

North Harrison R-III Shamrocks



Grades 6-12 handbook

North Harrison R-III Calendar 2026-2027

August	21, 24 25	Teacher In-Service
August	24	El. Open House- 5pm- 6:30pm / Athletic Meeting 6:30pm-7:00pm 6th Grade Orientation 7:00-7:30pm
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
October	5	No School -Teacher In-Service
October	21	End Of 1st Quarter
October	22	No School/Parent -Teacher Conf
October	23	No School
November	11	Veterans Day Assembly
November	25-27	No School - Thanksgiving Break
December	7	Fall Sports Awards 5:30pm
December	10	Elementary Concert 6pm
December	16	5-12 Band Concert 6pm
December	18	12:50 Dismissal - Winter Break
December	18	Hs Basketball Senior Night
December	18	2nd Quarter / 1st Semester Ends
January	4	No School -Teacher In-Service
January	5	Classes Resume
January	18	No School - Martin Luther King, Jr Day
February	8	No School - Teacher In-Service
February	12	Homecoming
February	15	No School - President's Day
March	8	No School -Teacher In-Service
March	12	3rd Quarter Ends
March	25	12:50 Dismissal - Spring Break
March	26-30	No School - Spring Break
May	16	Graduation 2:00 Pm
May	19	12:50 Dismissal -Last Day Of School

*All weather make-up days are built in.

Staff Directory

Superintendent	Mr. Josh Smith	smithj@nhr3.net
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Superintendent Secretary	Mrs. Chyanne Pulliam	pulliamc@nhr3.net
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Band	Ms. Kelly Briggs	briggsk@nhr3.net
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Grade 6/ JH&HS Math	Mrs. Kiley Taylor	taylork@nhr3.net
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Math	Mrs. Tabrey Kimbrough	kimbrought@nhr3.net
Nurse		
Science	Mr. Dylan Hogan	hogand@nhr3.net
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Special Education Instructor	Mrs. Christine Sweeney	sweeneyc@nhr3.net
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Cooks	Mrs. Kym Mathes	mathesk@nhr3.net
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	Mrs. Mackenzie Moore	milliganm@nhr3.net
Bus Driver Bus 1	Ms. Michelle Briggs	briggsm@nhr3.net
Bus Driver Bus 2	Mrs. Christine Sweeney	sweeneyc@nhr3.net
Bus Driver Bus 3/Vo Tech	Mr. Brent Wilson	wilsonb@nhr3.net

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Welcome

North Harrison's Board of Education, faculty, staff and administration welcome you to North Harrison Junior High/High School. This handbook will give you an outline of our expectations of you as a student and young adult. The policies, procedures, and guidelines outlined in this handbook have been formulated to provide information to parents and students of North Harrison High School. These rules are necessary for the effective day-to-day operation of our school and shall be applied in a firm, fair, and consistent manner.

Mission

Prepare. Perform. Prevail

Vision

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

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

North Harrison will be part of a greater team, including students, staff, administration, parents and community members, that not only fosters academic excellence but also support students' emotional needs and provides a culture of inclusion and positivity. Adopted 2022

Nondiscrimination Statement

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

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

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

School Website

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

Daily School Regulations for All Students

The regulations as stated in this handbook are board policy. This is only a guideline. Individual situations will be evaluated by

the Administration and/or the Board of Education.

Bell Schedules

Period	Regular	2 Hours Late Start	12:50 Dismissal
1st	8:05-8:54	XXXXX	8:05-8:54
2nd	8:57-9:46	XXXXX	8:57-9:46
3rd	9:49-10:38	10:00-10:38	9:49-10:38
4th	10:41-11:30	10:41-11:30	10:41-11:30
5th	11:34-12:44	11:34-12:44	11:34-12:44
<i>JH Lunch</i>	<i>11:31-11:51</i>	<i>11:31-11:51</i>	<i>11:31-11:51</i>
<i>HS Lunch</i>	<i>12:24-12:44</i>	<i>12:24-12:44</i>	<i>12:24-12:44</i>
6th	12:46-1:36	12:46-1:36	XXXXXX
7th	1:39-2:28	1:39-2:28	XXXXXX
8th	2:31-3:20	2:31-3:20	XXXXXX

***Late Start and 12:50 Dismissal period schedules may be adjusted if needed**

The cafeteria is open for breakfast at 7:30 a.m. Please do not arrive at school much before 7:30 am.

Parents/Guardians: Please do not drop off or leave your children at school during unsupervised periods.

School Closings

Information regarding school closings and late start/early dismissal will be given through the Community Connection and the school website, www.nhr3.net. 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 Facebook page will also 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 (See Bell Schedules above). This also means the buses will run two hours behind the regular pick up time. If your child will not be at the normal stop please be sure the school knows ahead of time so route changes can be planned. We suggest you leave your children with adult supervision because of the possibility school will be canceled for the whole day if weather worsens. We will notify the media by 6:30 a.m. to announce a delayed start when possible.

Early Dismissal

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

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.

School Insurance

School insurance is available to all students and may be purchased any time during the school year. Purchase of this program is optional; however, students taking part in school sports/activities must provide evidence that they are covered by adequate insurance before any participation will be allowed. Forms are available upon request at the HS office.

Care of School Property

- Students will pay for damage to all school equipment and supplies beyond damage caused by ordinary wear.
- Any careless or willful damage to school property will result in the student cleaning, repairing, and paying for the damage, and could result in detention or suspension.
- Failure to pay for said damages, after parent/guardian notification, may result in suspension from school until the payment is made or application is made to the board of education.
- According to state law, parents or guardians of children under the age of 18 are responsible for vandalism loss or damage caused by their children up to an amount of \$2000.00.
- Refundable deposits may be required for the use of T1 calculators and other technology equipment as determined by the Technology Director and/or the Classroom Teacher. The deposit would allow equipment to be taken home for school use, pending approval from the teacher or tech. director.

Arriving at and Leaving School

Upon arrival on school grounds, students may not leave the school building or school grounds without first getting permission from the administration. This includes going to a vehicle (Exception: going to the Agricultural Building for class). Students must have an administrator or secretary approval before retrieving items from a vehicle on school grounds. Students must sign out and back in, in the office, indicating departure/arrival time, a legitimate reason for leaving which is verified by parent/guardian permission, and the person providing transportation if leaving the school grounds, which must also be verified by a parent/guardian.

Students arriving late to school or upon arriving back at school after leaving for an appointment, etc., must check-in at the office: sign-in time, reason for being tardy, and person providing transportation. NOTE: The student must provide legitimate written or oral verification from a parent/guardian for a late arrival or the student will be credited with a tardy.

Students must leave the school grounds at the ending bell each day unless they are under the DIRECT supervision of a staff member and are participating in an organized activity.

Students will not be allowed to drive a vehicle during school hours unless written/verbal permission is given by a parent/guardian and approval is given by an administrator.

Students are not allowed to leave school without a note, telephone call, or a personal visit from a parent. This must be confirmed by the office.

Emancipated students must follow the same guidelines, having permission from the office before leaving school property.

Academic Information and Requirements

Schedule Changes

Students will have the first three days of each semester to drop and add classes. Both the adding and dropping teachers, the student, the student's parents, the counselor and the principal must approve the class change. Dropping a full year course at semester will be permissible only under the following circumstances: 1) Arrangements were made at the time of enrollment; 2) There is a class available to be taken at the appropriate time; 3) A student is dropping a non-academic course and adding an academic course, or is dropping a non-weighted course to take a weighted course. In all cases, both teachers involved must

approve.

North Central Career Center (NCCC)

The Career Center offers two certificates based on attendance and grades. They are:

- A Tech Prep Certificate (First Year) requires 90% or better attendance and an average of C or better.
- A Certificate of Completion (Second Year – 1044 total hours) which requires 90% or better attendance and an average of C or better. This certificate articulates with programs at NCMC.

Students with less than 90% attendance or less than a C average will not receive any certificate.

Therefore, in order to be considered for the Career Center, students must maintain at least 90% attendance each of their freshman and sophomore years.

All students will ride the bus to the Career Center. The bus will leave at approximately 11:40 a.m. and will load and unload on the south side of the school. Students riding the bus will act with dignity and respect the driver and the bus rules. Removal from the Vo-Tech bus may result in removal from the Vo Tech program.

If a student misses the bus, s/he will report immediately to the principal's office. Only ONCE may a student with district approval the district will take the student with subsequent occurrences of missing the bus, the student will remain in a study hall until the bus returns. NOTE: For special needs situations (rare cases where making the bus is not possible), prior arrangements can be made with the principal's office to get your child to the Career Center.

Career Center regulations require that students who must drive for prearranged situations, i.e., working on their vehicle, attending school trips that extend past bus route times, etc., may do so only if they have a permission slip signed by their parent, their principal, and the Career Center ahead of time. These would all be prescheduled and preplanned events.

Students who attend the Career Center will be subject to the rules and policies of this handbook as well as those of the Career Center, and punishments issued by either school may be honored by either or both.

Students with semester grades below C at the Career Center may not be allowed to return the following semester.

Students must maintain at least 90% attendance each semester to return to the Career Center the following semester.

Any disciplinary action received at the Career Center, or VO-PREP, or the AEP program at the Career Center will be honored by NHHS. Example: A Student that received an ISS at the Career Center will still be in ISS upon return to NHHS. The Career Center is an extension of our classrooms.

Grade Classification and Grading

Assignment of Students to Grade Levels/Classes

The Board believes that a student should be placed in the grade level and classes that best meet the student's academic needs, after consultation with the student's parent/guardian. A student's social and emotional needs will also be considered, to the extent that they affect academic progress. Although the district will first consider placing students in grade levels or classes with students of similar age, age will not necessarily be the determining factor. Further, any student's placement may be adjusted by the school principal or designee as needed, after consultation with the student's parent/guardian. The district's administrative staff will make the final decision regarding assignment of students to grade levels or classes. Students receiving special education services will be placed in accordance with law. Classification will be made at the beginning of each year. No changes

will be made during the year unless special circumstances warrant said change. Students that take EOC End of Course Exams will have the score account for 20% of their final semester grade.

Transfers from Accredited Schools

For purposes of this policy, an "accredited school" is the Missouri Virtual Instruction Program (MoVIP); a private agency where students with disabilities are placed by a public school; or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by the state's or country's department of education, NCA, ISACS or the equivalent agencies.

In general, if a student transfers to the North Harrison R-III School District from an accredited school, this district will accept the units of credit completed in the previous school and rely on the grade-level placement in the previous school to the extent that it coincides with the district's program. However, the district may adjust the student's placement as needed to meet his or her educational needs, after consultation with the student's parent/guardian.

All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the North Harrison R-III School District may be accepted to meet graduation requirements.

Transfers from Unaccredited Schools

For the purposes of this policy an "unaccredited school" is any public, private or home school that does not meet the definition of "accredited" above.

In general, if a student transfers to the North Harrison R-III School District from an unaccredited school, the school principal or designee will examine a number of criteria to determine grade-level or class placement including age, achievement tests or other performance data, transcripts, course descriptions, textbooks used and home-schooling logs. If necessary, the district will administer additional tests to aid placement decisions. Once placed, the district may further adjust the student's placement to meet his or her educational needs, after consultation with the student's parent/guardian.

The district will attempt to award credit for classes completed in previous schools if there is sufficient evidence of achievement. All credits must be equated to the Carnegie Unit as defined in Missouri. Only credits that correspond to course offerings accepted by the Missouri State Board of Education or by the North Harrison R-III School District may be accepted to meet graduation requirements.

Grade Reporting

Grades will be formally reported for every student in grades 7-12 each nine-week (school quarter) period and at the mid-point of each quarter. Attendance history for each student will be sent home each time a grade card is sent home.

Only semester grades appear on transcripts and count toward credit accumulation.

Alert/Probation/Suspension notices will be sent home every two weeks for students receiving grades 69% (D+) and below.

Teachers will provide any student with his or her current grade in that class within 24 hours of a student request. This request needs to be made before or after school not during the school day.

Junior High Promotion

Junior high students (7th & 8th) are required to take two semesters of English, Math, Science, and Social Studies each year. Of those eight semesters (two per subject), students must pass a minimum of one semester in each core subject to be promoted to the next grade level and a total of six semesters without administrative intervention. If a student does fail a semester of a core subject, that student will be required to attend summer school prior to the next school year.

Grade Classification

In order to be classified as a member of a class a student has to meet the following:

Senior: 21 credits Junior: 13 credits Sophomore: 5 credits

Weighted Classes

In order to encourage students to take the most challenging courses offered at North Harrison, certain courses offered here will be weighted when determining grade-point-average. Refer to the North Harrison Course Catalog for a listing of weighted classes. (See Grading Scale below.)

Grading Scale

The suggested grading scale is listed below with corresponding percentages and grade points.

			Weighted (grade multiplied by 1.3)
A	96-100%	4.000	5.2
A-	90-95	3.666	4.766
B	87-89	3.333	4.333
B+	83-86	3.000	3.9
B-	80-82	2.666	3.466
C	77-79	2.333	3.033
C+	73-76	2.000	2.6
C-	70-72	1.666	2.1658
D	67-69	1.333	1.733
D+	63-66	1.000	1.3
D-	60-62	.666	.8766
F	0-59	.000	
I	Incomplete	.000	

Late Work

When students are assigned work, a due date is established with the expectation a student will turn in the assignment "on time" for the opportunity to earn full credit. If a student turns in an assignment after the due date, they will be given the **opportunity to turn in the assignment one day late for a maximum of 60% credit**. This is the standard expectation; however, each teacher has the prerogative to offer a longer period of time in their classroom in which they accept late assignments for credit. Please refer to specific teacher policies and syllabi for classroom expectations.

Grade Appeals

If a student feels, at any time, that s/he has been placed on either academic probation or suspension unjustly, s/he may appeal to the Grade Appeals Committee. Appeals must be written, citing specific details and arguments. The appeal must be submitted to the principal who will then convene a committee to review the appeal. The student is responsible for all requirements and stipulations related to suspension until such time as the committee renders a decision. The student will be notified in writing of the committee's decision within 72 hours of formal filing.

Honor Roll

Honor Rolls will be posted at the end of each quarter and semester. "Weighted" Honor Roll is for those with a 4.0 or higher grade average; "A" Honor Roll is for those with an average of 3.5-4.0; "B" Honor Roll is for those with an average between 3.0-3.499. Regardless of the grade point average, no student will be named to any Honor Roll with any grade less than a "C-". Students must be enrolled in at least five classes to be named to the honor roll.

National Honor Society

Seniors, juniors, and second-semester sophomores with a cumulative Grade Point Average (GPA) at or above 3.33 on the 4.00 weighted scales are scholastically eligible for membership in the North Harrison High School National Honor Society. These students will be notified by the NHS Adviser and given the opportunity to show evidence of leadership, character, and service. Member selection is based on Faculty Advisory Council decisions. Appeals may be made to the Principal.

College Credit/Dual Credit Courses

Some courses may be taken for college credit. Students are responsible for paying their portion of the bill. Payment must be received in advance along with college enrollment forms for college credit to be granted. (Clarification: If we do not receive payment from the student, the student still receives high school credit.) Post-dated checks for monthly payments are acceptable.

Dual Credit courses are college courses offered during the school day by the school. The school pays for the "course" and the student pays for the college credit awarded by the college. They are treated as any other course the district offers because the school is paying for the course. If a student chooses to take a college course outside the school day, then that course goes on the student's college transcript and is not included on the high school transcript.

Dual credit students must maintain a minimum grade of C- and may not withdraw from a class after the withdrawal-without-cost deadline. If either requirement is violated, the parents must reimburse the district for the cost of the class.

Alternative Course Work

Students needing to make up credits for graduation always have the option of retaking a class. When a class is retaken, all grades except a "repeated class semester" will be included in GPA and all courses and grades will be shown on the transcript. (Similar to "auditing" a class for the "repeated passed semester") Sometimes, however, students may be allowed to make-up that credit by doing Alternative Work—especially if the failed class means they need more than 7 credits to graduate.

Students completing alternative course-work required for graduation must have an official grade report at the same times all other grades are due.

Alternative courses can be taken and are acceptable as graduation credits if taken from an accredited agency and approved by the district. There will be a limit of 1.5 credits (three semester courses) allowed for Alternative Credit graduation requirements (Note: There is no limit on the number of credits that may be earned through the Missouri Virtual School Program—MoVIP). Students are expected to pay for Alternative Credit courses necessary for graduation. If the student is paying for the course, it falls under the 1.5 credit limitation.

Clarifications: Alternative courses taken to make up failed credit fall under the 1.5 credit limitation. For GPA, the F still stays on the transcript and these courses are listed as "replacement credits".

Alternative Credit

There will be no limit on the alternative courses the school may provide. Students may be allowed to work on alternative courses during the school day, if scheduled and approved by the principal and the counselor.

Clarifications: Alternative coursework will only be approved for "during the school day" if there is no appropriate full-schedule available from courses being given in the regular schedule.

A+ School

The A+ School Program provides students who graduate from a designated A+ high school the opportunity to qualify for a state-paid financial incentive to attend any public community college or career/technical school in Missouri, if the students successfully meet the following requirements:

1. Attend a designated A+ school for 3 consecutive years prior to graduation
2. Graduate from high school with a minimum 2.5 grade point average
3. Have at least a 95% attendance record
4. Perform 50 hours of unpaid tutoring
5. Maintain a record of good citizenship and avoid the unlawful use of drugs, including alcohol
6. Male students must register under the United States Military Selective Service Act and show proof of registration.
7. Must score Proficient or Advanced in Algebra 1 or high Math EOC

Independent Study

Students may be allowed to take some school courses by independent study with the teacher's, counselor's and Principal's approval. Independent study courses are offered under the following circumstances:

1. The course is not normally offered in the curriculum, or is not offered during the current year or semester.
2. The course is offered in the curriculum, but a scheduling conflict prevents the student from taking it.
3. A teacher is willing to supervise the student in his/her classroom and be responsible for grading and record keeping.
4. A written program must be agreed upon by the teacher, parents, counselor, and principal.

Embedded Credit Program

Students may take a combination of multiple agricultural courses and earn an embedded or “extra” course credit (credit waiver) upon completion and passing of each class in the course sequence, including prerequisites. Students may also earn the certificate of completion in the Health Occupations program at the North Central Career Center and receive a credit waiver for one science course. The rationale behind the embedded credit is that students receive, during the course of a set vocational program, the instruction in skills, competencies, and standards that are generally taught in one inclusive academic course.

1 Science Credit

Ag Science 1 (1 credit)

Ag Science 2 (1 credit)

Any combination of 1 credit of approved courses below (1 total credit)

Approved upper level Agriculture Courses:

Wildlife Conservation

Animal Science

Conservation and Natural Resources

Crop Science

Food Science and Safety

Forest Management

Natural Resources and Ecology

Plant Science

Turf Management

1 Science Credit-Health Occupations

Health Occupations Course (1 credit)

College Preparatory Certificate

This is designed to give incentive to students to go beyond state and district requirements for graduation. It is voluntary, but does sometimes help with college entrance requirements. To be eligible, a student must take AT LEAST the following:

4 Communication Arts

3 Social Studies

4 Mathematics (Algebra I and above)
 3 Science
 1 Fine Art
 1 Practical Art
 1 Physical Education
 3 Advanced Electives (Core Subjects—Math, Science, Social Studies and/or Communication Arts or Foreign Language)
 4 Approved Electives
 0.5 Health
 0.5 Personal Finance
 28 Total + 3.0 Core GPA + 21 ACT (Must maintain attendance rate of at least 95% in Gr. 9-12)

Senior and Graduation Information

Graduation Requirements

29 credits are required for Graduation. These requirements may be met by substituting dual credit courses offered by North Harrison. At North Harrison each freshman and sophomore will be enrolled in the appropriate math, science, communication arts and social studies courses each year. North Harrison graduates must complete one credit of American history and 1/2 credit of American government.

Tests on the Missouri and U.S. Constitution program must be passed in order to meet the requirements for graduation.

<u>Subject</u>	State	NHHS	College Prep Certificate
Communication. Arts	4	4	4
Mathematics	3	3	4
Science	3	3	4
Social Studies	3	3	3
Fine Arts	1	1	1
Practical Arts	1	1	1
Physical Education	1	1	1
Electives	7	12	6
Advanced Electives	0	0	3
Personal Finance	.5*	.5	.5
<u>Health</u>	.5	.5	.5
	24	29	29

*Credit may be earned via embedded coursework in practical arts

Cadet Teacher

Seniors in good standing may be helpers for any district staff members in the high school, elementary or early childhood center. They will receive a grade and ½ unit of credit per semester. Students may be a Cadet Teacher for only one period. Duties include running off copies, doing bulletin boards, checking papers (only papers that are multiple choice, true/false, matching, etc. Cadet Teachers should not grade papers where they are responsible for making decisions of judgments about right or wrong), or other duties as prescribed by the employer-teacher. Seniors must be able to complete all required courses for graduation in order to be a Cadet Teacher. A+ tutoring requirement may be met by tutoring during school time.

Part-Time Students

- Students will provide a written request to the high school principal outlining the reasons for part time attendance.
- Part time students will not remain on or around the school grounds during the hours they are not enrolled in classes.

- The student must be enrolled in 7 classes per semester to be named to honor roll or considered for valedictorian or salutatorian or participate in extra-curricular activities or sports.

Early Graduation Requirements

- Completion of all academic requirements
- Complete 29 units of credit
- A written request must be submitted by the student and parents/guardians to the high school principal and superintendent of schools prior to December 1 of the student's seventh semester.
- The early graduate will no longer be considered a student and will lose all privileges associated with that role including attending senior trip.
- The student will be allowed to participate in graduation exercises.

Senior Trip

- Senior trip is a privilege, not a right. Seniors who progress in the Discipline Plan to OSS (Out of School Suspension) will lose the privilege of participating in Senior Trip.
- When a student opts out of Senior Trip, they are expected to attend school during the time of the trip.
- Junior and Senior students that transfer to North Harrison may participate in senior trip after payment of their fair share of money earned before their arrival.

Seniors must have at least 90% attendance during their senior year to be eligible to participate in senior trip. Attendance will be calculated up to the Friday prior to departure for senior trip.

North Harrison School Flex Program Handbook

Application Process

Application Scoring Guide

Student and Employer Agreement Forms

Appeals Process

Supervisor Evaluation Form

Application Process

****The purpose of the School Flex program (SFP) is to provide students with the opportunity to complete the coursework necessary to obtain a high school diploma at North Harrison while working part-time during the school day.**

****All students interested in participating in the North Harrison SFP must complete the following application. Administrator discretion may be used on a case-by-case basis.**

Students are **NOT** eligible to participate in the SFP due to any of the reasons listed:

- Attendance below 92% during the school year prior to enrolling in the SFP
- At risk of not graduating due to lack of credits
- Student has received 5 or more days ISS (current and previous year combined)
- Students has received 4 or more days OSS (current and previous year combined)

Step 1: Reason for attending – Essay

Write a 300 to 500 word essay explaining your desire to participate in the North Harrison SFP. The essay must be double spaced, have one (1) inch margins, and written in 12-point Arial font. Within the essay, you need to provide at least four (4) reasons on why you would like to utilize the SFP. Be sure to include how your place of employment relates to your plans and/or your career path after high school.

Email completed essay to the High School Principal.

Step 2: Student attendance and discipline check – Point system

Students in the SFP are to be positive representatives of North Harrison. Attendance and disciplinary actions will be considered during the application process. North Harrison will review the student's file and make note of any attendance or disciplinary issues during previous high school years. The following point system will be used:

- Detention received during high school career - 0.5 points
- Tardies received during high school career-0.5 points
- Unexcused Absence-1 point per day
- In School Suspension (ISS) - 2 points per day
- Out of School Suspension (OSS) - 3 points per day

Step 3: Completion of School Flex Program application and agreement

The SFP application will be provided to the student along with a student/parent agreement and employers hold harmless agreement contracts. Both items will need to be returned to the Principal by the due date provided.

Academic Performance

Students must be in good academic standing and on track to graduate in order to participate in the SFP. This will not be scored, but will be taken into consideration. This will be completed by the counselor.

Name: _____ Date Submitted: _____

School Flex Program Agreement

The purpose of the School Flex program (SFP) is to provide students (seniors only) with the opportunity to complete the coursework necessary to obtain a high school diploma at North Harrison while working part-time during the school day.

Student Qualifications/ Requirements

Student must be a high school senior with at least 21 credits obtained.

Complete an application including parent/guardian signature releasing the District from liability for any accident which might occur at the workplace or on the way to or from school.

Have an ICAP (Individual and Career Approved Program) that meets DESE criteria.

Pursue a timely graduation through an enrollment in district-required classes in order to meet graduation requirements.

Provide proof of employment and labor that is aligned with the student's ICAP developed in conjunction with the district. Employment is encouraged to be secured prior to the first day of school; employment must be secured by the third day of school.

Refrain from being expelled or suspended while participating in the program. If a student receives ISS, they will remain at school during their Flex hours. More than two instances of ISS and/or OSS will result in removal from the Flex program and the student will receive alternative instruction at school during Flex hours.

Maintain a 92 percent attendance rate during the current school year.

If employment is lost, the student must notify the High School Principal immediately. A period of two weeks will be allowed to find new employment. During that time, the student will report to school. If new employment isn't found, the student will be required to attend school full time.

Provide their own transportation to and from the worksite.

Students will receive 0.5 elective credits per semester per class period.

Students may enroll in SFP for a maximum of four periods per day per semester. Students must work an equivalent amount of time which they have left school per week (i.e. a student who signs out for three periods must work a total of 15 hours per week based on a 3:20 dismissal time). Work hours are to take place during the school day (Monday-Friday). Failure to meet the minimum hours will result in removal from the program and the student will be required to attend on-site school full-time.

Students must submit proof of employment hours to the High School at least every two weeks.

Grades will be reported on a pass/fail basis and will not be used to calculate GPA.

Employer Qualifications

Complete and sign application form provided by the student including indemnification of the District should an accident occur at the workplace as well as providing contact information and an EIN.

Be willing to host school personnel for observation of student(s) up to four times per year if so desired.

Provide at least bi-weekly verification of employment via a completed timesheet signed by the employer or a paystub. Employers who pay on a monthly basis may be considered with administrative discretion.

North Harrison School Flex Program Application

Student Information

Name: _____ Grade: _____ Phone #: _____

Parent/Guardian Name: _____ Phone#: _____

Employer Information, Consent, and Release

Employer: _____ Address: _____

Supervisor's Name: _____ Phone #: _____

Job Title and Description: _____

Employer EIN# _____ #Hours/Week: _____

Employer Hold Harmless & Indemnification Agreement

_____ ("Participant") is or will be employed by _____ ("Employer")
from _____ (program start date) through _____ (program end date) as part of the
North Harrison Flex program.

Employer has voluntarily agreed to employ Participant as part of Participant's participation in the above-mentioned program and assumes all risks associated with such program. Employer hereby releases and shall indemnify, defend and hold harmless the North Harrison School District and its Board of Education and their officers, agents, officials, employees, volunteers, insurers and assigns of and from and against any and all claims, suits, actions, or liabilities for injury, death, or for any loss or damage to property, which arise out Participant's employment by Employer. This agreement to release, indemnify and hold harmless specifically includes, but is not limited to, injury or damage as shall have been occasioned by the sole negligence of the District and its Board of Education and their officers, agents, officials, employees, volunteers. This Agreement shall be effective during all times in which the Participant is a participant in the above-mentioned program. By signing this, the undersigned has authority to sign this agreement on behalf of the Employer.

Dated this _____ day of _____, 20 _____

Employer Authorized Representative Signature

Employer Authorized Representative Name (Print)

Parent/Guardian Consent and Release

Permission is given for _____ to participate in the North Harrison Flex program.

We have voluntarily chosen to allow participants to participate in the above-mentioned program, and we assume all risks associated with such a program. We knowingly, voluntarily, and for adequate consideration release the North Harrison School District, its Board, its Board members, administrators, directors, officers, teachers, employees, assigns, and volunteers (“the District”) from all claims, demands, suits, damages, actions, causes of action and liabilities whatsoever, both in law and equity, on account of or in any way resulting from loss of personal property or injuries sustained while present at, participating in, or traveling to and from the above-referenced program, including any injury sustained due to the sole negligence of the volunteer and/or work experience program and/or the District. We understand that this Release is binding on Participant, Participant’s Parent/Guardian, and all of our heirs, personal representatives, next of kin, spouses, and assigns. We certify that the participant is in suitable health to participate in the volunteer and/or work experience program.

This release shall be effective during all times in which Participant is a participant in the above-mentioned program, specifically from _____(program start date) through _____ [program end date].

WE HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW AND UNDERSTAND THE CONTENTS THEREOF. WE ARE SIGNING THIS RELEASE VOLUNTARILY AS OUR OWN FREE ACT WITH FULL KNOWLEDGE OF ITS SIGNIFICANCE, INTENDING TO BE LEGALLY BOUND THEREBY.

Dated this _____ day of _____, 20_____

Legal Age Participant / Parent / Guardian Signature

Home Phone

Work Phone

Cell Phone

Student Signature

Appeals Process

If a student is not approved to participate in the North Harrison School Flex Program, the student applicant will have an opportunity to appeal the decision. Order of appeals: Principal, Superintendent, Board of Education

The students will be required to:

- Verbalize why they would like to utilize the SFP
- Explain how they will benefit from the place of employment selected
- Explain how they will dedicate extra time ensuring they will adequately fulfill the requirements of the program
- Explain or defend the actions that contributed to their non-approval and what corrections will be made to ensure those actions are not repeated

Site Supervisor Evaluation Form

Will be completed quarterly

Student Name: _____

Site Supervisor: _____

5 = excellent

4 = Good

3 = Satisfactory 2 = Needs Improvement 1 = Unsatisfactory

1.	Attendance Does the student show up to work on time each day?	5	4	3	2	1	Comments
2.	Neatness Does the student dress appropriately for the job?	5	4	3	2	1	Comments
3.	Attitude Does the student exhibit a good attitude on the job?	5	4	3	2	1	Comments
4.	Interpersonal Does the student get along with coworkers/supervisors?	5	4	3	2	1	Comments
5.	Attentiveness Does the student show a willingness to listen/learn?	5	4	3	2	1	Comments
6.	Work Ethic Does the student give full effort when completing tasks?	5	4	3	2	1	Comments
7.	Initiative Does the student do things without being told? Find other tasks to do on his/her own?	5	4	3	2	1	Comments

8.	Communication Does the student communicate well with coworkers and supervisors, others?	5	4	3	2	1	Comments
9.	Problem Solving Is the student able to assess and solve problems in the workplace?	5	4	3	2	1	Comments
10.	Cooperation Is the student able to work with others for a common purpose?	5	4	3	2	1	Comments

Attendance

Outstanding attendance at school is fundamental to successful learning. It is impossible to take full advantage of learning opportunities offered at North Harrison without maintaining outstanding attendance. While it is the function of the principal's office to maintain records of student attendance, it is a primary responsibility of students and parents to ensure that outstanding attendance occurs. The District's goal is 96% attendance. To achieve this, students may miss no more than 3 1/2 days in each semester. With this philosophy in mind, the following policy is written.

Parental Contact (Attendance)

On the morning of an absence, parents should contact the school by 9:00 am. If a student is absent and a parent/guardian has not called the school, an attempt will be made by the school to contact the parent/guardian at home and/or at work. Parental contact helps ensure the safety of your child.

Make Up Work

In most cases, it should be the responsibility of the STUDENT to collect make-up assignments and due dates for all work from each teacher. However, PARENTS may collect student assignments in cases of extended absence for medical reasons or other extenuating circumstances. Make-up assignments should be collected on the first day the student returns. For convenience, requests for make-up work should be done before (7:45-8:05)) or after (3:20-3:30) school, not during the school day. However, teachers are free to provide this work during the school day if convenient for both parties.

Students have one day to make up work for each day they are absent (i.e., if a student is absent two days, they have two days from the day they return to collect and complete that work). It is vital that students check immediately with their teacher when they are back in class to find out what work was missed. Students who fail to find what assignments were given, or who fail to complete assignments in the time allotted, will be subject to the Late Work policy of the classroom.

Definitions

Attendance: A student is considered to be in attendance if the student is physically present in a class; participating in a district-sponsored or district-approved activity; participating in a class through alternative methods or media as allowed by Board policy; receiving homebound services; or receiving services at another location pursuant to law or by arrangement of the district.

Parent: A parent, guardian or person acting as a parent in the absence of the parent or guardian if the student is under 18. If the student is 18 or otherwise emancipated, the student will serve as the parent for purposes of this procedure.

Tardy: A student is tardy if the student arrives after the expected time. Tardiness will be counted as an absence if more than half of the class period is missed.

Truancy: A student is truant if the student is absent from school without the knowledge and consent of the parents and the administration. A student is also considered truant if the student leaves school without the consent of the building principal or accumulates excessive unjustifiable absences, even with parental consent. Truancy is a type of unverified absence.

Late to School

Students who arrive late for school must stop in the office before going to class. Children's Services will be notified of students with excessive tardiness to school in a semester. Students arriving late to class or on time but unprepared may have points deducted.

Attendance Policy

Regular school attendance is required by Missouri law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and some tests, no effective method exists to compensate for missed lectures, classroom discussions, teacher assistance, teacher explanation and/or student performances as required in such classes as band and physical education. This policy is not established for punitive purposes, but to promote regular class

attendance, to maximize each student's opportunity to receive the full benefits of the education offered by the North Harrison R-3 School District, and to encourage students to assume responsibility for their conduct. Any student that misses a class ten or more days in a semester will receive NO CREDIT per class unless the absences are due to medical reasons verified by a doctor or extenuating circumstances presented by a parent or guardian to a review board. If time is assigned by the review board to be made up, it will involve tutoring with a teacher or time on an educational computer program such as study island. In addition, students who exceed ten or more absences will be reported to the Division of Social Services except those that fall under extenuating circumstances.

Attendance Appeals Process

If a parent or guardian believes that his/her son's/daughter's absences in excess of ten days are due to unusual or extenuating circumstances, the absences may be appealed to be waived. A review board made up by the principal, counselor, and one or more teachers will hear the appeal.

Procedure for attendance appeals:

1. Write the principal to request a hearing within ten school days of the notification that credit has been denied.
2. Present to the principal or counselor any documentation of extenuating circumstances.
3. You will be notified in writing within three working days of the review board decision. If the decision is to deny credit, you may appeal to the Superintendent and the Board of Education.

Tardy Policy

The first unexcused tardy will result in a warning from the teacher and will be recorded by the teacher.

The second and third unexcused tardy are at the teacher's discretion. Students may lose participation points and/or be assigned a teacher detention. The fourth and fifth unexcused tardy will result in a detention to be served before or after school with the principal. Six or more unexcused tardies are at the principal's discretion and options may include Saturday school and/or ISS. This is set up per semester.

School Sponsored Absence

Students on school sponsored trips are not counted absent, unless they fail to follow proper procedures for school-sponsored activities. Students missing class for a school-sponsored activity must obtain a trip permission form from the teacher/coach/sponsor in charge and have it signed by their classroom teachers and their parent/legal guardian and returned to the sponsoring teacher/coach the day before attending the activity. The student will be responsible for making up all missed classroom work.

Post-Secondary Institution Visits

Seniors wishing to attend post-secondary institutions must set up trips in ADVANCE with the A+ Coordinator. Beyond school-sponsored visits, seniors will be allowed two, one-day visits during the school year. Students will be required to bring printed or written documentation, signed by an official of the institution visited, back to the A+ Coordinator.

Excessive Absence Notification

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 (see School Sponsored Absence). 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.

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.

Notice and Due Process

A summary of the Board-adopted attendance policy and related procedures will be published in student and other handbooks and posted on the district's website. In addition, students and their parents will be notified prior to the imposition of any consequence and given the opportunity to appeal the imposition of the consequence to the superintendent. On appeal, the student and his or her parents may present evidence that the student has missed fewer days than the district's records show or that an absence recorded as unverified should have been recorded as verified. An appeal will not be taken based on whether the reason for the absence justifies an exception to this rule

General Information

Lunch and Breakfast

Costs of meals:

	<u>Student</u>	<u>Adult</u>
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	\$.45	\$.45
Seconds	\$1.75	\$1.75

Method of Payment: Students should prepay their meal amounts. Payment for meals should be placed in the box in the High School office window. Checks should be marked as to what they are to pay and can be dropped in the box. Cash should be placed in an envelope with the student’s name printed on the outside and a note explaining what account and for which student payment is being made. Lunch balances may also be paid online via TeacherEase. Parents will be notified periodically as to the balance of their student’s meal account. Students who accrue a meal bill greater than \$20.00 will be allowed to eat school meals but will be expected to pay for each meal.

Students with lunch bills of \$25 or more will be served an alternative lunch until they pay their bill down. They may also bring lunch to school.

North Harrison is a closed campus; students will remain in the cafeteria. Students will NOT be allowed to order out/in lunch. If a student chooses to bring their lunch it must be kept in their school locker until lunch period. A microwave is provided in the lunchroom. Students are not to use the microwave in the FACS room.

Milk, juice, and/or water are the only beverages to be consumed during meal service time. A water and juice machine has been placed in the hall between the cafeteria and elementary school. Misuse of this privilege will result in the machine being turned off. (No pop is allowed in the lunchroom during meal service times and should not be brought with a box lunch—see "Pop Machine Use," page 20).

Gym/Weight Room

Students will be allowed to use the gym and weight equipment ONLY when there is direct supervision provided by a staff member.

Students must wear proper shoes when playing on the gym floor. These shoes must not have been worn outside. No one will be allowed on the gym floor without proper shoes.

Office Facilities

Students will be allowed in the office area only when they have been given permission to be there by a teacher who is supervising them or by permission of office staff. All other business should be done through the office windows.

Telephones

A telephone is available for student use in the office if needed and approval granted by office staff. Students should use the

phone only before or after school. Students should not request to use the phone during normal class times and teachers should not allow students to use the phone during normal class times.

Office phones are not to be used by students without permission from office personnel.

Cell Phones and Other Electronic Devices

Cell phones, ear buds, and other electronic devices will not be allowed to be used in the school building during the normal school day, 8:00 am-3:20 pm. Students must bring cell phones to the high school office to be kept during the school day and retrieve them at the end of the day. Students are not to have any of the above listed items on their person within the classroom during the school day. If a teacher sees such 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 cellphone 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.

Chromebook Loaner policy

Students who have forgotten a Chromebook or charger may check one out from the office for the day with collateral turned in (i.e. cell phone, etc.). The collateral will be returned to the students when the Chromebook or charger is returned to the office at the end of the day.

Vending Machine Use

1. Pop machine will be turned off until after school. Teachers may request these machines to be turned on for special occasions.
2. Water and juice machines will be open for use before school, during lunch, and after school (District Health Plan)..
3. Only clear water containers are allowed in the building unless permission has been granted by the principal to do otherwise.
4. Students may keep CAPPED bottles in their lockers, but because of the likelihood of spills, uncapped bottles and cans should be disposed of in the can bin. Empty bottles should also be disposed of in a timely manner to keep lockers as clean as possible. If spills happen, please take the responsibility to clean them up.
5. Also, for cleanliness, please keep pop, Gatorade, juices, and snacks off the buses (unless specifically authorized by the driver), out of the gym and carpeted classrooms, and away from PC's and other electronic equipment.
6. In the classrooms, only water bottles that have a clear portion of the bottle are allowed containing water.
7. If problems persist, all machines may be turned off and/or removed at any time.

Library

The library will be open from 8:00 am-3:30 pm, on regular school days. You are encouraged to use the library as much as possible. From time to time, it may be necessary to use the library during class time. In such cases, the student should first get a library pass from the teacher and upon entering the library give the pass to the librarian. You will be expected to follow library rules at all times. Each student is responsible for materials checked out in his/her name. Compensation is required for lost or badly damaged books/resources. Charges for lost or damaged books are replacement cost of library items.

Guidance

The Comprehensive Guidance Program is developmental and addresses the needs of all students by facilitating their academic, personal/social, and career development through individual planning, classroom curriculum, and responsive services and referral. Students and parents/guardians may contact the guidance counselor for an appointment by calling the high school office.

School Nurse

The nurse will take care of routine health care problems, and administer regular checks for vision, hearing, head lice, and other situations. Students who are ill should report to the nurse. If they are running a temperature of 100 degrees or higher, if they have vomited, or if they have had a severe injury, students will be sent home, or isolated if no parent can be contacted. **No one will be allowed to leave school for illness unless they have first checked with the nurse.** In the event that the nurse is not available, students should then check with her substitute or the office. Further, all medication brought from home, both prescription and over-the-counter, must be given to the nurse and dispensed by the nurse. Students are not allowed to keep medicine of any type in their lockers or on their person unless the parent/guardian has submitted all required authorizations and releases in accordance with BOE Policy JHCD. Contact the school nurse for further information.

School Visitors and Appointments

- All visitors (including parents) must check in at the principal's office and obtain a visitor's pass if they are going somewhere other than the office area.
- Students will not be excused from class until office personnel request them to come to the office. An adult must accompany all child visitors.
- Non-custodial parents may pick up children from school only if written permission is given by the custodial parent/guardian.
- Students will not be allowed to have visitors attend classes without administrative approval. This approval would depend upon truly extraordinary circumstances (Out of town friends or relatives do not constitute an extraordinary circumstance.) Students may invite an approved visitor for lunch with reasonable prior notice so the cooks may prepare sufficient food.

Vehicles

- Students must register their vehicle with the principal for safety purposes and emergency use (See form at end of the Student Handbook).
- Students driving to school will park in the area designated as student parking. If you are not sure if an area is designated as student parking---do not park there.
- Student drivers will come into the main building immediately after arriving at school (if not before 7:45 a.m.) and remain on the school property. No loitering in the parking lot.
- Failure to follow safe procedures when driving and parking around the school will result in loss of parking privileges at the school.

Drug Testing Policy- Grades 6-12

Background and Purpose

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

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

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

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

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

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

Definitions

Extracurricular Activities: Activities that take place outside the regular course of study in school, including field trips.

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

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

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

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

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

SAMSHA: Substance Abuse Mental Safety Health Administration

Privacy and Confidentiality

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

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

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

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

Confirmation of Sample

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

Disclosure of Other Medications

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

Activities Included in the Drug Testing Policy

- Athletics: Baseball, Basketball, Football, Golf, Softball, Track
- Activities: Band, Cheerleading, Choir, Scholar Bowl
- Student Organizations: FBLA, FCCLA, FFA, NHS, Student Leadership Team
- Other: Extra-curricular trips, Parking on Campus

Consequences

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

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

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

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

Drugs the North Harrison R-III School District May Test For:

THC = Marijuana
ALC= Alcohol
BZO = Benzodiazepines
COC = Cocaine
PCP = Phencyclidine
MAMP = Methamphetamine
MTD = Methadone
OPI = Opiates
AMP = Amphetamines
BAR = Barbiturates
TCA = Tricyclic Antidepressants
MDMA = Ecstasy
PPX = Propoxyphene
OXY = Oxycodone
STER=Steroids

The school district will pay for all random drug screenings.

Activities

Activity Conduct Policy

(Revised 4/26/04)

All school rules are in effect for all extracurricular activities, both home and away.

Philosophy of Activity Eligibility

Eligibility is a privilege to be granted by the school to a student, which allows that student to participate in interscholastic activities. Eligibility is not a student's right by law. Precedent-setting legal cases have determined that eligibility is a privilege to be granted only if the student meets all standards adopted by the school, which enables the school to grant the student such a privilege.

Listed below are major rules and regulations, which you must follow in order to protect your eligibility. This handbook is designed to foster student responsibility, good conduct and character as to reflect credit upon the student and the school district. No handbook can be expected to list each and every offense that may result in disciplinary action. Any conduct not included herein, or an action(s) involving a combination of offenses may result in disciplinary consequences that may extend beyond what is listed in this handbook. Any disagreement of a decision made by a coach/sponsor will be handled using the Procedure for Appeal, covered on page 16 of this handbook.

The following rules are set forth by the North Harrison Board of Education and by the MSHSAA.

Open Gym Policy

Participation in the open gym is voluntary and a privilege, not a right; therefore, neither the students nor their parents have a right to enroll in or participate in open gym. Students have no constitutional right to participate in extracurricular activities, which includes open gym and, at any time, the privilege can be revoked based on the discretion of the administration and the board of education. The privilege may be revoked for many reasons, including but not limited to deficiency in the student's grades, poor behavior during school hours or during open gym.

Cooperative School Agreements

All students participating in activities authorized by a cooperative agreement will follow the North Harrison Activity Conduct Policy and individual North Harrison coaches' rules. Therefore, this applies to the citizenship and academic standards and every part of the Activity Conduct Policy.

Regulations of Organizations

Each individual organization--FFA, FCCLA, FBLA, FTA, Student Council, Pep Club, Cheerleaders, Athletics, and Honor Society--has its own regulations to be met in conjunction with those listed in this handbook. Each organization must have a faculty sponsor approved by the Board of Education. The sponsor will be responsible for explaining all rules to students and providing a handbook with said rules.

Extracurricular Money-Making Projects

Each organization will be limited to 1 "sales-type" fundraiser. The sales of products, tickets, or ads are allowed if the school organization receives the profit from the sales and it does not excessively benefit some other business or company (i.e. Organization receives high percentage of sales price). Other fundraising ideas are limited to 100% profit-making by the organization. All fundraisers must be approved by the principal.

Medical Insurance

All students will be required to have completed physical forms and to show proof of insurance before participating in any practices or contests at NHHS.

Activity Attendance Behavior (non-participants)

Softball -- Students will be allowed to use the basketball and playground facilities. The privilege of using these facilities can be taken away for inappropriate conduct and will be dealt with on an individual basis.

Basketball -- All students are expected to remain seated in the gymnasium during home and away ballgames. Students should not be "hanging out" in the cafeteria / concession stand area, bathrooms, or hallways.

Consequences

- The first time you will be reminded to go sit with your parent/guardian.
- The second time, you will lose the privilege of attending the next school activity (includes dances and away activities).
- The third time, you will be asked to leave the school grounds and will lose the privilege of attending school activities for 30 school days and will be disciplined according to the Shamrock Discipline Plan or placed on the plan at Level One if not already on the plan.
- On a fourth offense, you will be asked to leave the school grounds and will lose the privilege of attending school activities for 180 school days and will be disciplined according to the Shamrock Discipline Plan.

Note: Loss of the attendance privilege will carry over to the next school year. All school rules are in effect for all extracurricular activities, both home and away.

Citizenship Standards

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

School Attendance (Activity Eligibility)

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

Dances and Prom

Students below the 9th grade and over the age of 20 will not be admitted to high school dances. All other persons (except parents, guardians, teachers, etc.) not students at North Harrison Junior/Senior High School, must be a guest of high school students to be admitted to a school dance. A dance request form must be completed and approved by the high school principal to the high school office 24 hours before the event before out of school dates will be allowed to attend high school dances. When students enter the building to attend an organization sponsored activity, they are to remain in the building. If they leave the building, they will not be allowed to reenter. No drop-out of North Harrison R-III may attend a dance or prom until their class has graduated from North Harrison High School. Students are to attend school all day in order to participate or attend dances, unless prior approval from the principal is given.

Unexcused Practices

Students are expected to attend all practices. Individual coaches/sponsors will provide specific rules on unexcused practices. NOTE: Softball meetings, practices and games take precedence over junior high basketball for freshmen participating in both

sports and these athletes will not be required to participate in conditioning for junior high basketball during the softball season.

NOTE: When school is called off, or cancelled, for weather/emergency situations, there will be no practice. In the case of inclement weather, in which school is cancelled, conducting a voluntary practice/open gym must have administrative approval.

Detention Notification (Activities)

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

Alcohol/Tobacco Policy

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

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

Controlled Substance Policy

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

Out-of-School Suspensions

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

Unsportsmanlike Actions

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

Transportation Policy

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

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

from school sponsored activities. Administrative discretion can be used in emergency situations.

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

Uniforms and School Issued Items

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

Procedure for Appeal

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

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

Dress Code (Activities)

All students and athletes will dress appropriately and in accordance with each individual coach and sponsor's rules when

representing North Harrison School; at a minimum, team dress should follow the North Harrison School's student dress code.

Academic Eligibility (Activities)

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

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

Grade Checks

In addition to the above academic rules, grades will be checked approximately every two weeks at the scheduled "grade check" time. Any student who has a grade of 60-69% will be placed on **academic alert**. A student will remain on alert for any grade of 60% through 69%. A student with an F (59% or lower) will first be placed on **probation** for that particular class. If at the next grade check, the student is still failing that same class, then the student will be placed on academic **suspension** until the next grade check.

Ineligible students who raise their grades to 60% or above will be reinstated to academic alert status and will be eligible to participate at the end of the two-week suspension. (To encourage students to enroll in academically challenging classes, students taking weighted classes will be placed on academic suspension for grade percentages at or below 55 %.)

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

Definitions:

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

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

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

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

Example scenario:

1st Grade Check: 65% in English, 58% in Math; Alert for English, Probation for Math

2nd Grade Check: 68% in English, 57% in Math; Alert for English, Suspension for Math

3rd Grade Check: 59% in English, 60% in Math; Probation for English, Alert for Math

4th Grade Check: 60% in English, 70% in Math; Alert for English only

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

Student Appearance: P 2651

As we try to prepare our students for life outside high school, we expect students to keep themselves well-groomed and neatly dressed at all times. 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 on next page.

- 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.

Cafeteria: P 2660 and P 2661

Student behavior in the cafeteria should be based on courtesy and cleanliness. This means leaving the area clean when you leave. Food is not to be taken outside the cafeteria. Students who bring their lunch will eat their lunch in the lunchroom. Open beverage containers are not to be taken out of the cafeteria.

Bus Regulations: P 2660 and P 2661

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

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

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.

Bullying: P 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.

Corporal Punishment: P 2670

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 abuse within the meaning of Chapter 210, RSMo.

Detentions: P 2660

1. Students are required to meet with the assigned teachers at the next available detention session the day following the assigned detention. Failure to show for detentions will result in two detentions assigned. If either of the detentions is missed, student will be required to serve an ISS.
2. School activities and sports practices do not excuse a student from serving a detention. Exceptions can be made for early departure times for school related activities. The decision to excuse a detention must be made by the supervising teacher or the principal prior to the detention day. It will be up to the student to notify the supervising teacher of the conflict.
3. Students will be required to bring their own work or they will be assigned work in order to fulfill the detention requirements. Computer work will not be allowed during detention time.
4. Students are not allowed to talk, eat, drink, sleep or listen to music or be on electronic devices during detention time.

In-School Suspensions: P 2661

Students assigned to In-school Suspension (ISS) should report to the principal immediately upon arrival to school. ISS shall consist of complete isolation from the student body for the period of time set by the administrator. Each student placed on ISS shall be responsible for completing assignments collected from each teacher by the ISS supervisor. Full credit shall be given for work completed by a specified time. Those assignments will be given to the teachers at the end of each day of suspension and the teacher will decide if the work is satisfactory enough for credit. Students will not be permitted to be in the company of other students throughout the ISS period. ISS ends with the dismissal bell for the last day of suspension.

Suspension days may be carried forward to the next school year.

Students will be actively engaged in schoolwork while in ISS.

Any student not following the instructions of the supervisor, or the rules, may have their ISS time increased. ISS sessions may be videotaped at the discretion of the administration.

Out-of-School Suspensions: P 2662 and P 2663

A student assigned out-of-school suspension (OSS) will not be allowed on school property during the suspension period unless they and their parent(s)/guardian(s) have an appointment with the administration. OSS shall consist of removing a student from the school setting. OSS continues through the night activities and ends when the student returns to school the day after serving the specified time of suspension.

OSS students may not participate in extracurricular activities until the day they return to regular classes. Suspension may be carried forward to the next school year.

Students suspended at the time of graduation may not be allowed to participate in graduation exercises. The student may not be allowed to return to school until a conference among student, parent, and principal has taken place.

Prohibited Conduct

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

Academic Dishonesty

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

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

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

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.
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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: P 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.

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.

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

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

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

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences

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

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

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.

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

Harassment, including Sexual Harassment: P 1300 and P 1301

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: P 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

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

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

Public Display of Affection

Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

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: P 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 Offense:	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

Weapons

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

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.

Acceptable Use Policy for the Internet: P 6320

North Harrison High School 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?

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?

- 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

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.

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 Mrs. Susan Allen

The North Harrison School District's Title IX Coordinator is Dr. Ethan Sickels

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

1. What is a complaint?

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the

Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

decision being delivered to the LEA.

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

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

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:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications. In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:
- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

FERPA Policies

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

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

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

Personal notes made by teachers and other school officials that are not shared with others are not considered education records.

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

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

Homeless Students: P 2260

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

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 need 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

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 have 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 system that requires 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.