

Harrisburg Middle School

Grades 6th, 7th, and 8th



2020-2021

StudentParent Handbook

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Harrisburg R-VIII School District

Notice of Nondiscrimination

The Harrisburg R-VIII School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, perceived sexual orientation, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated as the District's Compliance Coordinator to handle inquiries or complaints regarding the District's nondiscrimination policies:

Coordinator of Special Services
Lynn Proctor
1000 S. Harris Street, Harrisburg MO 65256
(573) 875-5604
proctorl@harrisburg.k12.mo.us

For further information about anti-discrimination laws and regulations, or to contact the Office for Civil Rights in the U.S. Department of Education (OCR) regarding the District's compliance with anti-discrimination laws and regulations, please contact OCR at One Petticoat Lane, 1010 Walnut Street, Kansas City, Suite 320, Missouri 64106, (816) 268-0550 (voice), or (877) 521-2172 (telecommunications device for the deaf), or ocr.kansascity@ed.gov.

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Harrisburg R-VIII School District Mission Statement

The mission of the Harrisburg R-VIII Schools is to produce citizens who can effectively communicate, gather and use information, make responsible decisions, and adapt to the challenges of the twenty-first century by providing diverse, well-trained staff dedicated to delivering a sequential, comprehensive curriculum based upon fiscal responsibility, community involvement, sound management practices, and a commitment to measurable academic progress.

Educational Philosophy

A philosophy of education is the foundation on which a school district is built and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules, and regulations of the school district. Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve the limits of his or her capacities.

We believe that in a democratic society, education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching an example of the principles of the democratic way of life.

We believe that parents/guardians have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents/guardians may do this by cooperating to the fullest with the school, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that students must have responsibilities in the educational program of the community. The most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, and ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication, and mathematics. It is therefore, the responsibility of the Harrisburg R-VIII School District to provide and educational environment for children of the district which will foster and accelerate their intellectual, physical, social, and career development.

HMS Statement of Purpose

The purpose of Harrisburg Middle School is to prepare lifelong learners who demonstrate citizenship, responsibility, and respect for themselves and others.

School Song

Loyal and true;
We pledge allegiance to you.
This is our motto:
We are one for all and all for Harrisburg.
Here's to our school,
And on high may she rule
Forevermore. You will find us
Always loyal and true!

General Information

Administrative Rights

The administration of Harrisburg Middle School reserves the right to establish rules and regulations which are not stated in this handbook, but which are deemed necessary by the school administrators based on student behavior or situations which adversely influence others or interfere with the educational process.

Board Meetings, see Policy 0410/0412

The regular meeting of the Board is held on the second Monday in each month, at 7:00 p.m., except when a majority of the Board agrees in advance and public notice is given. Public meetings may be conducted in person or by conference call, video chats, Internet conferences, emails and Internet message board.

A designated period of time is provided for public comment at all regular board meetings.

Visitors, see Policy 1430

All visitors are required to sign in at the principal's office at the beginning of each visit. If you wish to visit a classroom or teacher an appointment must be made in advance.

Pets

Pets are prohibited unless prior arrangements are made with school administrators.

Tobacco, see Policy 2640

The Board of Education believes that smoking and the use of any tobacco product is detrimental to the health and well-being of staff and students. Therefore the Board prohibits the use, sale, transfer and possession of tobacco products at school and at school activities.

Parent-Teacher Organization

The Harrisburg Parent-Teacher Organization is an active organization. Anyone is welcome to become a member, and parents are especially urged to join.

Closing of School, see Policy 5241

Inclement weather conditions may cause school to be canceled or closed early. The information will be reported to the media as soon as possible and broadcast on the following stations: KRES-KWIX in Moberly, KCLR and KOMU-TV Channel 8 in Columbia. School cancellations will also be announced via SchoolMessenger.

Late Start Policy

Bus pickup will generally be about two hours after the regularly scheduled pickup time. All buildings will be open by 9:30 AM, and school will start at 10:00 AM. Students will not be served breakfast on Late Start days.

District/State Wide Testing

The MAP (Missouri Assessment Program) is given in the spring.

Photography/Video Documentation/Directory Information

Students involved in school activities are periodically photographed or videotaped. This is one way the teachers and administrators are able to share students' academic growth, accomplishments, and activities (i.e. website, school publications, etc.). Sometimes media sources are eager to publish informational reports and photographs of our students. If you do not want your child to be photographed or videotaped, please return a signed statement indicating your desire to not have your child photographed or videotaped. Your signed statement will be kept on file in the office.

Please be advised that, upon request, the school district will release "directory information" concerning your child. This will include the following information: the student's name, participation in officially recognized extracurricular activities, height and weight of members of athletic teams, dates of attendance, awards received, photographs, and other similar information. If you do not want this type of information about your child released, please send a note to that effect to the principal.

Tyler SIS Parent Portal – You can access your child’s grades, attendance, and contact teachers through the parent portal. If you need your username and password, stop by the middle school office. Teachers are required to update gradebooks regularly.

School Messenger Alert

Communicating with parents is an important part of the work we do as a school district. One of our many avenues for communication is the use of SchoolMessenger, a parent notification system that is provided to us courtesy of Commercial Trust Bank. Many parents rely on SchoolMessenger for receiving important and timely information regarding school happenings.

For those of you who rely on SchoolMessenger, we want to alert you to recent changes regarding the system. Due to recent changes in federal rules that cover school communications, we must now collect parental consent for non-emergency notification messages. In order to comply with these requirements, we have reverted all parents to Emergency message status only. Everyone who wishes to receive non-emergency messages, such as school event information, general announcements, attendance calls, and activities information, will need to go to the SchoolMessenger website www.schoolmessenger.com/start to provide consent for these calls. Select “Preferences” to choose which messages you would like to receive. Your email address is the username for signing into SchoolMessenger. If you do not have a current email address listed in your student’s Tyler SIS account, you will not be able to sign in to the SchoolMessenger site. If you need to update or add your email address in Tyler SIS, you simply need to sign in to your Tyler SIS account and update your information.

Formal Evaluation Pursuant to Diagnostic Referral

“Formal Evaluation” means interviewing or testing procedures used selectively with an individual student and does not include basic tests administered to or used with all students in a school.

A formal “permission to evaluate” form must be signed by the parent/guardian who has legal custody of the student prior to formal evaluation.

Upon waiver of parental rights (age 18), the student must sign the “permission to evaluate” form pursuant to formal evaluation.

Parents/guardians will receive a copy of procedural safeguards along with the “permission to evaluate” form.

If permission to evaluate is not granted within ten days by the parent/guardian, the due process procedure, as applicable under P.L. 94-142 and the Education of the Handicapped Act 1975, will be in effect.

Health Services, see Policy 2830

Health services are coordinated by the school nurse. All health records are maintained in that office and will be released with parent (students under age 18) permission. Medications will be administered by the nurse or his/her designee with appropriate authorization.

Immunizations, see Policy 2850

As mandated by the Missouri Department of Health, students must have up-to-date immunizations before being permitted to attend classes. Immunization requirements are listed on our district website. Failure to comply with the requirements will result in exclusion from school until proof of compliance is provided.

Communicable Disease, see Policy 2860

A student shall not attend school or school-sponsored activities while afflicted with any contagious or infectious disease, or while liable to transmit such a disease after being exposed, unless the Board or its designee has determined, based on medical evidence, that (1) the student is no longer infected or liable to transmit the disease; or (2) the student is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

School District Policies

Copies of the school district policies adopted by the Board of Education are available for public view in the administrative offices and on the district website.

General Student Information

All students must meet district eligibility criteria to participate (no failing grades the Semester prior to participation).

Activities and Clubs

Quiz Bowl Student Council Pep Club NJHS Band

Athletics: Grades 7 and 8 only

Middle School Girls

Basketball
Cheerleading
Track
Cross Country
Softball

Middle School Boys

Basketball
Cheerleading
Track
Football

All students participating in athletics are required to furnish proof of a physical prior to the first practice. Physical forms are available in the office or from the coaches.

In addition to MSHSAA academic requirements, students attending Harrisburg R-VIII School may not receive a failing grade (F) in any class for the semester grading period. **Students failing to meet this requirement will be ineligible for the following semester. Students will regain eligibility when they have met MSHSAA guidelines and local policy.** During this ineligibility period, the student must attend practice to stay a part of the team. Students promoted from 8th grade to 9th grade that have not met eligibility requirements will be eligible for participation during their 1st semester of their 9th grade year, but must meet requirements thereafter. Students entering 7th grade for the first

time are eligible to participate in activities.

Assemblies

School assemblies are part of the total school curriculum program. Assemblies may be used to recognize or encourage student performance, disseminate information to the student body, or to bring in outside speakers.

Bus Transportation

Behavior on school buses is governed by all the rules described within the Student Discipline section of this handbook. In addition, the following behavior rules apply specifically to behavior on school buses:

1. Follow the directions of the driver.
2. Remain in your seat while the bus is in motion.
3. Aisles must be kept clear at all times.
4. Keep all parts of your body inside the bus.
5. Do not throw objects within, out of, or at the bus or other vehicles.
6. Student actions or volume should not be distracting or prevent the driver from performing his/her job.
7. Wait for the bus driver's signal before crossing the road.
8. Walk in front of the bus; never walk behind or along the side of the bus.
9. No live animals on the bus.

Computer Acceptable Use (Policy 6320)

All students and parents are to sign an "acceptable use" contract prior to using school computer. This contract is included in the back to school packets and available in the middle school office. Students in violation of this contract will lose computer privileges.

Dances

Dances are held at various times during the year and are chaperoned by the HMS staff. **Students leaving the building during a dance will not be permitted to return.**

Homecoming/Court Warming Dress Code

The following dress code is in effect at homecoming and/or courtwarming. If a student chooses to attend this event the dress code must be adhered to throughout the entire event.

Males

- Males should dress in semi-formal attire: slacks, dress shirt and nice shoes.
- Ties are encouraged but not required.
- Jackets are optional.

Females

- Females should wear semi-formal attire: dress and nice shoes.
- Dresses must not be low cut in front or extremely low cut in back (back must not fall below the waist).
- Strapless and spaghetti straps will be permitted.
- Dresses/skirts must be an appropriate length when walking or dancing.
- No see through attire or revealing cut-outs will be allowed.

*If you question whether or not your dress will meet approval, please bring your dress to school or provide pictures (full-length, front and back) of you wearing your dress for administrative approval.

**If you would like to attend an event and/or participate on court but are unable to acquire appropriate clothing, see your building administrative assistant or building counselor.

Food Service Programs (Policy 5550)

1. A balanced breakfast and hot lunch with milk will be served each day.
2. Students are expected to act responsibly by cleaning up after themselves and getting to class on time.
3. Food and beverage items are not permitted in the classrooms unless authorized by the teacher.
4. Students are allowed to charge a maximum of \$10.00. After this maximum has been met, no additional charges will be accepted. The student may be given a designated menu alternate.
5. No charges will be allowed for ala carte foods and beverages.
6. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call, or by the Food Service Department.
7. On May 15 annually all charging will be cut off.
 - Parents/guardians will be sent a written request for “payment in full.”
 - All charges not paid before the end of the school year will be carried forward into the next school year.

Students may qualify for free or reduced priced meals (breakfast and lunch). Qualification forms are provided in the back to school packet. Forms are always available in the middle school office and on the school website. We encourage families to take advantage of this opportunity.

Lunch price: \$2.60

Breakfast price: \$1.55

Extra milk: \$.40

Extra breakfast entrée: \$1.00

Extra lunch entrée: \$1.50

Interrogation and Search, see Policy 2150 – Desks and lockers are public property. School authorities may make reasonable regulations regarding their use. School officials may inspect these if there is “reasonable suspicion” to believe that prohibited articles or items which could cause harm to others are

being kept in them. School employees may require students to empty their pockets, check purses or backpacks or other items which are suspected of containing prohibited or dangerous items. Should a student refuse, parents and possibly the authorities will be contacted. The student will not be allowed back into classes until the search is completed. In some cases the student may be sent home. Vehicles parked on school grounds may also be searched with “reasonable suspicion”. See Policy 2650

Leaving School Property, see Policy 2630 also and 2330

With the safety and welfare of the students in mind, the Board of Education has closed all campuses during the school day. Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent/guardian. In emergency situations, a telephone call from a parent/guardian may suffice, with approval of the building principal.

Once a student is on school property he/she must receive permission to leave. This includes before school hours, with the exception of a scheduled practice when a student needs to go home to shower and change before class starts.

Library

The library is to be used by students for purposes related to study, research, curriculum, and leisure reading. Parent resources are also available in the library. The librarian is available for assistance in locating and selecting materials and for providing instruction in the use of the library. Students are responsible for all materials checked out from the library and will be charged for any damaged or lost items.

Special Education

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including:

- children attending private schools
- children who live outside the district but are attending a private school within the district
- highly mobile children, such as migrant and homeless children
- children who are wards of the state
- children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade.

The Harrisburg R-VIII School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness, and young child with a developmental delay.

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

Pursuant to District Policy 2110, the District’s programs and services available to meet the needs of students with special needs will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and 162.670-.995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education’s Current Plan for Part B of The Education of the Handicapped Act, as amended. **A copy of the Procedural Safeguards Notice may be viewed on the District website. A hard copy may be requested by contacting the middle school office.**

District appeal procedures can be found under District Regulation 2110. Additional information regarding “Instruction for Students with Disabilities” can be found under District Policy and Regulation 6250.

Student Lockers

Students will be assigned a locker at the beginning of the school year. Any damage to the locker during the school year will be assessed at the end of the year. Students are to use their assigned locker or notify the middle school office of a desire to change lockers. Students are responsible for their locker’s condition. Locks will be made available in the middle school office for \$8.00. Locks returned will receive a refund of \$8.00. No other locks are to be used and will be cut off.

Yearbooks

The yearbook is published by the High School Yearbook Class and is available for a reasonable fee. It is an excellent way to recall and enjoy memories of the school year. Yearbooks will be distributed at the beginning of the following school year.

Conference Hours

Teachers will be available to meet with parents and students during scheduled conference hours. If you wish to speak with a teacher during this time, please contact the principal or teacher.

Class Schedules

Breakfast	7:30-7:49
1 st Period	7:54-8:49
2 nd Period	8:53-9:48
3 rd Period	9:52-10:47
4 th Period	10:51-11:46
Lunch	11:46-12:14
5 th Period	12:18-1:13
6 th Period	1:17-2:12
7 th Period	2:16-3:11
Advisory	3:15-3:45

Report Cards/Parent Conferences/Parent Portal

Semester Grade Terms:

Beginning the 2020-2021 school year middle school students will have semester grading terms instead of quarterly grading periods.

Student's grades are available online through Tyler SIS. Grade cards will be mailed home upon request and at the end of each semester.

Scheduled parent/teacher conferences will be held at least twice a year in the middle of each Semester term. ■

Mid-term deficiencies will be mailed home for students receiving a grade of D or F.

The Tyler SIS Parent Portal is a great way to keep track of your student's grades and attendance. Contact the office to obtain your login information.

Grade Information

Letter Grade	Percent	GPA
A	100-95	4.00
A-	94-90	3.70
B+	89-87	3.30
B	86-84	3.00
B-	83-80	2.70
C+	79-77	2.30
C	76-74	2.00
C-	73-70	1.70
D+	69-67	1.3
D	66-64	1.00
D-	63-60	0.70
F	0-59	0.00

Honor Roll

The Honor Roll will be based on the 4.0 scale and is posted Semesterly. All students receiving a GPA of 3.25 or better will be placed on the Honor Roll.

Middle School Tardy Policy

*** Due to COVID-19, during the 2020-2021 school year tardy policies will be temporarily suspended and not affect absences or grades. Lunch detentions will be assigned at the students 4th, 6th, 8th, etc.... tardy.**

Students who are late to school or class are considered tardy. Students are allowed three (3) tardies per class per quarter. A fourth (4) tardy will count as one unexcused absence for the class. Each additional

second (2) tardy will count as an additional absence. For example: A student is late for class on Tuesday, Wednesday, and Thursday with no consequence. On Friday the student is tardy for the fourth time that class period, and it will count as an unexcused absence for that class period. The next week the student is tardy on Wednesday with no consequence, but is tardy again on Friday, the sixth tardy for that class in a quarter. The sixth tardy will count as another unexcused absence for the class period. This pattern will continue through the end of the quarter with every second tardy after the fourth tardy counting as an unexcused absence. The tardy count will reset at the end of the semester. ***Absences due to tardies count as unexcused absences toward the attendance policy.**

Attendance/Retention

*** Due to COVID-19, during the 2020-2021 school year attendance/absence policies will be temporarily suspended and not affect grades.** Seventh and eighth grade students will be retained if excessive absences occur during both first and second semester.

Students who qualify for homebound instructional services will be given credit for attendance for those days homebound services were provided. Students who are hospitalized will be given credit for attendance for those days they are hospitalized.

Students have the right to appeal any decision regarding earned credit.

Student Attendance, see Policy 2310

*** Due to COVID-19, during the 2020-2021 school year attendance/absence policies will be temporarily suspended and not affect grades.**

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

Student Attendance – Middle School Regulation 2310

*** Due to COVID-19, during the 2020-2021 school year attendance/absence policies will be temporarily suspended and not affect grades.**

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law. We understand that illnesses and other unforeseen incidents may occur. Students are permitted five (5) unexcused absences per semester to allow for these unforeseen events. Provisions are also provided to excuse absences which meet the established criteria.

Excusable Absences

All absences will be considered unexcused until official verification is received.

Excusable absences include:

1. Authorized school activities.
2. Illness verified in writing by a medical professional.
3. Medical, dental, and mental health appointments verified in writing by the health care provider.
4. Catastrophic illness or death in the family.
5. Court appearances.
6. All other requests for an excused absence must be submitted to the building principal in writing prior to the requested absence for approval. All requests will be considered on an individual basis. The following criteria will be used when considering the request:
 - a. Was ample time provided prior to the requested absence to allow for careful consideration?
 - b. Is the requested absence educational in nature?
 - c. Is the requested absence a “once in a lifetime” opportunity?
 - d. Is the requested absence a one-time occurrence?

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

1. Absences should be called in to the appropriate building office by 9:00 A.M. on the day of the absence.
2. Official written verifications should be turned in to the office secretary on the day the student returns to school. Absences will be considered unexcused without the written documentation.
3. The student shall obtain assignments from teachers. Assignments shall be obtained in advance if the absence is foreseen.
4. All assigned work shall be submitted upon returning to school or no later than one day late per day of absence unless other arrangements are made with the teacher(s).
5. All classroom work (to include tests) shall be completed as indicated by the teacher.
6. Parent(s) will be notified via letter after a student’s fourth unexcused absence in a semester.
7. Parents will be notified via phone call and certified letter after a student’s sixth unexcused absence in a semester.

Unexcused Absences

1. Any absence not verified by one of the allowable excuses will be considered unexcused.
2. On the sixth (6th) unexcused absence for a class in a semester, the student’s grade will drop to a

seventy-five percent (75%). If the student is earning less than a seventy-five percent (75%), the earned percent will be used to calculate the semester grade. On the eighth (8th) unexcused absence for a class in a semester, the student's grade will drop to a sixty percent (60%). On the tenth (10th) unexcused absence for a class in a semester, the student's grade will drop to an F. A student who fails a course/loses credit due to attendance policy grade adjustments will have an opportunity to regain the passing grade/credit with a D- grade upon successful completion of an attendance improvement plan provided by the principal. The plan will require a minimum of one (1) meeting of student, parents/guardians, and designated school officials. The plan will also require the student to have fewer than six unexcused absences in the subsequent semester. Special arrangements requiring a credit recovery program will be made for second semester seniors. Seniors will not participate in a graduation ceremony until credit is earned.

3. A student who fails a course/loses credit due to attendance policy grade adjustment can appeal to the attendance committee to have his or her credits issued/grade restored. A request for an appeal must be submitted to the building principal within five days of semester grades being released. Attendance committee members will be appointed by the district's superintendent at the beginning of each school year. The committee will meet near the end of each semester to allow any student due process in the attendance policy process. After the student has had the opportunity to state his or her appeal, the committee will vote to decide to issue the credits being appealed or to uphold the decision that the student is unable to earn credit. The decision of the attendance policy committee will be final.

Attendance Reward Trip

*** Due to COVID-19, during the 2020-2021 school year attendance reward trip will be temporarily suspended.**

The district will purchase one admission ticket for any student who is absent three hours or less during the school year. Any student who misses thirty-five hours or less may attend the reward trip at their own expense.

Attendance See Policy 2340 Regulation 2340

*** Due to COVID-19, during the 2020-2021 school year attendance/absence policies will be temporarily suspended and not affect grades.**

Truancy and Educational Neglect

The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

Section 210.115 R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Missouri Division of Family Services (DFS). The building principal shall inform the Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case.

Late Work

Students have one day for every day absent to make up their work, up to five days. Students absent more than five days must make arrangements with the counselor or principal to develop a plan to make up the work. Work not submitted within these time frames will not be accepted for more than 50% of total points possible.

Students who are absent for planned activities, including school activities, should make arrangements with their teachers ahead of time. Students who are persistently absent when tests are scheduled or major assignments are due may be given an alternative test or assignment.

Due Process Procedures follow as stated in the Student Complaints and Grievances

Discipline

In compliance with the Harrisburg R-VIII Board of Education Policy and Regulation 2610, the school district has adopted the following behavioral expectations and disciplinary guidelines.

All students attending District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code as set forth. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can maximize their learning potential.

The following discipline code is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Discipline Code, see Policy 2600

The following code of conduct applies to all K-12 students in attendance in district instructional and support programs as well as school sponsored activities and events either on or off campus. School officials are authorized to hold students accountable for misconduct in school, on school property, during school-sponsored activities and for conduct away from school or in non-school activities which affect school discipline. Disciplinary consequences include, but are not limited to withdrawal of school privileges (athletics, student clubs and activities, and social events); removal for up to ten (10) school days by school principals; extension of suspensions for a total of 180 days by the superintendent; and longer-term suspension and expulsion from the school by the Board of Education.

Some Board of Education policies that help clarify the Discipline Code are included in this handbook. Please note, though, that all board policies can be accessed on the district's website. Additionally, all board policies and regulations are available for review in any district administrative office.

Regulation 2610

Arson - *Intentionally causing or attempting to cause a fire or explosion. Students who cause or attempt to cause destruction, damage, or harm to property or person may be required to pay for damages and/or may be subject to legal prosecution.*

First Offense: Minimum – Long Term Suspension (6 – 180 Days OSS)
Maximum - Expulsion
Subsequent Offenses: Minimum - Long Term Suspension (11 – 180 Days OSS)
Maximum - Expulsion

Use and/or possession of lighters, matches, etc.

First Offense: Minimum – Student Conference & Confiscation
Maximum – Long Term Suspension (6 – 10 Days OSS) &
Confiscation
Subsequent Offenses: Minimum - Short Term Suspension (1 – 5 Days OSS)
Maximum - Expulsion

Assault, see Policy 2673 – Reporting of Violent Behavior

Assault of a Student or Staff Member – *Use of physical force with the intent to do bodily harm.*

First Offense: Minimum - Temporary/Permanent Removal From Class
Maximum - Long Term Suspension (6 – 180 Days OSS)
Subsequent Offenses: Minimum - In School Suspension
Maximum - Expulsion

Fighting - *Mutual conflict in which both parties have contributed to the incident either verbally or by physical action.*

First Offense: Minimum - Temporary/Permanent Removal From Class
Maximum - Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - In School Suspension
Maximum - Expulsion

Bullying, see Policy 2655

The intentional action by an individual or group of individuals to inflict physical, emotional or mental suffering on another individual or group of individuals.

First Offense: Minimum - Student Conference
Maximum - Short Term Suspension

Subsequent Offenses: Minimum - In School Suspension
Maximum - Expulsion

Student Cell Phone/Electronic Device Usage, see Policy 2656

As electronic devices become a large part of our society, Harrisburg R-VIII School District strives to teach our students responsible use of electronic devices. Electronic devices/cell phones may be used by middle school and high school students between classes and at all lunches. Elementary students may not use cell phones/electronic devices during the school day without specific permission from a teacher or administrator. At their discretion, teachers may allow the use of cell phones and other electronic devices in their classrooms only for educational purposes. The use of cell phones and other electronic devices is restricted in all district restrooms and locker rooms at all times.

Consequences for violation of this policy are not limited to, but will include at a minimum, the following:

- 1st Offense: Warning, parent contact, and student to sign notice
- 2nd Offense: In-school-suspension and parent contact
- 3rd and Subsequent Offenses: Out-of-school-suspension

Cheating – *Using, submitting, providing, possessing, or attempting to obtain data or answers by means other than those authorized by the teacher.*

First Offense: Minimum - Parent Involvement & No Credit
Maximum – Short Term Suspension (1 – 5 Days OSS) &
No Credit

Subsequent Offenses: Minimum - In School Suspension & No Credit
Maximum – Long Term Suspension (6 – 180 Days OSS) &
No Credit

Defiance of Authority – *Refusal to obey directions or defiance of staff authority*

First Offense: Minimum - Student Conference
Maximum - Short Term Suspension (1-5 Days OSS)

Subsequent Offenses: Minimum - Parent Involvement
Maximum – Long Term Suspension (6 – 180 Days OSS)

Destruction of Property – *Cause or attempt to cause destruction or damage to a person's personal property or school district property. Student may be subject to legal prosecution.*

First Offense: Minimum - Restitution/Parent Involvement
Maximum - Restitution/Expulsion

Subsequent Offenses: Minimum - Restitution/Detention
Maximum - Restitution/Expulsion

Disorderly Conduct – *The disruption of classes or causing disturbances in the school or on the school bus.*

First Offense: Minimum - Student Conference
Maximum - Short Term Suspension (1 – 5 Days OSS)

Subsequent Offenses: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 180 Days OSS)

Disrespect - *Any display of lack of cooperation, discourtesy, or disrespect toward others.*

First Offense: Minimum - Student Conference
Maximum - Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - Parental Involvement
Maximum - Long Term Suspension (6 – 180 Days OSS)

Drugs, Narcotics and Alcohol, see Policy 2640

Presence under the influence, possession, distribution, transfer, and/or sale of alcohol, illegal drugs, non-prescription drugs, substances represented to be a drug or alcohol, drug paraphernalia, or noxious substances while at school, on the school playground, on the school parking lot on a school

bus or at a school activity whether on or off of school property.

First Offense: Minimum - Short Term Suspension (1 – 5 Days OSS)
Maximum - Expulsion

Subsequent Offenses: Minimum - Long Term Suspension (6 – 180 Days OSS)
Maximum - Expulsion

Prescription Medication, see Policy and Regulation 2870

Possession of a prescription medication, without authorization, on school premises or on a school bus. Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

First Offense: Minimum - Parent Involvement
Maximum - Expulsion

Subsequent Offenses: Minimum - Short Term Suspension (1 – 5 Days OSS)
Maximum - Expulsion

Extortion – *Verbal threats or physical conduct designed to obtain money or other valuables.*

First Offense: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - Short Term Suspension (1 – 5 Days OSS)
Maximum - Long Term Suspension (6 – 180 Days OSS)

Forgery – *Providing, writing, or impersonating another for the purpose of falsifying school related information.*

First Offense: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - In School Suspension
Maximum - Long Term Suspension (6 – 180 Days OSS)

Harassment See Policy 2130

To create an unpleasant or hostile situation by uninvited and unwelcome verbal or physical conduct.

First Offense: Minimum - Student Conference

Maximum - Short Term Suspension (1 – 5 Days OSS)

Subsequent Offenses: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 180 Days OSS)

Improper Language – *Any inappropriate comment, obscenity, obscene gesture, swearing, or cursing, whether verbal, nonverbal, or written.*

First Offense: Minimum - Student Conference
Maximum - Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 180 Days OSS)

Disruptive or Demeaning Language or Conduct – *Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.*

First Offense: Minimum - In School Suspension
Maximum – Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - Short Term Suspension (1 – 5 Days OSS)
Maximum - Long Term Suspension (6 – 180 Days OSS)

Inappropriate Sexual Conduct See Policy 2130

Physical touching of self/ another student in the area of the breasts, buttocks, or genitals.

First Offense: Minimum - Student Conference
Maximum - Long Term Suspension (6 – 180 Days OSS)

Subsequent Offenses: Minimum - Parent Involvement
Maximum - Expulsion

Use of sexually oriented or perceived sexually oriented language, objects, or pictures.

First Offense: Minimum - Student Conference
Maximum - Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - Parent Involvement

Maximum - Long Term Suspension (6 – 180 Days OSS)

Indecent Exposure – Includes display of breasts, buttocks and genitals in a public location.

First Offense: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 10 Days OSS)

Subsequent Offenses: Minimum - In School Suspension
Maximum - Expulsion

Motorized Vehicles and Bicycles – *The operation of motorized vehicles is prohibited for any student not holding a valid Missouri Driver's License. The student privilege to operate a motorized vehicle or bicycle is subject to the following rules:*

- 1. Student must operate their vehicle safely.*
- 2. Student must observe speed limits.*
- 3. Student must give pedestrians/walkers and buses the right of way.*
- 4. Student may not sit in or on vehicles during school hours.*
- 5. Student must enter and exit through designated areas.*
- 6. Student must park in designated areas only.*

Buses will precede motorized vehicles and bicycles when leaving school property.

First Offense: Minimum - Student Conference
Maximum - Loss of Privileges

Subsequent Offenses: Minimum - Detention
Maximum - Loss of Privileges

Smoking/Possession of Tobacco – *Use and/or possession of tobacco, smokeless tobacco products, and unauthorized inhalants will not be permitted in the school building, on the school premises, or at school-sponsored activities. Smoking paraphernalia, lighters, matches, etc. will be confiscated and not returned to the student.*

First Offense: Minimum - In School Suspension
Maximum – Short Term Suspension (1 – 5 Days OSS)

Subsequent Offenses: Minimum - Short Term Suspension (1 – 5 Days OSS)
Maximum - Long Term Suspension (6 – 10 Days OSS)

Theft – *The acceptance, possession, purchase, taking and/or transfer of property belonging to*

another without the owner's consent. Offenders are subject to legal prosecution and restitution.

First Offense: Minimum - Restitution/Loss of Privileges
Maximum - Restitution/Long Term Suspension (6 – 180 Days OSS)

Subsequent Offenses: Minimum - Restitution/In School Suspension
Maximum - Restitution/Expulsion

Threats – *Any verbal action, physical action, or written statement made with the intent to harm an individual's life, physical well-being, emotional well-being, and/or personal property. Comments which could be construed as threats will be taken seriously.*

First Offense: Minimum - Parent Involvement
Maximum - Long Term Suspension (6 – 180 Days OSS)

Subsequent Offenses: Minimum - In School Suspension
Maximum - Expulsion

Truancy See Policy 2340

Absences or tardies from class or classes without authorization - (See Policy 2310 and the Attendance section of this handbook.)

Leaving School Property – *Leaving School Property Without Permission*

First Offense: Minimum - In School Suspension
Maximum - Short Term Suspension (1 – 5 Days OSS)
Subsequent Offenses: Minimum - Short Term Suspension (1 – 5 Days OSS)
Maximum - Long Term Suspension (6 – 10 Days OSS)

Weapons, see Policy 2620

Students are not to bring weapons or imitation weapons to school. A weapon is defined as any object used or which could be used, with the intent to harm, or any object which appears as if it could be harmful. Cases where students are in possession of a weapon will be referred to the superintendent of schools. Students in possession of a weapon are subject to legal prosecution as well as school disciplinary actions.

First Offense: Minimum - Parent Involvement
Maximum - Expulsion

Subsequent Offenses: Minimum - Suspension (1 – 180 Days OSS)
 Maximum - Expulsion

Disciplinary Actions

The following disciplinary actions reflect interventions which are available when handling disciplinary matters. Alternative action may be taken at the discretion of the principal. The principal, being responsible for discipline in the building, may take action on behaviors not specified or contained in this document. On days when school is canceled, the disciplinary action will be extended to account for those days school was not in session.

Student Conference

A conference is held between the student and one or more school official. During this conference, the student must agree to correct his/her behavior.

Loss of Privileges

Extracurricular activities are special privileges offered to enhance the students' overall learning experience. Field trips, attendance at assemblies, am/pm/lunch times, free time, and any evening activities are privileges, not rights. Any or all of these privileges may be revoked.

Parent Involvement

Parent(s) and/or legal guardian(s) are notified of disciplinary action by telephone, personal contact, letter, or certified letter. A conference may be conducted between the student, his/her parents, a school administrator and/or his/her teacher as appropriate.

8th Hour/Detention See Policy 2660

Detention is an assigned before-school and/or after-school (8th hour) period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet and working during the entire detention period. Students at the secondary level are responsible for notifying their parents and arranging transportation.

Assignment of Service to the School

Depending on the nature of the behavior infraction, duties (school service) may be assigned to match the nature of the offense and are to be completed by the student on his/her own time. These duties shall be assigned and evaluated by an administrator.

Referral to Counselor

Students may be required to meet with the counselor on a periodic basis. The counselor will advise students on ways of improving his/her behavior.

Temporary/Permanent Removal From Class

A student may be temporarily or permanently removed from a class. A conference between the student, parent/guardian, teacher, principal, and/or other personnel may be held if deemed necessary by the principal.

Suspension See Policy 2661/2662

1. In-School Suspension (ISS)

In-school suspension is a structured disciplinary action in which a student is isolated or removed from regular classroom activities, but is not dismissed from the school setting. The principal/designee may assign students to the in-school suspension program for a reasonable and specified period of time. Work completed in ISS may be turned in for full credit.

Students serving in-school suspension for disciplinary actions other than tardies will not be allowed to participate in extracurricular activities until suspension is completed.

2. Out-of-School Suspension (OSS)

- Short Term 1-5 Days Issued by the Principal
- Long Term 6-10 Days Issued by the Principal
- Long Term 11-180 Days Issued by the Superintendent

Out-of-School Suspension refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 consecutive school days.

Students receiving out-of-school suspension should make up all assignments before returning to school. Completed work will receive half credit. It is the responsibility of the student or parent to obtain the needed information. A student who has received multiple suspensions may be referred to the superintendent for consideration of further actions.

Expulsion See Policy 2663

The term "expulsion" refers to permanent exclusion from school.

If a student consistently or egregiously refuses to conform to school policies, rules and/or regulations, the Principal and Superintendent may recommend to the Board of Education that the student be expelled from school. The Board will review such recommendations and decide whether to proceed with an expulsion hearing.

Additional Policies and Required Notifications

GENERAL ADMINISTRATION See Policy 1610

Private, State and Federal Programs Administration

Protection of Student Rights

All instructional materials, including teacher's 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.

STUDENTS See Policy 2100

Nondiscrimination and Student Rights

The Board of Education reaffirms its belief that every student regardless of race, color, sex, national origin, age, ethnicity, religion, disability, sexual orientation or perceived sexual orientation be given equal opportunity for educational development.

The Board recognizes the importance of providing each student with a school environment conducive to intellectual, emotional and social growth through participation in a full range of educational programs and activities. Board and staff commitments insure equal educational opportunities in course offerings, guidance and counseling, test procedures, extracurricular activities, discipline procedures and student support services.

STUDENTS See Policy 2110

(Regulation 2110)

Nondiscrimination and Student Rights

Equal Educational Opportunity

It is the policy of the Board of Education to provide a free and appropriate education for students with disabilities. Students with disabilities are those who, because of certain atypical characteristics, have been identified by professionally qualified personnel as requiring special educational planning and services. Students with disabilities will be identified on the basis of physical, health, sensory, and/or emotional handicaps, behavioral problems or observable exceptionalities in mental ability. It is possible that a student may have more than one type of disability. The District's programs and services available to meet the needs of these students will be in accordance with The Individuals with Disabilities Education Act, The Education for All Handicapped Students Act of 1975, The Rehabilitation Act of 1973, Section 504, and § 162.670 - .995 RSMo., Missouri Special Education Services. In addition, the identification of students with disabilities and the services provided by the District will be in accordance with the regulations and guidelines of the Missouri Department of Elementary and Secondary Education's Current Plan for Part B of The Education of the Handicapped Act, as amended. (See Policy and Regulation 6250 - Instruction for Students with Disabilities.)

STUDENTS See Policy 2130

(Regulation 2130) (Form 2130)

Nondiscrimination and Student Rights

Harassment

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

STUDENTS See Policy 2150

Nondiscrimination and Student Rights

Searches by School Personnel

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug

paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

Notification of Rights under FERPA See Policy 2400

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board in an authorized closed session; a person or company with whom the school has contracted as its agent or provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the

office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5920.

STUDENTS See Policy 2420

Student Educational Records

Recording of Meetings

The District prohibits the use of audio, video or other recording devices in any meetings between District employees and parents/guardians, including but not limited to meetings held pursuant to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act. Exceptions to this prohibition will be made on a case-by-case basis and in accordance with federal and state laws. If a parent or guardian wishes to request an exception to this general prohibition, he or she must make a written request to the organizer of the meeting no later than one week prior to the meeting. The request must state the reasons why the parent or guardian believes the District should make an exception and/or why he or she believes that the use of a recording device is necessary to comply with any applicable federal or state laws. The District will provide a written response to the request prior to the scheduled meeting.

STUDENTS See Policy 2620

(Regulation 2620)

Discipline

Firearms and Weapons in School

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Schools Act of 1994, the Individuals with Disabilities Education Act, and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" or "weapon" as defined in Regulation 2620.

Safe And Drug Free Schools See Policy 2641

Federal law requires compliance with the standard of conduct related to the use of illicit drugs as well as unlawful possession of and use of alcohol. The Harrisburg R-VIII Code of Conduct makes it clear that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. The Code of Conduct clearly prohibits, at a minimum, the unlawful possession, use, or distribution

of illicit drugs and alcohol by students on school premises or as part of any of its activities. Harrisburg R-VIII Schools will consistently enforce the disciplinary sanctions described in the Code of Conduct in all schools (Elementary, Jr. High, and High School). A list of local resources for counseling and treatment of drug abuse is available at the school. Additional assistance and information is available to students and parents from the school counselor or the Drug-Free Schools and Communities program coordinator.

STUDENTS See Policy 2642

Discipline

Random Drug Testing Policy

For the safety, health and well-being of the students of the Harrisburg R-VIII School District, the district has adopted this policy for Harrisburg students in grades 7-12 who participate in extracurricular activities, co-curricular activities, and the student parking permit program. The objectives of the Harrisburg R-VIII School District Random Drug Testing Policy include:

1. To establish standards of conduct for district students.
2. To identify students who are misusing drugs so that intervention plans can be implemented by home and school.
3. To establish a safe environment for student athletes during competition and generally for all students.
4. To provide a vehicle for parents to become aware of chemical abuse problems involving their children so that corrective action may be taken.
5. To provide referrals for students who need evaluation and counseling.
6. To deter chemical abuse or misuse by all students.
7. To send a clear message that the district is committed to eliminating student chemical abuse and to helping students who are experiencing chemical abuse problems.
8. To work cooperatively with the parents by assisting them in keeping their children free from chemical abuse.

It is not the purpose or intent of the district's Drug Testing Policy to identify students for punishment under the district discipline code.

The Harrisburg R-VIII School District Student Drug Testing Policy deals with students who participate in extracurricular activities recognized by MSHSAA, students who participate in school clubs and organizations, and students who register for a parking permit. The program is required for all students wishing to participate in extracurricular activities recognized by MSHSAA, clubs and organizations of the school, and those students who register for a parking permit. The activities included are: baseball, basketball, cheerleading, golf, quiz bowl, softball, speech, track, band, choir, Archery Club, Conservation Crew, Future Business Leaders of America (FBLA), Letterman's Club, National Honor Society (NHS), Service Learning, Student Council, Art Club, school plays, senior trip, and all MATC affiliated organizations and activities. This is not an all-inclusive list and organizations and clubs will be added as they are created.

Parents of students who enroll after the school term begins are encouraged to speak with the

activities director should they have questions about the Drug Testing Policy.

Procedures for Random Drug Testing

Policy and procedures for random drug testing will be made available to all students and parents/guardians on the district website. Drug testing will be conducted by a third party service provider. Students and parents/guardians who have specific questions relating to random drug testing are encouraged to speak to the activities director.

- Each participant in activities and/or the student driver program will receive copies of the Drug Testing Participation and Consent Form which shall be read, signed, and dated by the student and parent(s)/guardian(s).
- Once a student has submitted a Drug Testing Participation and Consent Form, the student's status in the program will continue until a form is submitted requesting removal from the program.
- Any student removing his/her name from the drug-testing pool will be ineligible for activities for three hundred sixty-five (365) calendar days.
- The District will send out an annual notice at the beginning of each new school year reminding students that they must complete the volunteer opt out form should they wish to be removed from the drug-testing pool.

The participation and consent form contains the procedures for the random drug testing and must be reviewed and signed by students and their parents/guardians prior to participation. A student will not be allowed to: 1) participate in extracurricular activities recognized by MSHSAA, 2) participate in school clubs or organizations, or 3) register for a parking permit until a consent form is on file with the school.

All students who have completed a participation and consent form will be placed into a middle school or high school pool and for the initial screening will be assigned identification numbers that will not allow the third party service provider to recognize names of students of the district. The third party service provider will randomly select identification numbers from each of the middle school and high school pools and a minimum of five (5) alternative identification numbers from each pool in case some of the original randomly selected individuals are absent from school.

The test results will remain confidential and will be released to the student, his/her parents or guardians, and the principal. The principal will, in turn, notify the coach or sponsor that is directly involved with the student. All staff members will be instructed on the importance of maintaining confidentiality. Any negligent or intentional disclosure by any school official of test results may be grounds for disciplinary action including and up to termination. In addition, the test results will not be used for student discipline and will not become part of the school record 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. Furthermore, if the student tests positive for prohibited substance, the administration will not use or reveal a positive for prohibited substance test result as a reason to search the student's locker, purse, backpack, or other area in which the student keeps his/her personal effects. Test results will not be turned over to the police or authorities without a court order and the administration will not disclose test results without a court order for purposes of a criminal investigation.

Consequences for a positive for prohibited substance test will be imposed only after the confirmation test is done at the laboratory and after consultation with the parent/guardian and student.

Consequences

First Positive for Prohibited Substance Test Result

- Consequences for the first positive for prohibited substance test to a student involved in extracurricular activities recognized by MSHSAA, who participates in school clubs or organizations, or who register for a parking permit shall be suspension from activities for thirty (30) calendar days.
 - For students participating in athletic or academic teams, the student must attend practice sessions, continue to attend team functions and sit with fellow participants during the activities, but may not participate in any of the above activities.
 - For students participating in school clubs and organizations, the student may attend club and organizational meetings, but may not participate in events that are scheduled and submitted by the sponsor.
 - For students who register for a parking permit, they may not park their vehicles on school property at any time during the suspension.
- The student shall submit to a follow-up test at the expiration of the suspension period and must test negative before returning to participation in any extracurricular or athletic competition or regaining driving privileges. The follow-up test shall be performed by the district's testing administrator at the expense of the student's parent/guardian. The student will also be required to be tested during the following two district testing windows at the expense of the district.
- If a student enrolls in and makes positive strides toward completion of a drug counseling and assistance program approved by the administration, the suspension may be reduced by up to half of the original 30-day suspension as determined by district administrators.

Second Positive for Prohibited Substance Test Result

- Consequences for the second positive for prohibited substance test to a student involved in

extracurricular activities recognized by MSHSAA, who participates in school clubs or organizations, or who register for a parking permit shall be suspension from activities for one hundred eighty (180) calendar days.

- For students participating in athletic or academic teams, the student must attend practice sessions, continue to attend team functions and sit with fellow participants during the activities, but may not participate in any of the above activities.
- For students participating in school clubs and organizations, the student may attend club and organizational meetings, but may not participate in events that are scheduled and submitted by the sponsor.
- For students who register for a parking permit, they may not park their vehicles on school property at any time during the suspension.
- The student shall submit to a follow-up test at the expiration of the suspension period and must test negative before returning to participation in any extracurricular or athletic competition or regaining driving privileges. The follow-up test shall be performed by the district's testing administrator at the expense of the student's parent/guardian. The student will also be required to be tested during the following two district testing windows at the expense of the district.
- If a student enrolls in and completes a drug counseling and assistance program approved by the administration, the suspension may be reduced by up to half of the original 180-day suspension as determined by district administrators.

Third Positive for Prohibited Substance Test Result

A third positive for prohibited substance test results in the permanent loss of participation in a specified extracurricular activity recognized by MSHSAA, participation in a school club or organization activity, or parking on school property during his/her high school career at Harrisburg R-VIII High School.

For the seventh and eighth grade program, all offenses will accumulate from seventh grade through the end of the eighth grade year. Eighth grade students who cannot complete their suspension prior to the start of their freshman year will be required to submit a follow-up test upon entering the high school random drug testing program. The follow-up test shall be performed by the district's testing administrator at the expense of the student's parent/guardian. The student will also be required to be tested during the following two district testing windows at the expense of the district.

For the high school program, all offenses will accumulate from year to year beginning with a student's freshman year and concluding with the student's graduation.

Drug Counseling and Assistance

All students testing positive for prohibited substances under this policy are strongly encouraged to participate in drug counseling and assistance programs. It is the position of the district that any student desiring to return to participation in athletic or co-curricular activities or regain the privilege to park on school grounds will take the necessary steps to demonstrate their commitment to remaining drug free. If requested by the parents/guardians, school counselors will provide assistance in obtaining help for the student. The district will not be responsible for the costs of any counseling or subsequent treatment. Except for follow-up drug testing required for returning from suspension, the district shall pay for any drug testing under this program at its request. Any additional, independent test submitted by the student, custodial parents, or guardians will not be paid for by the district.

STUDENTS See Policy 2651

Discipline

Student Dress

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment and necessary to maintain an orderly and safe atmosphere for all students. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Further, no clothing or personal groom that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

STUDENTS See Policy 2655

Discipline

Bullying

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students 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 physical, emotional or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require

physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and law enforcement contacted.

STUDENTS See Policy 2662

(Regulation 2662) (Form 2662)

Discipline

Suspension

Suspension refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) school days for violation of District regulations. Building principals may also recommend extensions of suspension for periods of time up to 180 school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 school days.

STUDENTS See Policy 2663

(Regulation 2663) (Form 2663)

Discipline

Expulsion

The term "expulsion" refers to permanent exclusion from school.

If a student consistently or grossly refuses to conform to school policies, rules and/or regulations, the Superintendent may recommend to the Board of Education that the student be expelled from school. Parent(s) (guardian(s)) may waive the right to a hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing.

STUDENTS See Policy 2670

Discipline

Corporal Punishment: Prohibited

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A staff member may, however, use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School District.

STUDENTS See Policy 2671

(Regulation 2671) (Form 2671)

Discipline

Student Discipline Hearings

Parents/guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board of Education. This request will be addressed to the

Superintendent who will review all matters concerning the suspension and refer the request for a Board hearing.

In conducting a discipline hearing the Board will carefully consider the information presented by the administration and by the parent/guardian. In making its decision concerning guilt and innocence as well as punishment, the Board will be mindful of Board discipline policies in place, the effect of its decision upon the individual student, and the safety and welfare of District students and staff.

STUDENTS See Policy 2672

(Regulation 2672)

Discipline

Discipline of Students with Disabilities

The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies applies to all students. The District may discipline a student with a disability who has not complied with the District's discipline policies in a manner that is consistent with the District's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed in accordance with applicable federal and state law and Board policy.

STUDENTS See Policy 2673

(Regulation 2673) (Form 2673)

Discipline

Reporting of Violent Behavior

The District requires school administrators to report acts of school violence to teachers and other District employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. School administrators will also disclose to appropriate staff members, portions of any student's individualized education program that is related to past or potentially future violent behavior. Violent behavior and the phrase acts of school violence are defined as the use of physical force by a student with the intent to do serious physical injury to another person while on school property, including a school bus, or while involved in school activities.

In addition the Superintendent/designee will report to law enforcement officials, as soon as is reasonably practicable, the commission of any of the acts or related juvenile offenses listed in Regulation 2673, which are committed on school property, including school buses, or while involved in school activities.

STUDENTS See Policy 2815

Student Services

Assessment and Referrals to Outside Services

The counseling staff, in consultation with other staff members, is responsible for the initial assessment of students' academic progress as well as personal/social concerns. Where necessary, the District will make available responsive services including individual and small group counseling,

crisis counseling, referral to other agencies or professional resources, and vocational and educational placement. The District will cooperate and assist other agencies with the diagnosis and treatment of students referred for responsive services. Student information will not be provided to outside agencies until the student's parents/guardians have signed a release of information form. Except as required by law, including but not limited to the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, the cost of diagnostic and treatment services provided outside the District is the sole responsibility of individual parents/guardians. (See also Regulation 6250 - Instruction for Students with Disabilities).

STUDENTS See Policy 2830

Student Services

Health Services

The Board of Education believes that in order to provide for the safety and well-being of its students, it is necessary to implement and maintain a District-wide student health services program. The health service staff will be responsible to their building principal and may also be responsible to a designated District administrator.

The District will be responsible for providing first aid or emergency treatment for students in cases of sudden illness or injury. Where necessary, and with notice to the parent/guardian, emergency health services will be secured. The parent/guardian is responsible for the cost of their child's medical treatment.

STUDENTS See Policy 2870

(Regulation 2870) (Form 2870)

Student Services

Administering Medicines to Students

It shall be the policy of the Board of Education that the giving of medicine to students during school hours be discouraged and restricted to medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education.

Prescription Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse effects and applicable emergency instructions.

The District shall require that a prescription label be properly affixed to the medication in question. Said label must contain the name of the student, name of the drug, dosage, frequency of administration, route of administration, diagnosis and the prescriber's name.

A parent/guardian must request in writing that the School District comply with the authorized

prescriber's request to give medication. (The District will not administer the initial dose of any new prescription except in an emergency.)

Over-the-Counter Medication

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The request shall state the name of the student, name of drug, dosage, frequency of administration, route of administration, and the prescriber's name. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state potential adverse effects and applicable emergency instructions.

A parent/guardian will provide a written request that the District comply with the authorized prescriber's request to give medication.

Emergency Medication

Written standing orders will be obtained annually for the administration of emergency medication.

Storage and Administration of Medication

A parent/guardian or other responsible party designated by the parent/guardian will deliver all medication to be administered at school to the school nurse or designee. All medication, prescription or over-the-counter, must be in a pharmacy or manufacturer-labeled container. The District shall provide secure, locked storage for medication to prevent diversion, misuse, or ingestion by another individual.

The administration of medication, including over-the-counter medications, is a nursing activity, governed by the State of Missouri Nursing Practice Act. It must be performed by the registered professional school nurse. The nurse may delegate and supervise the administration of medication by unlicensed personnel who are qualified by education, knowledge and skill to do so. The registered nurse must provide and document the requisite education, training, and competency verification. The nurse is also empowered to contact the prescriber or pharmacist filling the prescription to discuss the prescription if the nurse has questions regarding the administration of such medication.

Pre-filled Auto Syringes

Licensed school nurses may be authorized by the Board of Education to maintain an adequate supply of pre-filled auto syringes of epinephrine with fifteen hundredths milligram (15/100 mg) or three tenths milligram (3/10mg) delivery at school. The school nurse shall recommend to the school board, through the superintendent, the number of prefilled epinephrine auto syringes to be maintained at each school. Licensed school nurses have the discretion to use an epinephrine auto syringe on any student the school nurse believes is having a life threatening anaphylactic reaction based upon the nurse's training in recognizing an acute episode of an anaphylactic reaction.

Self-Administration of Medication

Students with asthma, anaphylaxis, or any potentially life-threatening respiratory illness may carry with them for self-administration metered-dose inhalers containing "rescue" medication. Possession

and self-administration of these prescription medications must comply with the Missouri Safe Schools Act, 1996. The directives of this Act will be given to each parent/guardian who requests that his/her student be permitted to carry and self-administer such medication. A permission form for self-administration (Form 2870) is required. Provided however, that:

1. A licensed physician has prescribed or ordered such medications for use of the student and has instructed the student in the correct and responsible use of such medications;
2. The student has demonstrated to the student's licensed physician or designee and the school nurse, the skill level necessary to use the medications and any device necessary to administer such medications;
3. The student's physician has appended and signed a written treatment plan for managing asthma and anaphylaxis episodes of the student and for medications for use of the student. Such plan will include a statement that the student is capable of self-administering the medication under the treatment plan;
4. The student's parent/guardian has completed and submitted to the school the student's treatment plan and liability statement.
5. The student's parent/guardian has signed a statement acknowledging that the district and its employees or will incur no liability as a result of any injury arising from self-administration of medication the by the student or administration of such medication by school staff. (see Form 2870.1)

The authorization for the possession and self-administration of medication to treat a student's asthma or anaphylaxis permits authorized students to possess and self-administer such student's medication while in school, at a school sponsored activity, and in transit from school or school sponsored activity. Such authorization will be effective for the school year when issued and for the school attended when the authorization is issued. Such authorization must be renewed each subsequent year in order to remain effective. Information concerning the student's condition treatment plan, authorization, and related documents will be kept on file in the school nurse's office and be easily accessible in the event of an asthma or anaphylaxis emergency. Duplicate prescribed medication, as described in this policy, will be kept in the school's nurse's office and be reasonably accessible to the student and school staff in the event of an asthma or anaphylactic emergency.

Parent/Guardian Administration

In situations where the above requirements are not met, or any time the parent/guardian chooses, the parent/guardian may come to school to administer medicine to his/her student.

Exception for Potentially Harmful Administration

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is

being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

STUDENTS See Policy 2875

(Regulation 2875)

Student Services

Student Allergy Prevention and Response

The purpose of this policy is to create an organized system for preventing and responding to allergic reactions in accordance with House Bill 922 (2009). This policy is not a guarantee of an allergen-free environment; instead, it is designed to increase awareness, provide education and training, reduce the chance of exposure and outline responses to allergic reactions.

This policy applies to district facilities to which students have access and includes transportation provided by the district. The Board instructs the superintendent or designee to develop procedures to implement this policy.

Identification An allergic reaction is an immune system response to a substance that itself is not harmful but that the body interprets as being harmful. Allergic reactions range from mild to life-threatening. Each school in the district will attempt to identify students with life-threatening allergies, including food allergies. At enrollment, the person enrolling the student will be asked to provide information on any allergies the student may have.

Prevention Students with allergies that rise to the level of a disability as defined by law will be accommodated in accordance with district policies and procedures pertaining to the identification and accommodation of students with disabilities. An Individualized Health Plan (IHP), including an Emergency Action Plan (EAP), may be developed for students with allergies that do not rise to the level of a disability.

All staff members are required to follow any 504 Plan or IHP/EAP developed for a student by the district. Staff members who do not follow an existing 504 Plan or IHP/EAP will be disciplined, up to and including termination.

Staff members shall not use air fresheners, oils, candles, incense or other such items intended to add fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances.

Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the district.

The district will not serve any processed foods, including foods sold in vending machines, which are not labeled with a complete list of ingredients. Vended items must include a list of ingredients on the individual package. The food service director will create an ingredient list for all foods provided by the district as part of the district's nutrition program, including food provided during the school day and in

before- and after-school programs. This list will be available upon request.

Prepackaged items used in concessions, fundraisers and classroom activities must include a list of ingredients on the package. If the package does not contain a list of ingredients, the list of ingredients must be available at the location where the package is sold or provided.

Education and Training All staff members will be annually trained on the causes and symptoms of and responses to allergic reactions. Training will include instruction on the use of epinephrine premeasured auto-injection devices.

Age-appropriate education on allergies and allergic reactions will be provided to students as such education aligns with state Grade-Level Expectations (GLEs) for health education. Education will include potential causes, information on avoiding allergens, signs and symptoms of allergic reactions and simple steps students can take to keep classmates safe.

Confidentiality Information about individual students with allergies will be provided to all staff members and others who need to know the information to provide a safe learning environment for the student. Information about individual students with allergies will be shared with students and others who do not have a legitimate educational interest in the information only to the extent authorized by the parent/guardian or as otherwise permitted by law, including the Family Educational Rights and Privacy Act (FERPA).

Response Response to an allergic reaction shall be in accordance with established procedures, including application of the student's 504 Plan or IHP/EAP, where applicable. Parents of students with life-threatening allergies should supply the school with epinephrine premeasured auto-injection devices to be administered in accordance with Board policy.

SUPPORT SERVICES

(Regulation 5210)

Safety, Security and Communications

Hazardous Materials

The District will follow procedures outlined below in order to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA):

1. Contract with accredited/certified agencies to conduct inspections of school buildings for asbestos-containing materials.
2. Follow recommended procedures to control the release of asbestos fibers upon completion of asbestos inspections.
3. Develop a management plan which lists corrective steps and long-range maintenance of asbestos control procedures. This report shall be made available to the public and filed with appropriate state agencies.
4. Post warnings on all areas containing asbestos and notify students, parents, and employees regarding the afflicted areas.

INSTRUCTIONAL SERVICES See Policy 6116

Curriculum Services

State Mandated Curriculum: Human Sexuality

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 papillomavirus, 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 online 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.

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.

Student Complaints and Grievances

The purpose of the complaint procedure is to provide students with a channel of communication, which is fair, clear, and always available for finding solutions to problems. The grievance procedure provides both a remedy for students and a process for the district to locate areas where changes need to be made. Nothing contained in the procedure shall deprive any student of any legal right or rights under existing school regulations or Board of Education policies.

Any alleged act of unfairness or any decision made by school personnel which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board or individual school rules, may be appealed to the school principal or a designated representative.

The following guidelines are established for presentation of student complaints and grievances:

- 1) The student will first attempt to solve the problem informally. The student may appeal the complaint to the grade level principal by requesting a conference if the matter has still not been resolved.
- 2) The principal shall schedule a conference with the student and any staff members involved to resolve the problem. Parents/guardians may be involved in the conference, or

a later conference for parents/guardians may be scheduled at the discretion of the principal.

- 3) If the matter is not resolved to the satisfaction of the student, he/she may appeal to the superintendent or his designee by submitting his/her complaint in writing to the building principal. The principal will render a decision in writing and submit it to the student.
- 4) An additional conference may be scheduled to clarify any issue. The written complaint and response will be forwarded to the superintendent or his designee with a request for a conference to resolve the matter. The superintendent shall arrange a conference to consider the problem and inform participants of the action that will be taken.
- 5) In the event the matter is still not resolved to the satisfaction of the student through the preceding steps, he/she may appeal the decision of the superintendent of schools. Within thirty days, the Board of Education will meet in executive session with the parties involved for the purpose of resolving the complaint. The decision of the Board will be rendered in writing within five days. The decision of the Board will be final.

All persons are assured that they may utilize the procedure without reprisal. All records of notices, conferences, and actions taken to resolve student complaints and grievances will be filed and identified as grievances and will not be placed in the individual's file.

INSTRUCTIONAL SERVICES See Policy 6260

Instruction

Educational Surrogate

The Board of Education directs the Administration to determine whether a disabled student is in need of a surrogate parent within thirty (30) days of the date of notification that the student is living within District jurisdiction. The Administration is directed to notify the Division of Special Education at the Missouri Department of Elementary and Secondary Education in writing within ten (10) days of the determination that such a need exists.

INSTRUCTIONAL SERVICES See Policy 6275

Instruction

Instruction for Homebound Students

Homebound instructional programs will be administratively considered for non-disabled students who for health reasons are likely to be absent for more than ten school days. Decisions with respect to homebound instruction for disabled students under Section 504 or the IDEA are made by the student's 504 or IEP team. Please refer to Regulation 6275 for specific homebound procedures.

INSTRUCTIONAL SERVICES See Policy 6450

Evaluation Services

Assignment of Grades

Student performance is assessed on a continual basis throughout the school year. This evaluation assesses student growth in expression of ideas, communication, achievement of educational goals, and personal

growth, and development. Grades will be assigned based upon student ability, achievement, effort, and cooperation.

A disabled student's IEP team or Section 504 team may determine that his/her academic requirements, including but not limited to the requirements for achieving a specific letter or numerical grade, may be modified or altered. Under these circumstances, the IEP team or Section 504 team shall determine whether the student shall be included in the computation of class rank. Students who are not included in the class rank shall still receive a cumulative grade point average (G.P.A.) and shall be eligible for the honor roll.

If a non-disabled student is receiving homebound instruction, the principal, counselor and/or classroom teacher(s) for such course(s), in conjunction with the homebound teacher, shall determine whether the student shall be included in the computation of class rank, depending on the degree of modification or alteration to the curriculum the homebound student requires. Homebound students who are not included in the class ranking shall still receive a cumulative G.P.A. and shall be eligible for the honor roll.

Homeless, Migrant and ELL Students – The Board of Education is committed to providing equal access to a free, appropriate education to all eligible homeless, migrant, or ELL (English Language Learner) students in the same manner as is provided to other District students. In carrying out this commitment and to help ensure the student's success, the District will:

- Identify and assess the needs of the student.
- Provide for the placement of the student in the school of best interest.
- Provide access to the District's programs.
- Identify the appropriate program coordinator to assist with educational placement, referrals to local agencies, such as those for health care, and resolving disputes.

District Coordinator for homeless and migrant students is Sharon McClure, 573-875-5604.

District Coordinator for ELL students is Lynn Proctor, Director of Special Education, 573-875-5604.

For definitions and more information see the following Board Policies and Regulations:

- Homeless Students – Policy & Regulation 2260 and 6273
- Migrant Students – Policy & Regulation 2270, also Policy 6274
- ELL Students – Policy 6180

GENERAL ADMINISTRATION See Policy 1310 (Regulation 1310) (Form 1310)

Equal Opportunity

Civil Rights, Title IX, Section 504

The District assures that it will comply with:

1. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and

activities receiving Federal financial assistance.

2. Section 504 of the Rehabilitation Act of 1973 (Section 504), as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.
3. Title IX of the Education Amendments of 1972 (Title IX), as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in educational programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the Board does business.
4. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
5. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

The District shall appoint an administrator(s) to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975. A District may designate only one employee to serve as both the Title IX and Section 504 Coordinator. In that case, the individual must assume the responsibilities of both coordinators. Those responsibilities are outlined in Regulation 1310.

It is the policy of the District to process all grievances in a fair and expeditious manner, with the intent of resolving them in a mutually agreeable manner. Regulation 1310 provides mechanisms for the resolution of grievances/complaints by employees, patrons and/or students relating to discrimination under Section 504 and Title IX.

This policy and the corresponding regulation do not pertain to the identification, evaluation or placement of students under Section 504. The topics of the identification, evaluation and placement of students under Section 504 are addressed in the following separate District policies and regulations: Policy and Regulation 2110 - Equal Education Opportunity, and Policy and Regulation 6250 - Instruction for Students with Disabilities.

For issues pertaining to freedom from harassment, refer to Policy and Regulation 2130 - Harassment, and Policy and Regulation 4810 - Sexual Harassment.

Release of Student Records

The record may be released if it is requested by an official of another school system or educational agency as defined in the state statute. However, written authorization to release the record will be sought and encouraged from the parent/guardian if the student is unmarried and under 18 years of age. Otherwise, the authorization will be sought from the students. Requests in writing for records will be considered as a release by an individual applying for school admission or employment.

Information from student files will not be available to unauthorized persons within the school, or to any person outside the school without the expressed consent of the eligible student or the parent/guardians, except to comply with a judicial order or subpoena or in all other cases not requiring consent as provided by law.

Both natural parents of the student shall have access to the student's records if the student is under 18 regardless of their marital status, unless a court order or divorce decree removes one parent's right to have knowledge about and/or to participate in the child's education.

Copies of the records of currently enrolled students will be made available to authorized personnel upon request.

A record of disclosures of personally identifiable information shall be maintained with each student's records, indicating parties who have requested or obtained such information, and their legitimate interest. Disclosures to parents, eligible students, school officials within the district, and directory information shall not be recorded. The record of disclosures shall be subject to inspection by eligible students, parents, custodians of records, and other parties authorized by law.

After a student attains 18 years of age or is attending a post-secondary educational institution, all rights accorded to and consent required shall only be accorded to and required of such student.

No Child Left Behind Complaint Procedures

The Federal No Child Left Behind Act of 2001 (NCLB), Title IX Part C. Sec. 9304(a)(3)(C) requires the adoption of procedures for resolving complaints regarding operations of programs authorized under the Act, including Title I, Title II, Title III, Title IV (Part A), Title V, Title VI, and Title VII and Title IX, Part C.

Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or regulations or an approved application by the District in the administration of Federal Programs shall file with the Superintendent a written complaint containing the specific nature of the alleged violation, the time and place of the violation, and related details of the alleged violation. The Superintendent shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Superintendent's response shall be provided to each member of the Board of Education. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement.

The Board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

If the complainant is dissatisfied with the action taken by the Board of Education, a written notice

stating the reasons for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the state director of Federal Programs. The state director of Federal Programs will initiate an investigation; determine the facts relating to the complaint and issue notice of his/her findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board will be requested to take corrective action. If the findings support actions taken by the Board of Education, the Board's action will stand.

Highly Qualified Teachers See Policy and Regulation 1621

Our District is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know. Upon your request, our district is required to provide to you in a timely manner the following information:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived
- Whether your child is provided services by paraprofessionals and, if so, their qualifications
- What baccalaureate degree/major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification

In addition to the information parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part
- Timely notice that the parent's child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Earthquake Safety

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

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

The highest earthquake risk in the United States outside the West Coast is in the New Madrid

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

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

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

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

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

Prepare a Home Earthquake Plan

Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

Choose an out-of-town family contact.

Take a first aid class from your local Red Cross chapter. Keep your training current.

Get training in how to use a fire extinguisher from your local fire department.

Inform babysitters and caregivers of your plan.

Eliminate Hazards

Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.

Bolt bookcases, china cabinets and other tall furniture to wall studs.

Install strong latches on cupboards.

Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

First aid kit and essential medications.

Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear, and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries.

Special items for infant, elderly, or disabled family members.

Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)

Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.

In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

If you are in bed, hold on and stay there, protecting your head with a pillow.

If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.

Check others for injuries. Give first aid for serious injuries.

Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)

Listen to the radio for instructions

Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!

Inspect your home for damage. Get everyone out if your home is unsafe.

Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_,00.html, Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

INSTRUCTIONAL SERVICES

Regulation 6320

Library, Media, and Technology Services

Internet Usage

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at

any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (Email) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District Email system is designed solely for educational and work related purposes. ***Email files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access

In compliance with the Children’s Internet Protection Act (“CIPA”), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or “harmful to minors” as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District’s filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District’s filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District’s Superintendent/the Superintendent’s designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District’s Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or “harmful to minors” as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the “technology protection measures” be temporarily disabled by the chief building administrator of the building in which the

computer is located for lawful purposes not otherwise inconsistent with this Policy.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read Email on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies

any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

Harrisburg Acceptable Use Agreement for Technology

The Harrisburg School District provides technology to our staff and students as one of many tools to promote and encourage learning. The use of this technology must be in support of education and consistent with the educational objectives of the Harrisburg School District. The guidelines included in the agreement are not all inclusive but are based on Harrisburg R-VIII Board Policy 6320 and Regulation 6320. The administration of Harrisburg may remove the privileges for technology use at any time for abusive conduct. Further disciplinary action may be taken and, if appropriate, referral to law enforcement officials will occur.

It is a privilege to use the equipment and to have access to the Internet. This privilege carries with it a number of responsibilities. Therefore, all users must agree to comply with these policies. These include, but are not limited to, the following:

Section I: General Computing Policy

- User will keep his user account and password private and protected. Sharing your user account and/or password with any other person is prohibited. In the event you do share your user account and/or password with another person, you will be solely responsible for the actions of the other person.
- User will not access social networking sites or utilize instant messaging systems for any purpose.
- User will use only school-appropriate language, pictures, text, and other data on the District computer system or Internet.
- User will not purposely obtain, create, view, download, or otherwise gain access to objectionable materials (i.e. obscene, violent, pornographic, gambling, non-educational games, or otherwise inappropriate for educational use).
- User will not damage or steal hardware or software.
- User will not place unlawful information, computer viruses, or harmful programs on, or through, the computer system.
- User will not delete, examine, copy, or modify files and/or data belonging to other users without permission of the originator.
- User accepts level of access provided and understands that attempts to increase the level of access to which the user is not authorized shall be regarded as a malicious act.
- User will not use school resources to engage in hacking or attempts to otherwise compromise security of other systems.
- User will not engage in any illegal activities while using District technology equipment.
- User will refrain from using the District's facilities and/or services for commercial purposes.
- User will not violate software copyright laws in the following ways: downloading or using copyrighted information without permission from the copyright holder, copying software

from the District network for personal use that has been licensed to the Harrisburg School District, and illegal (pirated) software will not be allowed on the network under any circumstances.

- User realizes that the District reserves the right to view any materials stored in files on the network and will edit or remove any material which the staff believes may be objectionable.
- User will agree that the computer systems are set up by the District Technology Department and are not to be altered in any way by any user.
- District staff will monitor students' use of the Internet, through either direct supervision or by monitoring internet usage to ensure enforcement of the policy.
- Rules and regulations of system usage will be reviewed periodically by the Technology Department and users of the network are subject to these rules and regulations.
- User will not attempt to bypass the Internet Content Filter. Content is filtered in compliance with federal regulations (CIPA).
- In the event that a user finds web content that has been improperly blocked, the process outlined in Regulation 6320 should be followed.
- In the event a user finds content that should be blocked according to CIPA, the process outlined in Regulation 6241 should be followed.
- User will not be permitted to change configurations (wallpaper, shortcuts, computer monitor settings, etc.)
- Students are not to use technology without proper staff supervision.
- Users may not use the District's resources in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
- User will not reveal personal information about any user such as address, telephone number, credit card numbers, social security numbers, etc.
- User will not connect their personal electronic devices to the district's network (with ethernet cable or connect over the wireless network).
- User will not use district wireless network connections for anything but their intended use.

Section II: Electronic Mail

- Users are restricted to email accounts provided by the district and are limited in use to those activities directly related to the completion of class assignments and course activities.
- Users are responsible for all electronic mail originating from their user account.
- Forgery of email messages is prohibited and subject to penalty under law.
- Attempts to read, delete, copy, or modify email of other users are prohibited.
- User will not send harassing, obscene, and/or threatening messages. Cyberbullying will not be tolerated by the district.
- The District email system will be used to send and receive messages of educational content and significance. Any use outside of this purpose or in contrast to District policy (as outlined in the student handbook) will result in consequences in accordance with District Policy 2610 (listed in Section III).
- Chain emails and mass emails are prohibited.

Section III: Summary of Consequences for Violations

All damages incurred by the District due to a user's intentional or negligent misuse of the District's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to District technology.

Violations of the acceptable use policy will result in the assignment of consequences by the building administrator in accordance with District Policy 2610.

Consequences may include:

- Student conference
- Loss of privileges
- Parent involvement
- Eighth hour/detention
- Assignment of service to school
- Referral to counselor
- In-school suspension
- Out-of-school suspension
- Expulsion

A student will be issued a network user account and password at Harrisburg Middle School and Harrisburg High School. After this Acceptable Use Policy has been signed by the user and the user's legal guardian, it must be returned to the school office, at which point the user's account will be activated by the District. Harrisburg Elementary students will not be issued individual user accounts, but will be permitted to access the network with adult supervision.

The District computer systems may be stand-alone or attached to instructional computer networks. All users must share the responsibility for seeing that the District computer facilities are used in an effective, efficient, ethical, and lawful manner.

Google Accounts for Students 3-12

Middle school and high school students will be receiving a Google account through the Harrisburg domain. These accounts will be used to email and share documents within the Harrisburg School District. There are Chromebooks at the middle school and at the high school. In order to log into those Chromebooks, students must have a Google Apps For Education (GAFE) account.

- Student GAFE account is intended for educational purposes only.
- Student GAFE account is the only account to be used for communicating with teachers and students.
- Harrisburg R-VIII teachers and administrators have the right to view email associated with the account.
- Harrisburg R-VIII teachers and administrators have the right to view all contents shared or saved in the drive of the account.

- Inappropriate content such as pornography is prohibited.
- Content that harasses students and teachers, or disrupts the learning environment, is prohibited.
- Usernames and passwords are not to be shared.
- Students are responsible for all emails sent from, and all content stored in, their GAFE account.
- Mass communication is prohibited unless special permission is granted from an administrator.
- During school hours the GAFE account may only be accessed by district owned devices on the district's network.
- All district policies regarding copyright must be followed.

Violation of this policy will result in the possible loss of email privileges and/or disciplinary action. School email is a privilege, not a right.

Harrisburg R-VIII School District

FAQs for Missouri Course Access and Virtual School Program (MOCAP)

In accordance with SB 603, students who have been enrolled full time in a public or charter school for at least one semester immediately prior may enroll part-time or full-time in the Missouri Course Access and Virtual School Program (MOCAP). Enrollment must be approved by Harrisburg R-VIII School District.

Any student that has been enrolled as a full-time student within the Harrisburg R-VIII School District for at least one semester are eligible to request MOCAP courses. Student may also be eligible if documented medical or psychological conditions have prevented public school attendance in the previous semester.

Harrisburg R-VIII School District is responsible for determining the eligibility of each individual student. The District may determine it is not in the best educational interest of a student to take the MOCAP course. The Harrisburg R-VIII Board of Education believes that when the preponderance of factors is equal, in-person and on-site instruction provides an advantage that is in the best interest of students. Some examples of why virtual instruction option might not serve the best educational interest of the student may

include:

- Requested course is already offered at Harrisburg R-VIII School District
- Student has not been a full-time student in Harrisburg R-VIII School District
- Student has been enrolled in a public or charter school for less than one full semester
- Student has not taken and/or passed prerequisite courses
- The requested MOCAP course does not count towards Harrisburg High School graduation requirements
- The course requested would cause the student to exceed the normal course load for the given semester
- The student is requesting a course to accelerate their graduation date
- The student has not demonstrated success in previous online courses
- The content of the course requires in person or on site instruction
- The student has a history of poor attendance
- The student has not demonstrated adequate ability to work independently

If a course request is denied, the student and parent/guardian will receive in writing the reasons for the denial. The student or parent/guardian can then appeal to the Board of Education who will release their decision in writing within 30 calendar days.

It is the responsibility of virtual instruction vendors to provide accommodations for students with 504 plans or IEPs. Should a student's 504 plan or IEP call for special equipment or internet access, then the District will provide this support as outlined.

In order for students to maintain MSHSAA eligibility, all academic, social, and citizenship eligibility standards must continue to be met.

The cost of approved virtual courses will be paid by Harrisburg R-VIII School District. In addition, the District will monitor student progress and if adequate progress is not made, the District retains the option to cancel the course and return the student to on site courses.

Time, space, and computer/resource access required to complete MOCAP coursework is the responsibility of the student. Instructional support for all MOCAP courses is the responsibility of the selected course vendor.