to the test administrator, who will record that number on the test’s recording form. The test administrator may then ask the student to remove hats and outer garments (if any) and place the contents of the pockets on the testing table.  The student will be allowed to return any non-containers to his/her person. The student will then be provided a collection cup which will be unsealed in their presence. The test administrator will have placed blue dye into the toilet in the restroom and will have taped off all water sources prior to the student testing.  The test administrator will instruct the student to step into a pre-selected stall and void into the collection cup. The student will also be instructed not to flush any toilet or use any faucet. After the student completes the void he/she will return the collection cup to the administrator’s table and will be offered hand sanitizer or a hand wipe.

The administrator will determine if there is a sufficient specimen to test, that the specimen has an appropriate temperature, and that there is no foreign color or odor to the specimen.  (If any of the above takes place, the test administrator will reject the specimen and collect a second specimen. The administrator will remove the label on the collection cup revealing the screening strips. When the test administrator completes the screening process, the student will be permitted to leave the test area, unless the initial screen indicates the possible presence of a drug included on the school’s testing agenda.  If the screening test indicates a non-negative or inconclusive screen, the confirmation process will be implemented. If a student is unable to produce a urine sample, the student will be instructed to consume up to 40 ounces of water and undergo a time limit of three (3) hours in order to produce a sufficient sample. At that time if the student is still unable to produce a sufficient sample, the student must make an appointment with a doctor to see if a medical reason exists to explain the inability to produce a urine sample.

The test results will remain confidential and will only be released to the student, his/her parents or guardians, and approved school officials.  Regardless of a positive test or not, parents will be notified through a letter that their child was randomly tested at school that day. In addition, the test results will not be used for student discipline and will not become part of the student’s permanent record/transcript or communicated to any other party.  All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. If the student tests positive, the results will only be used to determine eligibility for participation in extracurricular activities as defined in this policy and for eligibility for a student parking pass.  The results will not be used to suspend or expel a student from school, will not be included in student’s disciplinary record, and will not be communicated to any other party unless the school district is subpoenaed. Parents may voluntarily place their child in the random sampling drug testing procedure.

**CONFIRMATION OF SAMPLE**

Inconclusive or non-negative samples will be sent to a SAMSHA certified laboratory for confirmation. Confirmation testing will follow standards and protocols established by the drug testing industry.

**DISCLOSURE OF OTHER MEDICATIONS**

Upon confirmation by a SAMSHA – certified laboratory of a positive specimen, the parents of the student will be asked to bring any prescription medications the student is currently taking to a meeting with the designated school official.  The official will then verify with either the school nurse or the test administrator (or the administrator’s company representative) the validity of the medication producing the positive result. If the medication produces a legitimate medical reason for the presence of the drug, the results will be deemed as negative.  If there is not legitimate or acceptable medical explanation, the positive result will remain. Proof of medication can be given through the presentation of a prescription bottle or through doctor verification.

**ACTIVITIES INCLUDED IN THE DRUG TESTING POLICY:**

|  |  |  |
| --- | --- | --- |
| Softball | Basketball | Track |
| Baseball | Band/Choir | Scholar Bowl |
| Football | Cheerleading | Parking on Campus |
| FCCLA | NHS | Student Council |
| FFA | Any extra-curricular trip/field trip | Golf |

**CONSEQUENCES**

**First Offense:** The student shall besuspended from participation in all school-sponsored activities and/or student parking privileges on school property for a period of 21 calendar days from when the test results are determined by the test administrator.  The student must also submit to a mandatory retest at the end of the suspension, at the expense of the school.

**Second Offense:** Following a second confirmed positive test result, the student shall be suspended from participating in all inter-scholastic athletics, extra-curricular activities, public performances, and on-campus parking for a minimum period of 365 calendar days.

A student who has initially consented to be tested may refuse to be tested, but if he/she chooses to do so, he/she will immediately be suspended from participating in extracurricular activities and/or the privilege of parking on school property for 365 calendar days.  Any student who refuses to re-test after a failed test will be considered to have committed the next offense level.

***In order for the student to be reinstated to extracurricular activities and/or park on school property, he/she must take another drug test at the expense of the school district.****This test must show negative for illegal drugs in the system.  The lab testing facility must be pre-approved by the school district, and the test must include the substances tested for in the school testing program.* **The student can attend practice sessions, continue to attend team functions and sit with fellow participants during the activities but not participate.** After a student tests positive for illegal substances, he/she will be subject to non-random testing at the request of the administration for the remainder of the student’s participation in extracurricular activities and/or parking on school property in the designated student areas for the current school year.

**DRUGS THAT NORTH HARRISON R-III SCHOOL DISTRICT MAYBE TESTING FOR:**

THC = Marijuana

ALC= Alcohol

BZO = Benzodiazepines

COC = Cocaine

PCP = Phencyclidine

MAMP = Methamphetamine

MTD = Methadone

OPI = Opiates

AMP = Amphetamines

BAR = Barbiturates

TCA = Tricyclic Antidepressants

MDMA = Ecstasy

PPX = Propoxyphene

OXY = Oxycodone

STER=Steroids

The school district will pay for all random drug screenings.

**Citizenship Standards**

Students are expected to abide by the citizenship standards that are outlined in the student handbook and the MSHSAA handbook as well. Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority. Those students, whose character or conduct is such to reflect discredit upon themselves or their school, are not to be considered “creditable citizens.” Conduct shall be satisfactory in accord with the standards of good discipline. In addition, acts that take place outside of school that result in a charges being filed, arrest, or conviction of a misdemeanor or felony crime may affect the citizenship status of the student. Students arrested or students with charges pending can expect to have their participation rights suspended until the time of hearing/court date. The outcome of the hearing/court appearance may render the participant ineligible in accordance with the citizenship standards for a length of time to be determined by the proper authority of the North Harrison R-III School District.

**School Attendance (Activity Eligibility)**

Students must be in attendance at school at least half of the school day in order to be eligible for the activity. Students who are absent due to unavoidable circumstances may be declared eligible only if advance arrangements have been made with the Administration. If a student is absent on a Friday prior to a Saturday activity, he/she may be declared eligible only if advance arrangements have been made with the Administration. NOTE: "Advance" means before the absence, not just before the competition.

**Unexcused Practices**

Students are expected to attend all practices. Individual coaches/sponsors will provide specific rules on unexcused practices. NOTE: Softball meetings, practices and games take precedence over junior high basketball for freshmen participating in both sports and these athletes will not be required to participate in conditioning for junior high basketball during the softball season.

NOTE: When school is called off, or cancelled, for weather/emergency situations, there will be no practice. There may be times when school is called off but weather improves in which case practice may be held at the discretion of the head coach.

**Detention Notification (Activities)**

When a participant receives a detention, the student will contact the Head Coach/Sponsor of that sport/activity about the Detention. The individual coaches/sponsors will provide specific rules.

**Alcohol/Tobacco Policy**

A student will be in violation of this policy if he or she is found to be using or possessing alcohol or any tobacco products (cigarettes, electronic cigarettes, smokeless tobaccos, etc.) by a school representative during the school year. (Students presumed to be chewing, smoking, possessing, etc. should be approached by the school representative at the time of suspicion). Once it has been determined that either by admission or relevant evidence (which may include arrest, charges, or court conviction) a student has used or had alcohol or tobacco in his/her possession any time during the school year, the following disciplinary actions will occur:

* **First Offense**: If the student self-reports the violation a first offense under these Behavioral Eligibility Requirements will result in the restriction from 10% of the next consecutive scheduled contests, games, matches, meets, or performances for any current sports or activities the student is participating in. Should less than 10% of that season remain, the student will serve the remaining suspension during the next complete season in which the student chooses to participate. Students are required to continue practicing, rehearsing, etc. in accordance to each activities expectations.
* **Second Offense**: Student will be disciplined by loss of all practice and competitive privileges for one year (365 days). This period may extend into the next school year.

**Controlled Substance Policy**

The use or possession of any controlled substance (marijuana, cocaine, illegal prescription medication, etc.), is strictly prohibited by all participants regardless of age. Any participant who is found by a coach or other school representative to be using or possessing a controlled substance will be dealt with according to both the law and the school discipline policy. In addition to the legal consequences, it will also result in the immediate dismissal from extra-curricular activities for the rest of the year. A controlled substance shall include any controlled substance, counterfeit substance, or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RS Mo.

**Out-of-School Suspension (Activities)**

For eligibility purposes, a participant will not be allowed to participate in a contest or be allowed to practice for the days that the student is suspended. The student will be allowed to participate and practice on the day following the end of the suspension.

**Unsportsmanlike Actions**

Good sportsmanship will be displayed at all times by all North Harrison students - participants and non‑participants. Student athletes are expected to exhibit sportsmanlike behaviors during practice sessions and contests. Unsportsmanlike acts by participants resulting in an ejection from a contest will cause the participant to be restricted from representing the school for at least the next contest. (MSHSAA Handbook). A participant who commits such an act and is not ejected may still be subject to at least a one game restriction. The coach, athletic director, and principal will review each case of this type before a final decision is made.

**Transportation Policy**

Participants are responsible for getting to and from practices, as well as, arriving on time for bus departures.

Participants are expected to ride on school provided transportation to and from all contests. It is the philosophy of the Activity Department that this process be part of the entire learning experience. The North Harrison Board of Education, administration, faculty and staff take responsibility both legally and morally for the safe transportation of students to and from school sponsored activities. Administrative discretion can be used in emergency situations.

1. All students will travel to and from all activities on school provided transportation under direct supervision of a North Harrison School District employee.
2. Without permission of proper authority (i.e., administration, AD, coach, sponsor) any student who does not travel to an activity on school provided transportation would be considered ineligible to participate in that specific activity or activities.
3. Parents/Guardian(s) who need to transport their student to an activity must have permission from a proper authority in a reasonable amount of time prior to the scheduled departure time from school for the specific activity or activities. Only with permission from proper authority will a student be allowed to ride to the activity site with someone other than the parent and maintain eligibility for the activity or activities. Parents will be asked to sign in their student upon arrival at the activity site.
4. Parents/Guardian(s) in attendance who wish to take their own student(s) home must sign the student(s) out on a form provided by the activity sponsor. Students properly signed out by parents/guardians are no longer the responsibility of North Harrison schools or their employees.
5. Parents/Guardians(s) not in attendance may make special arrangements for a responsible adult to transport their child home from an activity if parents make personal contact BOTH by written and telephone notification to the proper authority PRIOR TO DEPARTURE TO THE ACTIVITY. This designated adult is required to sign out the student after completion of the activity. Students properly signed out are no longer the responsibility of North Harrison schools or their employees
6. Any student found to be in violation of this provision would be considered ineligible for the next activity they would normally attend. Continued violations of any provision set forth here will result in an administrative review and could subsequently result in prolonged suspension from all activities.

**Uniforms and School Issued Items**

Athletes/students will be given instruction for the care and cleaning of all school issued items such as uniforms, warm-ups, equipment, or any other material used by the school. Following the conclusion of each sport season, the student is expected to immediately turn in the school issued items in the same condition in which they were issued. Failure to do so may result in a fine to the student or holding his/her grade card or both. Athletes/students will not make any changes to any uniforms or warm-ups without first consulting school officials. Finally, the athlete/students will be financially responsible in the event an item is lost or stolen. Uniforms will not be issued to any student who has an outstanding bill.

**Procedure for Appeal**

If after having been denied participation in any activity, a student disagrees with action taken by the district representative; he/she may appeal in writing by requesting a hearing progression through the following steps:

1. Upon receipt of a written appeal, the committee consisting of the Athletic Director, Principal, and coach/sponsor shall meet with the student within five (5) working days to review the evidence and consider the decision made. The committee shall communicate its decision in writing to the student within five (5) working days following their meeting.
2. If the student disagrees with the decision of the Appeals Committee in step one, he/she may appeal that decision in writing to the Superintendent of schools. The superintendent shall review the decision of the committee, gather any additional information deemed necessary and issue a ruling within five (5) working days of receipt of the written request for consideration.
3. If the student disagrees with the decision of the superintendent, the student may request in writing that the decision be appealed to the Board of Education. That request shall be made through the superintendent and meet board policy requirements. Upon receipt of such request, the Superintendent shall submit a report to the Board of Education within five (5) working days and the Board shall consider the matter at its next regular meeting. The student is entitled to be present at the meeting to present information on his/her behalf. The Board of Education will inform the student of its decision, in writing within five (5) working days of the meeting. The appeal before the Board will be conducted in closed session.

**Dress Code (Activities)**

All students and athletes will dress appropriately and in accordance with each individual coach and sponsor's rules when representing North Harrison School; at a minimum, team dress should follow the North Harrison School's student dress code.

**Academic Eligibility** **(Activities)** (revised policy adopted 7/16/2009)

\*Note: Effective July 1, 2009, as a result of the 2007 Annual MSHSAA Ballot, the minimum academic standard will be increased to 3.0 units of credit or 80% of the maximum allowable credits which may be earned, whichever is greater.

A student in grades 9-12 must have earned, during the preceding semester of attendance, a minimum of 3.0 units of credit or have earned credit in 80% of the maximum allowable classes in which a student can be enrolled in the semester. Students in grades 7-8 must have been promoted to a higher grade at the close of the previous year. See MSHSAA Handbook for more detailed information.

**Public Notices**

**Instruction for Students with Disabilities: R 6250**

The District will adhere to the Individuals with Disabilities Education Act, its implementing regulations, and the Missouri State Plan for Special Education. The District will observe the following guidelines in providing special education and related services to identified students with disabilities.

Determination of Eligibility for Children Ages 3 Through 5

To determine whether children ages 3 to 5 (not kindergarten-age eligible) are children with a disability under the Individuals with Disabilities Education Act (IDEA), the District will identify all such children using only the IDEA disability category of Young Child with a Developmental Delay.

Transition Services

Beginning not later than the first IEP to be in effect when the child is sixteen (16), and updated annually thereafter, the District will implement appropriate measurable postsecondary goals based upon age appropriate transition assessments related to training, education, employment, and, where appropriate, independent living skills and the transition services (including courses of study) needed to assist the child in reaching those goals.

In addition, when a student with a disability reaches age eighteen (18), the District will provide to parent(s) of qualified disabled students under the IDEA a statement that the child has been informed of his or her rights under Part B of IDEA and that those rights will transfer to the student upon reaching the age of majority.

Extended School Year (ESY)

The IEP team will determine on an annual basis whether the student requires extended school year (ESY) services.  If appropriate, the notice of the IEP meeting will include that the team will consider ESY services.

In determining whether the student requires ESY services, the IEP team may consider, among other factors, whether the student will suffer regression to such a marked degree that the student's skills may not be recouped in a reasonable time at the inception of the subsequent school year, the degree of impairment, the ability of the student's parents/guardians to provide educational structure at home, the student's rate of progress, the student's behavioral and physical problems, the availability of alternative resources, the ability of the student to interact with students without disabilities, the areas of the student's curriculum that need continuous attention, or the student's vocational needs.

If an IEP team determines that a student requires ESY, decisions regarding the type of special education and related services and their frequency, intensity and duration shall also be determined by on an individualized basis and by the student’s IEP team.

The IEP will reflect that the IEP team considered ESY services.  If the IEP team determines that ESY services are required, the team will be responsible for preparing an appropriate ESY IEP or determining that the regular school year IEP will be implemented.

Placement- Students Voluntarily Enrolled in Private Schools by Their Parents

The District's activities under the Individuals with Disabilities Education Act (IDEA) regarding the location, identification, and evaluation of parentally-placed private school students with disabilities will be comparable to the activities undertaken for students in public schools.

However, a student with a disability voluntarily enrolled in a private school by his/her parents/guardians does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school.  Students with disabilities voluntarily enrolled in private schools by their parents/guardians are not entitled to a free appropriate public education.

In order to meet its obligations under the IDEA to students with disabilities voluntarily enrolled by their parents/guardians in private schools, the District will spend, for children ages 5 through 21, an amount that is the same proportion of the District's K-12 entitlement under Part B of the IDEA as the number of private school children with disabilities ages 5 through 21 residing in the District is to the total number of children with disabilities ages 5 through 21 residing in the District.  For children ages 3 through 5, the District will spend an amount that is the same proportion of the District's Preschool entitlement under Part B of the IDEA as the number of private school children with disabilities ages 3 through 5 residing in the District is to the total number of children with disabilities ages 3 through 5 residing in the District.  Expenditures for child find activities will not be considered when determining whether the District has met its obligation.

The District will consult with representatives of the private schools located within the District to decide which disabled students will receive services, what services will be provided, how and where the services will be provided, and how the services provided will be evaluated.  The District will make the final decisions regarding the services to be provided to private school children with disabilities.

For each private school student designated to receive services, the District will prepare a service plan that describes the specific special education and related services that the District will provide to the student.  The District will ensure that a representative of the private school attends meetings to develop, review, and revise a services plan, or, if the representative cannot attend, will use other methods to ensure participation by the private school.  To the extent appropriate, the services plan will be developed in a manner consistent with the requirements under the IDEA for an IEP.

Missouri case law and the Missouri Constitution prohibit the provision of personnel, services, materials, and equipment on the premises of a student’s private school unless they are provided in a neutral site.  The private school may be considered a neutral site if the setting of the services is secular and void of ideological items.  The District will determine how and where services will be provided to students with disabilities attending private or parochial schools.

Due process rights for students with disabilities voluntarily enrolled in private schools and their parents are limited.  Only issues related to child find, including evaluations, can be raised in a due process complaint.  There is no due process right to challenge the services that a student receives. The District is responsible for child find and the provision of services for disabled students *attending* private schools within the District but NOT for resident students whose parents choose to enroll the student in a private school in a different school district.

**Surrogate Parent Program**

Pursuant to the requirements of state law 162.997-999 RSMo. The State Board of Education is required to appoint a surrogate parent at such time as it becomes evident that a child with a disability does not have a parent or a person acting as a parent to participate in matters dealing with the provision of special education. For purposes of surrogate parent appointment, "parent" is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step-parent, or a foster parent with whom the child lives. The term does not include the State if the child is a ward of the State. The term does not include a person whose parental rights have been terminated.

The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the District is without a parent. The District must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training for persons serving as surrogate parents will be provided by the Missouri Department of Elementary and Secondary Education and the District.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from the District's surrogate parent contact person - the person responsible for the district's special education program.

**Asbestos**

Please be informed, as required by law, that there may be a small amount of asbestos still in the building and that some of the floor tile is assumed to contain asbestos. The tile is not considered to be a health problem.

**FERPA Policies**

The Family Educational Rights and Privacy Act (FERPA). FERPA, U.S. Code (20 USC 1232g).

FERPA requires schools and local education agencies to annually notify parents of their rights under FERPA. Parents may inspect and review records and, if they believe the records to be inaccurate, they may seek to amend them.

FERPA gives both parents, custodial and noncustodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, they become "eligible students" and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

PERSONAL NOTES MADE BY TEACHERS AND OTHER SCHOOL OFFICIALS THAT ARE NOT SHARED WITH OTHERS ARE NOT CONSIDERED EDUCATION RECORDS.

Information about disciplinary actions taken against students may be shared, without prior consent of the parent, with officials in other education institutions.

The complete FERPA policy is on file in the Superintendent's office.

**Homeless Students: P 2260**

The Board of Education is committed to providing equal access for all eligible homeless students to a free, appropriate education in the same manner as is provided to other District students.  In carrying out this commitment, the District will identify and assess the needs of the District's homeless students; provide for the placement of its homeless students in the school of best interest; provide access to the District's programs; and appoint a homeless liaison.  The Superintendent will review all District policies to determine whether they act as barriers to the enrollment of homeless students. Special attention will be given to policies regarding transportation, immunization, residency, birth certificates, school records and guardianship.

**Interviews, Interrogation and Removal from School: P 2160**

Interview or Interrogation

The School District has legal jurisdiction over students during the school day and hours of approved extracurricular activities. The school administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private.

The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians.

Removal of Students from School

Before a student at school is arrested or taken into custody by a law enforcement or other legally authorized person, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

**Parent Involvement Plan**

The North Harrison R-III Parent Involvement Plan was created by the administration and Title I staff after careful consideration of the needs of the North Harrison R-III students. This plan is designed to further the understanding of the Title I services offered by the North Harrison R-III School District. The North Harrison R-III Parent Involvement Plan has three components:

• Communication

• Parent School Compact

• Building Capacity for Involvement at the School Level

*Communication Component*

We send out newsletters to our parents or can be given personally at Back-To-School Night annually to introduce Title I staff, discuss programs of Title I, and explain the function of Title I and how children are selected. Parents will be given the opportunity to:

• be involved as a Parent Advisory Committee Member

• review Complaint Procedures and discuss any questions offered

• review Parent/ Teacher Compacts established for K-6

The North Harrison R-III Title staff and administration seek parent input through parent surveys and needs assessments, input gathered during parent/teacher conferences, and participation during Parent Advisory Committee work.

Student Handbooks are sent home during registration prior to school starting to all students. Title I activities are advertised in newsletters. At certain times, parents receive special invitations to Family Nights and other school-sponsored activities related to student achievement. Parents may volunteer to assist with school-sponsored activities.

We also host Family Reading Nights that encourage families to come to the school and participate in test taking practice, MAP preparation, and other reading activities. At the beginning of school, we also have a Back to School Celebration in which the parents are invited into their student’s classroom to get information about classroom procedures, expectations, and our reading program. We partner with our PTO, who provides food, as a way to increase participation in the event. In October, the school holds parent teacher conferences at the end of the first quarter. At these conferences, parents will be given MAP results results and will have an opportunity to discuss these results and ways to possibly help their student to improve in certain areas. Because this information is shared in a one-on-one conversational format, it gives parents the opportunity to ask their questions openly and frankly. The teacher will also explain the district’s reading program and describe how it is meeting the needs of students. Home activities and ways to incorporate extra practice will be emphasized. In September, the elementary school invites grandparents or other family members into the classrooms to help the students with fun educational activities and projects. This is a great opportunity to involve the community and family members other than parents in the students’ growth. Each classroom teacher also sends home a regular newsletter no less than monthly, in order to keep parents apprised of what is happening in the classroom, as well as upcoming events, and other announcements. Many teachers also use student daily sheets as a way to communicate daily with parents about homework, assessments, and important events.

*Parent-School Compact*

The goals of the Parent-School Compact are to:

• develop a partnership between school and home

• describe the responsibilities of the parent, student, and teacher

• describe parents’ responsibilities and how they may support their child in the home and at school

*Building Capacity Involvement*

Parents will be informed of any Title I offerings and changes in the program from year to year. We emphasize early intervention with Title I monies going to Kindergarten through Sixth Grade in Language Arts.

Title I participants will be involved with activities coordinated through Family Reading Nights, PTO, and Family-Involvement Activities.

**Protection of Student Rights: P 1610**

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

**Statewide Assessments: P 6440**

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. This policy and the assessment schedule will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

**School District Annual Report: P 1520**

School District officials will submit to the Missouri Department of Elementary and Secondary Education all data and reports as required by law and/or by regulations of the Missouri State Board of Education. The Annual Report will be completed and submitted in accordance with department regulations.

The Annual Report will be distributed to all media outlets serving the District, and will be made available to all District patrons, and to each member of the General Assembly representing a legislative District that contains a portion of the School District.

**Weather, Earthquake and Fire Emergencies: P 5240**

At the direction of the Superintendent of Schools, the principal will determine areas in each building which are best suited for the protection of students during civil defense emergencies, including adverse weather conditions. School will not be dismissed in the case of a civil defense alert or tornado warning.

It shall also be the duty of the Superintendent of Schools to provide for fire inspections on an announced and unannounced basis in each building. The Superintendent is responsible for remedying unsafe conditions reported by local fire marshals acting in their official capacities.

The principal will assume responsibility for preparing a fire drill and emergency exit plan for each building. The plan will permit students to leave the building safely and quickly. Fire drills will be held the first full week of school and quarterly thereafter.

The District may adopt emergency plans for the use of the District's resources during natural disasters or other community emergencies. These resources may include food assistance through the use of federal commodity foods, and the use of school buildings and buses.

**Student Behavior**

Responsible student behavior includes respect and courtesy to all teachers, school employees, other students, and visitors. Teachers shall deal immediately with students displaying defiance or disrespect or profane and/or improper language or gestures. A period of isolation or an after-school detention or suspension may be necessary. Repeated or serious episodes will be reported to the principal and parents.

Students should behave in a manner that will be a credit to our school and to themselves. Any person employed in the school system has authority to discipline a student.

Students are requested to avoid loitering in the areas of heavy traffic such as restrooms and water fountains. Students should not be in the halls during class periods unless they have special duties and permission to be there. Running and shouting in the halls is not permitted at any time.

Any behavior, which endangers others safety, shall be stopped immediately and an explanation of the dangers involved shall be given to the offender. Extremely dangerous behavior shall be referred to the principal.

**Student Discipline**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

**Reporting to Law Enforcement**

It is the policy of the North Harrison R-III School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in MCE Policy PR2620.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

**Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law

**Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in ' 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.

2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.

3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

**Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building. All consequences must be within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

 **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.

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| First Offense: | No credit for the work, grade reduction, or replacement assignment. |
| Subsequent Offense: | No credit for the work, grade reduction, course failure, or removal from extracurricular activities. |

**Arson** B Starting or attempting to start a fire, or causing or attempting to cause an explosion.

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| First Offense: | Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate. |
| Subsequent Offense: | 1-180 days out-of-school suspension or expulsion. Restitution if appropriate. |

**Assault**

1. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

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

2. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

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| First Offense: | Expulsion. |

**Bullying and Cyber Bullying** Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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| First Offense: | Detention, in-school suspension, or 1-180 days out-of-school suspension. |
| Subsequent Offense: | 1-180 days out-of-school suspension or expulsion. |

**Bus or Transportation Offense -** Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

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

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

**Disrespectful or Disruptive Conduct or Speech** Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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| First Offense: | Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. |
| Subsequent Offense: | Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |

**Drugs/Alcohol (see Board policy 2640)**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

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

2. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

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| First Offense: | In-school suspension or 1-180 days out-of-school suspension. |
| Subsequent Offense: | 11-180 days out-of-school suspension or expulsion. |

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

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| First Offense: | 1-180 days out-of-school suspension or expulsion. |
| Subsequent Offense: | 11-180 days out-of-school suspension or expulsion. |

**Extortion** Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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| First Offense: | Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. |
| Subsequent Offense: | In-school suspension, 1-180 days out-of-school suspension, or expulsion. |

**Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences** Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

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| First Offense: | Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled. |
| Subsequent Offense: | Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled. |

**False Alarms (see also "Threats or Verbal Assault”) Tampering** with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district property.

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| First Offense: | Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |
| Subsequent Offense: | Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion. |

**Fighting (see also, "Assault")** Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

**Gambling** 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.

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| First Offense: | Principal/Student conference, loss of privileges, detention, or in-school suspension. |
| Subsequent Offense: | Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension. |

**Harassment, including Sexual Harassment (see Board policy PRF2130)**

1. 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.

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

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

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

**Hazing (see Board policy 2920)** Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity. Hazing may occur even when all students involved are willing participants.

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

**Incendiary Devices or Fireworks** Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

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| First Offense: | Confiscation. Warning, principal/student conference, detention, or in-school suspension. |
| Subsequent Offense: | Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. |

**Nuisance Items Possession** or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

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| First Offense: | Confiscation. Warning, principal/student conference, detention, or in-school suspension. |
| Subsequent Offense: | Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. |

**Public Display of Affection** Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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| First Offense: | Principal/Student conference, detention, or in-school suspension. |
| Subsequent Offense: | Detention, in-school suspension, or 1-10 days out-of-school suspension. |

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

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| First Offense: | Confiscation. Principal/Student conference, detention, or in-school suspension. |
| Subsequent Offense: | Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |

**Sexual Activity** Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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

**Technology Misconduct (see Board policy 6320)**

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

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| First Offense: | Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension. |
| Subsequent Offense: | Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion. |

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

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| First Offense: | Confiscation, principal/student conference, detention, or in-school suspension. |
| Subsequent Offense: | Confiscation, principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |

**Theft** Theft, attempted theft or knowing possession of stolen property.

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| First Offense: | Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. |
| Subsequent Offense: | Return of or restitution for property. 1-180 days out-of-school suspension or expulsion. |

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

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

**Tobacco**

1. Possession of any tobacco products on district property, district transportation or at any district activity.

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| First Offense: | Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension. |
| Subsequent Offense: | Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension. |

2. Use of any tobacco products on district property, district transportation or at any district activity.

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| First Offense: | Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension. |
| Subsequent Offense: | Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension. |

**Truancy or Tardiness** Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

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| First Offense: | Principal/Student conference, detention, or 1-3 days in-school suspension. |
| Subsequent Offense: | Detention or 3-10 days in-school suspension, and removal from extracurricular activities. |

**Unauthorized Entry** Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

**Vandalism**  Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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| First Offense: | Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. |
| Subsequent Offense: | Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion. |

**Weapons**

1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. ' 921, 18 U.S.C. ' 930(g)(2) or ' 571.010, RSMo.

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

2. Possession or use of a firearm as defined in 18 U.S.C. ' 921 or any instrument or device defined in ' 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. ' 930(g)(2).

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| First Offense: | One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent. |
| Subsequent Offense: | Expulsion. |

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

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

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**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 .

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| **Missouri Department of Elementary and Secondary Education****Complaint Procedures for ESSA Programs****Table of Contents** |
| **General Information**1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed? |
| **Complaints filed with LEA** 4. How will a complaint filed with the LEA beinvestigated? 5. What happens if a complaint is not resolved atthe local level (LEA)? | **Complaints filed with the Department** 6. How can a complaint be filed with theDepartment? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently? |
| **Appeals** 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)? |

**1. What is a complaint?**

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

**2. Who may file a complaint?**

Any individual or organization may file a complaint.

**3. How can a complaint be filed?**

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

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

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

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

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

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

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

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and

2. 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:

**1.** **Record**. A written record of the investigation will be kept.

**2.** **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.

**3.** **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

**4.** **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.

**5. 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).

**6.** **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.

*1Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V* Revised 4/17

*2In compliance with ESSA Title Vill- Part C. Sec. 8304(0)(3)(C)*

*Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.*

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the, Every Student Succeeds

Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

* Whether your student’s teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
* Whether your student’s teacher is teaching under emergency or other provisional status

through which State qualification or licensing criteria have been waived.

* Whether your student’s teacher is teaching in the field of discipline of the certification of the teacher.
* Whether your child is provided services by paraprofessionals and, if so, their qualifications.

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

* Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
* Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

**North Harrison R-III School District**

**Internet Safety Policy**

**It is the policy of the North Harrison R-III School District to:**

1. prevent users from accessing or transmitting inappropriate material over its network via the internet, electronic email, or other forms of direct electronic communications;
2. prevent unauthorized access and other unlawful online activity;
3. prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
4. comply with the Children’s Internet Protection ACT [Pub. L. No. 106-554 and 47 USX 254(h)].

**Access to Inappropriate Material**

To the extent practical, technology protection measures including Internet filters shall be used to block or filter the Internet or other forms of electronic communications and access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or to child pornography or to any material deemed harmful to minors.

**Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the North Harrison R-III School District’s online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes:

1. Unauthorized access, including so-called hacking, and other unlawful activities; and
2. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

**Supervision and Monitoring**

It shall be the responsibility of all members of the North Harrison R-III School District’s staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children’s Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Director of Technology or his/her designated representatives.

**Training/Education**

All district employees and students of the North Harrison R-III School District will receive training annually regarding internet safety, including cyber bullying.

**Public Review**

The Internet Safety Policy was shared with the school community at a public meeting on Internet safety, following normal public notice on March 23, 2015.

Revisions to the internet Safety Policy will be on an as need basis under the direction of the Director of Technology.

I have read the 2021-2022 North Harrison Elementary Handbook and I am aware of the school policies and bus regulations. I will abide by these rules and will see that my son or daughter also abides by these rules. I am further aware that my student is responsible for the contents of this handbook.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

I have reviewed the policies in this handbook with my parent/guardian and realize that I am responsible for following the guidelines in this handbook.

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

**PARENT PERMISSION FORM AND USER AGREEMENT – 2021-2022**

As a parent or guardian of a student at School, I have read the Acceptable Use Policy for the Internet about the appropriate use of computers at the school. I understand this agreement will be kept on file at the school.

(Questions should be directed to the principal for clarification.)

My child may use the Internet while at school according to the rules outlined. \_\_\_\_\_\_\_\_\_\_

I give permission for my child’s photo to be used on the internet without identification by use of their last name. \_\_\_\_\_\_\_\_\_\_

Parent Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As a user of the school computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: This form must be completely filled out, signed by all parties and turned into the office before computer privileges will be given the student.

**North Harrison R-III K-6** SCHOOL**-PARENT-STUDENT COMPACT  2022-2023**

North Harrison, and the parents of students participating in Title I.A activities services, and programs, agree that this compact outlines how the entire school staff, the parents, and the students will share the responsibility for improved

Student academic achievement.

**School Responsibilities** - North Harrison and its staff will:

Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating children to meet the MO Learning Standards as follows –

1. Retain highly qualified principals and teachers,

2. Provide instruction, materials, and high quality professional development which incorporates the latest research, and

3. Maintain a safe and positive school climate.

• Hold annual parent-teacher conferences to –

1. Discuss the child’s progress/grades during the first quarter,

2. Discuss this compact as it relates to the child’s achievement, and

3. Examine the child’s achievement and any pending options at the end of the third quarter.

• Provide parents with frequent reports on their child’s progress as follows –

1. Newsletters from the classroom teacher,

2. Monthly suggestions from the classroom teacher,

3. Mid-quarter report mailed from the school, and

4. Quarterly grade cards/reports sent home by the school.

• Be accessible to parents through –

1. Phone calls, person-to-person, or virtual meetings,

2. Scheduled consultation before, during, or after school, and

3. Scheduled school or home visits.

• Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities as follows

1. Listen to children read,

2. Help with classroom decorations, art projects, etc.,

3. Present a program on your culture, a different country, etc., and

4. Assist with holiday programs or parties, educational trips, etc.

**Parent Responsibilities** I, as a parent, will support my child’s learning in the following ways:

1. Make sure they are in school every day possible.

2. Check that homework is completed.

3. Monitor the amount of television watched.

4. Volunteer in my child’s classroom/school.

5. Be aware of my child’s extracurricular time and activities.

6. Stay informed about my child’s education by reading all communications from the school and responding appropriately.

**Student Responsibilities** (revise to make grade appropriate)

I, as a student, will share the responsibility to improve my academic performance to meet the MO Learning Standards and will

1. Attend school every day possible,

2. Be respectful toward others,

3. Do my homework every day and ask for help when I need it,

4. Read at least 30 minutes every day outside of school time, and

5. Give all notes and information from my school to my parent/guardian daily.

Principal Signature & Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Teacher Signature & Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent(s) Signature & Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Signature &  Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NORTH HARRISON R-III SCHOOL DISTRICT**

**DRUG TESTING CONSENT FORM 2022-2023**

I have read and completely understand the district’s policy and procedures regarding the North Harrison R-III School District’s student drug testing program.

I hereby give consent for my student to participate in the drug testing program in the North Harrison R-III School District.  I understand that my student will be placed in the pool for random drug testing and that the North Harrison R-III School District will pay for all random drug tests if my student is selected.

I understand that students who wish to drop out of the drug pool must first have their parent/guardian come to the school and meet with the Athletic Director, Principal, or Superintendent.  The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If the student is 18 years of age and living on his/her own, he/she still needs to come in and meet with the Athletic Director, Principal, or Superintendent to drop out of the testing pool.  Once a student enters the pool, he/she must remain in the pool for the remainder of that school year to be eligible to participate in co-curricular and/or extra-curricular activities as well as student parking privileges.

Student Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Today’s Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Forms must be completed before a student can participate in any co-curricular, extra-curricular activity as well as student parking privileges.  This consent form is good for one school year and must be renewed annually.