North Harrison Elementary Handbook 2026-2027

Prepare
Perform
Prevail

Shamrocks

Melissa Newman
Elementary Principal
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Josh Smith
Superintendent
smithj@nhr3.net

North Harrison R-III Calendar 2026-2027

August	21, 24, 25	Staff In-Service
August	24	Meet the Teacher 6p-7pm / Athletic Meeting 6:30p / 6th & 7th Orientation.
August	26	First Day of School
September	4	No School
September	7	No School - Labor Day
September	11	Grandparent's Day / ECC & Elementary 1:30pm-2:30pm
September	16	Fall Pictures / Title Night 5-6:30
October	5	No School - Staff In-Service
October	21	End of 1st Quarter
October	22	No School - Staff In-Service / Parent Teacher Conferences 1pm-7pm
October	23	No School
November	11	Veterans Day Assembly
November	25-27	No School - Thanksgiving Break
December	10	Elementary Christmas Concert 6pm
December	16	5-12 Band Concert 6pm
December	18	End of 2nd Quarter / Early out 12:50
December	21-Jan 1	Winter Break
January	4	No School - Staff In-Service
January	5	Classes Resume
January	18	No School - Martin Luther King, Jr. Day
February	8	No School - Staff In-Service
February	12	Homecoming
February	15	No School - Presidents Day /PD
March	8	No School- Staff In-Service
March	11	Spring Title Night 5:30-7
March	12	End of 3rd Quarter
March	25	Dismiss early @12:50
March	26-30	No School - Spring Break
April	22	Spring Elementary Concert 6pm
April	28	Spring Band Concert (5-12) 6pm
May	13	PreK Graduation 6pm
May	14	Senior Day / Awards Assembly / Spring Sports Awards
May	16	Graduation 2pm
May	18	4th Quarter & Special Awards 8:30am / Elementary Field Day PM
May	19	Last Day of School - 12:50pm dismissal
May	20	Teacher In-service

*All weather make-up days are built in.

Elementary Faculty and Staff

Superintendent	Mr. Josh Smith	smithj@nhr3.net
Elementary Principal & 504 Coordinator	Mrs. Melissa Newman	newmanm@nhr3.net
Elementary Secretary	Mrs. Gayla Pottorff	pottorffg@nhr3.net
Guidance Counselor	Mrs. Sadie Steele	steeles@nhr3.net
Early Childhood Center Director and PAT Coord.	Mrs. Gena Gilpatrick	gilpatrickg@nhr3.net
Preschool Teacher	Mrs. Linda Wood	woodl@nhr3.net
Kindergarten	Mrs. Krissi Starmer	coxk@nhr3.net
First Grade	Mrs. Jordan Gibson	gibsonj@nhr3.net
Second Grade	Mrs. Megan Joiner	joinerm@nhr3.net
Third Grade	Mrs. Tanya Norris	norrist@nhr3.net
Fourth Grade	Mrs. Marrisa Irvin	irvinm@nhr3.net
Fifth Grade	Mrs. Lori Craig	craigl@nhr3.net
Special Education Instructor	Mrs. Jennifer Hill	hillj@nhr3.net
Special Education Director	Mrs. Tabrey Kimbrough	kimbrought@nhr3.net
Title I part-time	Mrs. Susie Lacy	lacys@nhr3.net
Title I Reading	Mrs. Bailey Stanley	stanleyb@nhr3.net
Elementary PE & Health	Mr. Aaron Long	longa@nhr3.net
Art/Librarian	Mrs. Allie Lewis	lewisa@nhr3.net
Music/Band	Ms. Kelly Briggs	briggsk@nhr3.net
Computers/Keyboarding	Mrs. Kristi Reno	renok@nhr3.net
Preschool Para-Professional	Mrs. Valerie McBroom	mcbroomv@nhr3.net
Para-Professional	Ms. Brandy Graham	grahamb@nhr3.net
	Mrs. Amanda Williams	williamsa@nhr3.net
	Mrs. April Vandiver	vandivera@nhr3.net
School Nurse		
Custodians	Mr. Tanner Bowen	bowent@nhr3.net
	Lily Ingsson	ingssonl@nhr3.net
Cooks	Mrs. Kym Mathes	mathesk@nhr3.net
	Mrs. Monica Wilson	wilsonm@nhr3.net
	Mrs. Mackenzie Moore	moorem@nhr3.net
Transportation Providers	Ms. Michelle Briggs (bus 1)	briggsm@nhr3.net
	Mr. Brent Wilson(VOTECH/Activities)	wilsonb@nhr3.net
	Mrs. Christine Sweeney (bus 2)	sweeneyc@nhr3.net

Welcome

Dear North Harrison Families,

Welcome to a new school year! We are excited to partner with you in your child's learning and growth. Our staff is committed to providing a safe, supportive, and engaging environment where every student can succeed.

This handbook includes important information about our school's procedures and expectations. These guidelines help us maintain a positive and consistent learning environment for all students. Please take a few minutes to review it and keep it for reference throughout the year.

After reading, please complete the Teacherease handbook acknowledgement.

We look forward to a wonderful year working together! If you have any questions, please don't hesitate to reach out.

Thank you for trusting us with your child's education.

Sincerely,
Mrs. Melissa Newman, Elementary Principal

NORTH HARRISON R-III SCHOOL DISTRICT

NOTICE OF NONDISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with North Harrison R-III School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, or handicap in admission/access to, or treatment/employment in its programs and activities. It is the policy of the North Harrison R-III School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by law Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990.

Any person having inquiries concerning North Harrison R-III School District compliance with the regulations implementing Title VI and Title IX is directed to contact Mr. Josh Smith, Superintendent, North Harrison R-III, 12023 Fir Street, Eagleville, MO. 64441, (660) 867-5221, Extension 104.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title VI, Title IX, or Section 504.

Link to **North Harrison R-III Board of Education Policies**

FOREWORD

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 operations of our school and shall be applied in a firm, fair, and consistent manner.

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 supports students' emotional needs and provides a culture of inclusion and positivity.

Adopted 2022

Elementary Schedule

7:30—-----Building open; elementary students in the multi or breakfast
(the principal and teachers assigned to be on-duty in the multi)
7:45—-----Elementary staff are on contract-time
7:55—-----Elementary teachers and students do pledge in the multi
8:00--------Elementary students enter their classrooms, lunch count, roll, etc.
8:05--------Elementary classes Begin
3:14--------Elementary Bus Riders and Car Riders
3:19--------High School Bus Riders
3: 20-------All Walkers

Students in the Building

Students being dropped off by an adult in the mornings will be permitted in the building starting at 7:30am. Students who eat breakfast will be permitted to go to the cafeteria starting at 7:30am. Breakfast is served from 7:30 a.m. to 7:55a.m. to elementary students. Elementary students arriving after 7:55am will have the opportunity to eat cereal/milk in the classroom.

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.

Acceptable Use Policy for the Internet (MCE 6320)

North Harrison School District is pleased to offer students access to a computer network for using the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signatures on the attached permission form. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories

of information and to exchange personal communication with other Internet users around the world.

Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected for computer usage?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground.
Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules on technology?

- Privacy -- Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity that will insure that students are using the system responsibly.
- Storage capacity -- Users are expected to remain within allocated disk space and delete materials, which take up excessive storage space.
- Illegal copying -- Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.
- Inappropriate materials or language -- No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not give personal information about yourself or others online.

Guidelines for technology.

These are guidelines to follow to prevent the loss of network privileges at school.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another's folders, work, or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the guidelines of appropriate use.
10. Do not use chat or e-mail during school time, unless it is a class assignment and directly supervised by a teacher.

You will be held accountable for your actions and lose Internet and/or computer privileges for breaking any of the rules of appropriate use.

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.

Attendance Policy (MCE 2310)

Student Attendance
The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Excusable Absences
In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.
Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Days of religious observance.
3. Death in the family (Each District shall define degree of relatedness required to excuse absence).
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each District shall define the degree of emergency required to excuse absence).

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

Unexcused Absences
Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken:

(Disciplinary Option)

1. After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.

2. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.

3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.

4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

Excessive Absences

Elementary Students and Middle School Students

A student shall be allowed twenty (20) unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

High School Students

A student shall be allowed a maximum of ten (10) unexcused absences from any class during a semester. Students who accumulate in excess of ten (10) days in any class are subject to loss of credit for that class. (Days of student suspension are not counted as days absent for purposes of this policy.)

When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by administrative discretion on an individual basis. Any absence not accounted for will be considered an unexcused absence.

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy. Example: field trip, athletic event, student activity, etc. It is the student's responsibility to remind all of his/her teachers following a school-sanctioned absence to use the attendance correction form if he/she was reported absent inadvertently.

(Disciplinary Option)

A student is expected to make up work as a result of class periods missed. It shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments.

Any exceptions to the items cited above shall be approved by the Board of Education.

Each principal may have written policies which further detail procedures for making up work, reporting absence, etc.

Appeal

High school students who are denied credit under this Regulation are entitled to utilize the due process procedures available for student suspensions. These provisions are contained in Regulation 2662 - Suspension.

(Academic Option)

1. After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.

2. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.

3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.

4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

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.

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.

Cell Phones and Other Electronic Devices

Cell phones, earbuds, and other personal electronic devices will not be allowed to be used in the school building during the normal school day, 7:30 am-3:20 pm. Students will check in their phone at the beginning of the school day. Phones will be placed securely in the school office. Phones will be returned to students at the end of the school day. Students are not to have any of the items listed above on their person during the school day within the classroom. If a teacher sees such an item they will be confiscated. The North Harrison R-III School District is not responsible for lost or stolen items kept in lockers. Violations of the cell phone policy will result in the following:

- 1st Offense: Confiscated items will be returned to the student at the end of the school day (after 3:20 pm)
- 2nd Offense: Confiscated items will be returned to the student at the end of the school day (after 3:20 pm) and the student will be assigned an After School Detention.
- 3rd and all subsequent Offenses: Confiscated items will only be returned to the parent/guardian and the student will be assigned 1 day of In-School Suspension (ISS). Administration reserves the right to revoke cell phone privileges altogether for any student who habitually breaks cell phone procedures.

*Cell phone offenses will reset each semester.

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.

School Closings/Early Dismissal

Information regarding school closings and late start/early dismissal will be given through the Shamrock Alert/TEXTCASTER by BTC Bank, the school website, www.nhr3.net, and North Harrison Facebook page. Radio stations that will carry our weather announcements include KAAN FM (95.5) and KTTN (92.3). 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 and Facebook page will have information about school closings, delays, or early release. Register for Community Connection on the Farmers Bank of Northern Missouri website or using the link on the school website.

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 the weather worsens. We will send information through school communication methods ***by 6:30 a.m. to announce a delayed start when possible.***

Dismissal Arrangements

It is essential that the school has the most accurate and up-to-date dismissal information for each student every day. If your child will be leaving school in a way that differs from their usual dismissal plan, such as going home with another person, riding a different bus, or going to a different location, please notify the elementary office as soon as possible, 660-867-5221. **In order to assure each bus driver's list is as accurate as possible no changes may be made after 2:30 p.m. unless an extreme emergency arises** as final dismissal notes and bus assignments are delivered to teachers and bus drivers at that time.

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 expectations 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.

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 visitor's 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.

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:

	Student	Adult
Breakfast (K-12)	$2.00	$2.60
Lunch (K-5)	$2.90	$4.00
Lunch (6-12)	$3.00	$4.00
Entrée (Selected ala-cart items)	$1.75	$1.75
Extra Milk	$0.50	$0.50
Seconds	$1.75	$1.75

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

Enrollment Requirements

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 recordPresc
    - preschool students in Mrs. Wood's class must be completely potty trained, no pullups.

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.

All students entering the district from other educational settings are required to submit evidence of their achievement in the last grade attended. Grade placement of a student may be adjusted on the basis of examination of the student's previous record, achievement tests administered, or other factors that the principal and staff believe are appropriate under the circumstances. A transcript of all entering secondary school students is required before enrollment can be completed. However, a student may be permitted to enroll temporarily until a full transcript is obtained.

Grading Policy

Grades K-3 will use a performance scale to report student progress. Outcomes will be reported every nine weeks. Grades 4-5 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.

Family Communication in Preferred Language

North Harrison R-III is committed to clear and meaningful communication with all families. Parents/guardians may request communication in their preferred language by contacting the school office or noting their preference during enrollment. The district will make reasonable efforts to provide translated written materials and access to interpretation services for meetings, conferences, and important communications. Families are encouraged to update the school if their language needs change so we can continue to support effective communication.

Consistency Between Home and School Caregiving Practices-4-5 year-old preschool

North Harrison R-III values strong partnerships with families and is committed to providing consistency between home and school caregiving practices. Families are invited to share their preferences and routines for their child during enrollment and through ongoing communication with classroom staff. This includes information related to rest/napping routines, meal preferences and needs for breakfast, lunch, and snack, and other daily care practices.

Teachers incorporate family input into classroom routines to the greatest extent possible, while ensuring all practices remain developmentally appropriate and meet program guidelines. For example, rest time routines may reflect a child's home schedule or comfort items, and meal accommodations will be made to honor family preferences, dietary needs, and cultural practices within available options.

Ongoing collaboration is supported through family conferences, written communication, and informal check-ins, allowing families to update preferences as needed. Documentation of family input and accommodations is maintained by staff to ensure consistency and responsiveness in caregiving practices.

4-year-old Preschool; Teacher-Student Ratio Guidelines

In Missouri, the required staff-to-child ratio for 4-year-old preschool classrooms is 1 adult to 10 children (1:10). This ratio, set by the Missouri Department of Elementary and Secondary Education and the Department of Health and Senior Services, applies to licensed child care centers and group daycares. Key Ratio and Group Size Details Staff-to-Child Ratio: 1:10 (One adult per 10 preschoolers). Maximum Group Size: 20 children per group. Mixed Ages: If your 4-year-olds are grouped with 3-year-olds, the same 1:10 ratio applies. *If mixed with 5-year-olds or older children, the ratio shifts depending on the composition, but the strictest ratio (1:10) must be maintained for the younger children. Outdoor Play Exceptions: Missouri allows outdoor play ratios to increase to 1:15 (one and a half times the indoor ratio) for children 3 years of age and older, provided no children under 2 are present.*

Preschool Screenings/Assessments

North Harrison R-III School District is committed to identifying young children who may benefit from additional developmental support and early intervention services. Preschool screenings are conducted to support school readiness and assist families in accessing appropriate educational and developmental resources.

All students entering the North Harrison R-III preschool program must complete a developmental screening using the Developmental Indicators for the Assessment of Learning (DIAL) or another district-approved developmental screening

tool prior to enrollment. The screening process may assess areas including language, motor development, concepts, social-emotional development, self-help skills, hearing, and vision.

Children demonstrating skills significantly below age expectations, exhibiting developmental concerns, or not meeting established screening benchmarks may be recommended for additional evaluation or support services. Screening results will be reviewed with families, and parents/guardians will be informed of any concerns identified during the process.

For children under the age of three, referrals may be made to Missouri First Steps early intervention services. Children ages three through five who demonstrate suspected developmental delays may be referred to Early Childhood Special Education (ECSE/ECC) services for further evaluation through the special education process in accordance with the Individuals with Disabilities Education Act (IDEA) and Missouri Department of Elementary and Secondary Education (DESE) guidelines.

While completion of the preschool developmental screening is required for enrollment in the preschool program, participation in any additional referrals, evaluations, or special education services remains voluntary and requires parent/guardian consent. Parents/guardians maintain the right to accept or decline recommended referrals, evaluations, or services following the screening process.

All screening and referral information will be treated as confidential in accordance with applicable state and federal laws.

Families with concerns regarding their child's development are encouraged to contact the elementary office for additional information regarding screening opportunities, referral procedures, and available support services.

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.

*4-5 year-old preschool families will also have an exit conference/interview with the preschool teacher following spring screenings for kindergarten.

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).

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 fifth 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.

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.

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.

Fifth Grade Band

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

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 the 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.

Physical Education Participation

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

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.

Nurse/Medical/Health 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 PK-5 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.

Playground Expectations

Playground expectations will be taught at the beginning of the school year and reviewed after winter break. 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.

- No throwing rocks, sand, snow, sticks, etc.
- Stay clear of students playing on the swings.
- Sit on swings frontward, sensory swinging on stomachs going at a slow speed: do not jump out of swings.
- Sit down facing forward to go down the slides, students should not be climbing up the slide.
- Students should not be on the very top of any equipment for their own safety as well as others.
- Students should refrain from fighting, wrestling, roughhousing, pushing and pulling on students arms, legs, clothes, etc.
- Footballs, jumpropes, frisbees, etc. should be approved by the recess teachers and closely supervised.

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 the 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 for 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 five, who plans 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.

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. 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. Families may opt for their child not to participate due to cultural or familial beliefs.

School Website

The North Harrison School website is located at www.nhr3.net This site is updated frequently and contains information that is beneficial to all 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 Appearance

Students will be expected to keep themselves well-groomed and neatly dressed at all times, including all school functions/activities. Parental guidance can often be the best determiner of appropriate student appearance. We ask that parents help take responsibility for teaching their students the difference between appropriate and inappropriate social appearance. See list below.

- Any form of dress, hairstyle, or body decoration which is judged to be disruptive to North Harrison's educational process will not be permitted.
- Shirts, blouses and tops must be long enough to be tucked in. Normal movement should not expose the midriff.
- Tank tops, spaghetti straps, see-through/opaque tops, and/or any shirts or pants that have been altered, i.e., cut-off sleeves, will not be worn unless covered appropriately or appropriate clothing is worn underneath the garment. There must be at least 3" of material between the point of the shoulder and neck on garments worn alone.
- Wallet chains or other types of pocket chains will not be worn.
- Clothing with obscene or questionable messages portrayed or written will not be permitted.
- Clothing which advertises or encourages the use of alcohol, tobacco, drugs, and/or other illegal activity will not be permitted.
- Pants revealing undergarments, by design or the way they are worn, will not be allowed.
- Caps, hats or other head coverings (including hoods) should be removed promptly upon arrival at your locker and are not to be worn in the building during school hours.
- Heavy jackets and coats should be removed promptly upon arrival at your locker and are not to be worn while in the building during school hours. If you think you may get cold during the school day, please wear a sweatshirt.
- Shorts may be worn but must have an inseam of no less than 4" (inches). Since the building is now air conditioned, the need for wearing shorts no longer exists. It is a privilege and will be suspended if students do not follow the guidelines.
- Clothing will be kept in the office and may be used in the event students need to change. NOTE: If you are not sure if your clothing is acceptable, check with the principal or do not wear it at all in order to avoid possible consequences. "I thought it would be ok" or "I didn't know" are not acceptable excuses.
- Finally, if asked to change or to otherwise alter your appearance, please do not force a minor situation to become a major one. Mutual respect should be the bottom line.

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.

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 grade will be provided with 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 a student planner is $5.00.

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.

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.

Visitors

Visitors should report to the principal's office, give the intent of their visit, and to sign-in. 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.

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.

Bullying (See Board Policy MCE 2655)

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting acts of bullying.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

P 2670 Corporal Punishment

Corporal punishment should be used only after other methods have failed and when there is reason to believe it will be helpful in maintaining discipline or in the development of the student's character and power of self-control.
No student will be administered corporal punishment without prior notification to and written permission of the student's parents/guardians.
All instances of corporal punishment shall be witnessed by at least one other adult member of the school staff and will only be administered by a principal or other District administrator. The use of reasonable force for a District employee to protect persons or property is not abused within the meaning of Chapter 210, RSMo.

Academic Dishonesty

Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics

First Offense:
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

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

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.

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.

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.

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.

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.

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.

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.

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

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

Extortion

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

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.

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.

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.

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.

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.

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.

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.

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.

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

Toys, games, and other electronic devices that are not authorized for educational purposes.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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

Offense :	

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.

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).

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.

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.

Public Notices and Information

Listed below are public notices and policies specific to the North Harrison R-III School District. For complete policies and regulations, please utilize our website www.nhr3.net, click on the District tab, and then Board of Education Policies.

Public Notices

The North Harrison School District's 504 Coordinator is Melissa Newman
The North Harrison School District's Title IX Coordinator is Josh Smith

Administering Opioid Antagonists (P 2874)

NARCAN, also known as naloxone, is a medication that can be used to block the effects of opioids. Properly used, it can be a lifesaver in cases of opioid overdose.
The District shall maintain NARCAN or other opioid antagonists at each school in locked, secure locations to be administered to any student or staff member reasonably believed to be having a drug overdose. School nurses expected to provide emergency care in drug overdose situations shall be trained. The school nurse may utilize the school's supply of NARCAN, or similar opioid antagonist to respond to a drug overdose.

The school district will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. Parents who choose not to have an opioid antagonist administered to their student(s) must notify the district in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

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.

Epilepsy/Seizure Disorder: P 2876

Beginning on July 1, 2023, parents of a student with epilepsy or a seizure disorder who are seeking care for their child while at school are encouraged to inform the school nurse or in the absence of the nurse, the building administrator of their request. Upon such request, the school nurse will develop an individualized emergency health care plan for the student. Parents must annually provide written authorization for the provision of epilepsy or seizure care as set out in the student's individualized health care plan.

Every Student Succeeds Act of 2015 (ESSA)

Complaint Procedures

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

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs
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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.

7. 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.

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

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 planschool 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.

Instruction for Students with Disabilities: P 6250

It is the policy of the District to provide a free appropriate public education to all public school students with disabilities. Students with disabilities are defined as those students who have one of the categorical disabilities as enumerated in the Missouri State Plan for Part B of the Individuals with Disabilities Education Act (IDEA) and who are in need of special education services or who have a mental or physical impairment that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act.

The District will provide special education and/or other services to students with disabilities in accordance with applicable law, including the IDEA, and its amendments, Section 504 of Rehabilitation Act of 1973, 162.670-.995, RSMo., and Missouri's State Plan for Part B of the IDEA. For appeal procedures and information as to where to obtain a copy of the District's 504 Procedural Safeguards regarding identification, evaluation or educational placement of a student under Section 504, refer to Regulation 2110 - Equal Education Opportunity.

To obtain a copy of the District's IDEA procedural safeguards, including appeal procedures, please contact the Special Education Director at 660-867-5221.

When providing print materials to students with visual impairments, the District will adhere to the National Instructional Materials Accessibility Standards (NIMAS) or will provide such print materials in timely fashion via high quality accessible materials.

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.

Medical Marijuana: P 2871

The Board strives to honor families' private medical decisions while ensuring a learning environment free of disruption. To that goal, the District maintains a strict prohibition against the possession, use, sale and presence under the influence of prohibited substances, having adopted a Drug Free School Policy *(Policy 2641 – Drug Free Schools)* as well as a prohibition against Student Use of Tobacco, Alcohol and Drugs *(Policy 2640 - Student Use of Tobacco, Alcohol and Drugs)*. The purpose of these policies and others is not primarily punitive to catch offenders, rather it is designed to provide a safe learning environment and to serve as a deterrence to drug use.

The State of Missouri has adopted a limited authorization of medical marijuana, as defined by state law and all applicable regulations (hereinafter "medical marijuana" or "drug"). Qualified individual students and employees are permitted the use of medical marijuana. The law does not authorize the use of medical marijuana on school premises, nor does it require or permit district employees to administer the drug to students.

Overall, the District restricts the administration of medications, including medical marijuana, unless administration cannot reasonably be accomplished outside of school hours. Administration of medical marijuana to qualified students shall be in accordance with this policy. Administration of all other prescription and nonprescription medications to students shall be in accordance with applicable law and the Board's policy concerning the administration of medications to students.

Under this policy, caregivers of qualified users of medical marijuana should administer the drug before or after school hours. Caregivers are advised to administer the drug as early in the morning as possible or after school in order to avoid safety issues at school.

Administration at School

In the limited circumstances that a qualified student must receive the drug at school, certain procedures as determined by the District must be followed. Among those procedures, the caregiver must provide the principal with the student's valid authorization to use medical marijuana and the parent must provide the principal with doctor's orders confirming that the drug must be administered during the school day. Where the principal is satisfied that all procedural requirements have been met, the principal will provide a private place where the caregiver may administer the drug to a qualified student. Medical marijuana will not be stored at school, but rather must be brought to school by the caregiver. Following administration of the drug, the caregiver must leave school taking with them any remaining drug.

This procedure will be followed on school premises, on school transportation, and at school sponsored activities either within the District or outside the District. Violation of these procedures will result in the revocation of a qualified student's opportunity to receive the drug at school and disciplinary action.

Caregivers wishing to appeal a building level decision to limit use of medical marijuana at school may appeal the decision to the Superintendent. The Superintendent's decision will be final.

Additional Parameters

This policy conveys no right to any student or to the student's parents/guardians or other primary caregiver to demand access to any general or particular location on school or district property, a school bus or at a school-sponsored event to administer medical marijuana.

Student possession, use, distribution, sale or being under the influence of marijuana inconsistent with this policy may be considered a violation of Board policy concerning drug and alcohol involvement by students or other Board policy and may subject the student to disciplinary consequences, including suspension and/or expulsion, in accordance with applicable Board policy.

If the federal government indicates that the District's federal funds are jeopardized by this policy, the Board declares that this policy shall be suspended immediately and that the administration of any form of medical marijuana to qualified students on school property, on a school bus or at a school-sponsored event shall not be permitted.

Prohibition Against Illegal Discrimination and Harassment

The North Harrison School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance

with law. The North Harrison R-III School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. See BOE Policy MCE 1300, 1310, 1100, 4110, and 4810.

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.

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.

Sexual Abuse Awareness Training: P 2742

Beginning in the 2020-21 school year and annually thereafter, The District will provide trauma-informed, developmentally-appropriate sexual abuse training to students in grades 6-12. Student training will include, but not be limited to:

1. Instruction in recognizing sexual abuse;
2. Instruction in reporting incidents of sexual abuse;
3. Instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention; and
4. Instruction in resources that are available to students affected by sexual abuse.

Prior to inception of the training, the District will notify parents/guardians of the training content and of the parents/guardians right to have their student excused from the training. Upon written request of the parent/guardian their student will be excused from the training.

State Mandated Curriculum- Human Sexuality: P 6116

K-5 Focus: According to local policies (e.g., Francis Howell Regulation 6116), discussions in grades K-5 are limited to approved, age-appropriate topics.

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age appropriate;
2. Present abstinence from sexual activity, as the preferred choice of behavior, in relation to all sexual activity for unmarried students.
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;

8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.
12. Teach students about the dangers of sexual predators, including on-line predators.
13. Teach students how to behave responsibly and remain safe on the Internet.
14. Teach students the importance of having open communications with responsible adults.
15. Teach students how to report an inappropriate activity to a responsible adult, and where appropriate, to law enforcement, Federal Bureau of Investigations or the National Center for Missing and Exploited Children's CyberTipline.
16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting among friends.
17. Teach students about sexual harassment defined as uninvited and unwelcome verbal or physical behavior of a sexual nature, including, but not limited to, conduct of a person in authority towards a subordinate.
18. Teach students about sexual violence defined as causing or attempting to cause another person to involuntarily engage in any sexual act by means of force, threat of force, duress or without the person's consent.
19. Advise students that in the context of sexual activity consent means a freely given agreement to engage in specific acts by a competent person. Consent is not given when:
    a. A person does not verbally or physically consent; or
    b. Submission to an act is the result of force, threat of force, or the placement of another in fear; or
    c. A previous or current dating, social, or sexual relationship in and of itself; or
    d. A person chooses to dress in any particular manner; or
    e. A person is unable to make informed decisions because of the influence of alcohol or the influence of controlled substances.

An expression of lack of consent through words or conduct means there is no consent.
The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.
The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

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.

Student Physical Examinations: P 2880

The Board of Education may require any student to be examined by a physician for the purpose of determining whether the student is afflicted with a contagious or infectious disease or has the liability of transmitting the disease.
The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.
Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.
Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.
All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.
Vision Examinations
Beginning July 1, 2008, students enrolling in kindergarten or first grade will be required to receive a vision examination from a state licensed optometrist or physician.
Beginning on July 1, 2008 and continuing through the 2011-12 school year, a trained District nurse or other qualified District employee will conduct eye screening exams for every student prior to the completion of first grade and will again screen before the completion of third grade. If a student fails an eye screening, the District will notify the parent/guardian of the results of the eye screening and will require the student to receive a complete eye exam from an optometrist or physician.

Students will be excused from the eye screening examination if a student's parent/guardian submit a written objection to the exam addressed to the student's principal.

Student Publications: P 2910

The Board of Education encourages student production and distribution of publications which can provide opportunities for practical journalistic experience and for the written expression of differing opinions. The Board of Education recognizes that freedom of speech and press bring corresponding responsibilities, therefore, in its inherent authority based on Missouri Public School Law, it designates the school principal as the Board's representative. The principal, through appointment of a faculty advisor, shall provide guidance to students in appropriate methods for preparing and producing publications.

The building principal/designee may delay or stop distribution of any materials proposed for printing or that have been printed which may be reasonably forecast to cause substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Student Use of Tobacco, Alcohol, Drugs, and Vapor Products: P 2640

Smoking

The Board of Education believes that smoking; the use of any tobacco products; vapor products and substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. This prohibition includes electronic cigarettes, vaping and similar objects used in conjunction with vaping. Therefore, the Board prohibits the use, sale, transfer and possession of tobacco products, vapor products, and substances appearing to be tobacco products or vapor products, i.e. e-cigarettes, vaping paraphernalia, at school and at school activities.

Alcohol and Drug Use

The improper use of controlled substances, alcohol and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20)(c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws and the District, may take disciplinary action – to the same extent that disciplinary action is taken against nondisabled students – in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student's behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District's jurisdiction. "Illegal drug," as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to, physical appearances, speech patterns, and witnesses' statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

CBD Products

Due to the lack of consistency in labeling related to the potency of many CBD and similar products; due to the lack of research into the long-term effects of these products; and due to the overriding concern for the health and safety of District students, CBD and similar products are prohibited on school premises and at school related activities. Penalties for violations of this policy will be consistent with the penalties for alcohol and drug possession.

Students with Communicable Diseases: P 2860

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or

infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

Suicide Awareness and Prevention

Beginning July 1, 2023, school districts are to notify students of the three-digit Suicide and Crisis Lifeline. The number for this Lifeline is 998. This number is also to be included on student identification cards for seventh to twelfth grade students, if the district issues identification cards to students.

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.

Textbook Usage: R 6231

At the beginning of each term, or semester as applicable, students are to be informed by each teacher of the school 's expectations of responsibility for school property and the need for care and return of books. A constructive and educational approach to the students is desirable, including a discussion of reasons for treating books with respect, caring for them, using them wisely, and returning them in good condition. Penalties for lost or damaged books are to be outlined. A monitoring process is to be devised such as textbook receipt cards or other check-out systems that require the student's signature for use of the book(s).

Parents/guardians are to be informed by the principal/designee as to the textbook status in the building or department; i.e., in which subject students are provided with individual copies, class sets, consumable materials, etc. Newsletters to the homes, Open House presentations and PTO meetings may be used as means of communication.

Parents/guardians are to be informed of the penalties for lost or damaged textbooks early in the school year. Penalties may include a reasonable system of fines or repayments. For example, the student or the student's parents/guardians could be required to pay the fair value for replacement of a lost or destroyed book or for repair of a book. The student could choose to do some work for the school instead, if the principal finds that to be the best option.
No student is to be penalized if a book is lost because of factors beyond his/her control. All students will be made aware that if such losses are reported immediately, and if the administration agrees that the loss was beyond the student's control, fines will be canceled. The reporting procedure will be publicized in student handbooks and other school publications. Principals will handle cases individually.

Trauma Informed School Initiative
Pursuant to Missouri Senate Bill 638, Section 161.1050, the Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative." The purpose of this initiative is to develop an approach that involves understanding and responding to the symptoms of chronic interpersonal trauma and traumatic stress across the lifespan. The implementation of a trauma-informed approach is an ongoing organizational change process. As a school we are working toward: realizing the widespread impact of trauma and understanding potential paths for recovery; recognizing the signs and symptoms of trauma in students, teachers and staff; responding by fully integrating knowledge about trauma into its policies, procedures and practices; and seeking to actively resist re-traumatization. More information regarding the Trauma-Informed Schools Initiative can be found at www.dese.mo.gov/traumainformed. In addition, information containing DESE's training for the Trauma-Informed Schools Initiative can be found at https://mimhtraining.com/introduction-to-trauma/

Virtual Education- Full-Time Equivalent: P 6191
District students will have the opportunity to participate in a virtual education program as a full-time student as provided in the Policy/Regulation. For purposes of this policy, a full-time student is a student enrolled in six (6) credits per regular term.
The District will, in good faith, collaborate with the parents/guardians of full-time virtual students, the virtual program and the Host District. Designated "Host Districts" for full-time virtual students will be responsible for enrolling, monitoring, reporting, disenrolling, if required, full-time virtual District students. The District will not play any significant role in these decisions.
For more information on the Missouri Course Access and Virtual School Program (MOCAP) Guidance Document, please visit the following website:
https://dese.mo.gov/missouri-course-access-and-virtual-school-program-mocap-guidance-document

Virtual Education- Less than Full-Time Equivalent: P 6190
The District will participate in the Missouri Course Access and Virtual School Program ("Program"). The Program offers District students the opportunity to enroll in virtual school courses in a variety of grade level and content areas from Kindergarten through grade 12. The District may elect to offer specific courses as part of the program.

For more information on the Missouri Course Access and Virtual School Program (MOCAP) Guidance Document, please visit the following website:
https://dese.mo.gov/missouri-course-access-and-virtual-school-program-mocap-guidance-document

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.

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-5

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 and will have an opportunity to discuss these results and ways to possibly help their students 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 Fifth Grade in Language Arts.
Title I participants will be involved with activities coordinated through Family Reading Nights, PTO, and Family-Involvement Activities.

North Harrison R-III K-5 SCHOOL-PARENT-STUDENT COMPACT 2026-2027

North Harrison, and the parents of students participating in Title I 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 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
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 to meet my AR goals every day outside of school time.
5. Give all notes and information from my school to my parents/guardians daily.

Principal Signature & Date_____ Teacher Signature & Date_____

Parent(s) Signature & Date_____ Student Signature & Date_____