

# Harrisburg R-VIII Elementary School



**Student & Parent Handbook  
2020-2021**

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**[www.harrisburg.k12.mo.us](http://www.harrisburg.k12.mo.us)**

This handbook has been prepared to provide information about our school to our students, parents, faculty, and others living in the Harrisburg R-VIII School District.

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

The Harrisburg R-VIII School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated at the elementary school to handle inquiries regarding the non-discrimination policies: Gabe Burris Principal. (Refer to Board Policy 1310)

#### **Board of Education Meetings**

The Harrisburg R-VIII School Board meets on the second Monday of each month. The meetings are held in the Administration Office located at 1000 S. Harris Street. Everyone is invited and welcome to attend.

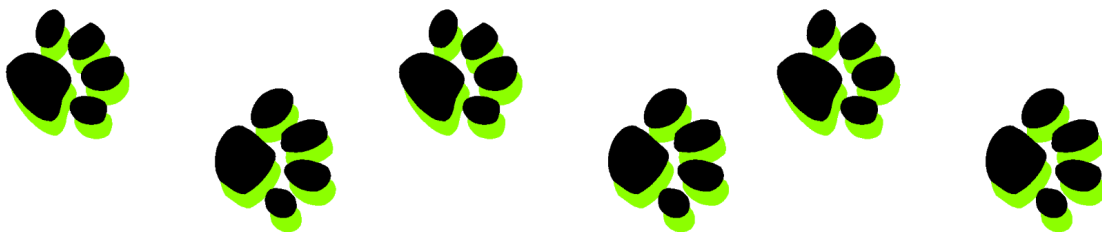


### **Methods of Communication – Staying Informed**

- District Website ([www.harrisburg.k12.mo.us](http://www.harrisburg.k12.mo.us)) – The district website provides information such as breakfast and lunch menus, activity calendars, faculty contact information, school board information, links to useful websites, and many other helpful resources.
- SchoolMessenger 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, all parents have been converted 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](http://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 the Student Information System, you will not be able to sign in to the SchoolMessenger site. If you need to update or add your email address in SIS, you simply need to sign in to Student Information System (find and put new website here) <https://harrisburgbulldogs.org/public/> .

- Parent & Student Elementary Handbook – It is important that all parents and students are aware of the school rules and policies. Please read through this handbook with your student, and then sign your name on the “Student Enrollment/Information Sheet” indicating you have read the handbook.
- Student Information System– SIS provides information regarding lunch balances, attendance, and access to teachers’ email.
- Bulldog Express – The Bulldog Express is a newsletter mailed to every patron in the district four times a year. It contains general information from all three campuses as well as district-wide information.
- Teacher and Principal Newsletters & Special Notices – All classroom teachers send periodic newsletters home with students (with many teachers sending them weekly). Classroom newsletters are often the most efficient way for parents to stay apprised of classroom happenings. Special notifications are sent home from the elementary office to announce or remind families of important upcoming events or dates.



### **Harrisburg Elementary Mission Statement**

Our mission is to educate each student in a supportive learning environment and develop the foundation of tomorrow’s community by building confidence and expecting excellence today.

### **Harrisburg Elementary Vision Statement**

Our vision is to improve student achievement by showing consistent progress towards student mastery. As lifelong learners, teachers will implement relevant and current curriculum with fidelity. We will address student mastery through a variety of rigorous formative and summative assessments that are vertically aligned, and standards/research based. Teachers will establish and maintain a collaborative culture by supporting each other in a positive, professional and trusting environment.

## **Harrisburg Elementary Goals**

Students will:

- Attend school promptly and regularly, while in good health
- Complete and turn in all assignments/homework
- Study and give good effort in every subject/class
- Be respectful, responsible, and safe

Administration, Faculty, and Staff will:

- Be present and prepared
- Have rigorous expectations for purposeful learning
- Work collaboratively to create a positive learning environment
- Be professional and be role models of life-long learning

Parents will:

- Support regular school attendance
- Support student academic success by providing study time/space
- Stay actively involved in curricular and extra-curricular activities
- Communicate reciprocally with administration, faculty, and staff

## **Harrisburg R-VIII 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 21<sup>st</sup> 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 the student 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 an educational environment for students of the district which will foster and accelerate their intellectual, physical, social and career development.

### **School District Policies**

Copies of the school district policies adopted by the Board of Education are available for public review in the administrative offices and on the district website. Policies that are commonly referred to are located in the back of this handbook.

## **General Information**

### **Parent/Teacher Communication**

Positive parent/teacher relationships are key to student success at school. Teachers are committed to teaming with parents to provide students with a positive school experience. Parent questions, concerns, and input should be

directed to the teacher first. Utilization of the chain of communication from teacher to principal to superintendent will best serve the interests of our students. We have an open door policy -- if you have any concerns, please feel free to contact the school to set up a conference with the teacher.

### **Elementary Schedule**

School begins promptly at 8:00 a.m. **Students should not arrive at school before 7:30 a.m. unless accompanied by a parent/guardian.** Teachers are not available to supervise students prior to 7:30 a.m. The school day ends at 3:45 p.m. Each classroom teacher will escort bus riders to the buses at approximately 3:35. Middle school and high school students will be dismissed to load the buses at 3:45 p.m.

### **Student Drop Off and Pick Up Procedures**

Students may enter the building at 7:30. There will be no supervision on campus before that time. Parents bringing students to school in the morning or picking up students at the end of the day will use the south parking lot entrance to access the front entrance to the elementary. Parents accompanying students into the elementary building must enter through the elementary front door. Students **ONLY** will be permitted to enter through the elementary drop off door.

Students that are being picked up will be dismissed at approximately 3:30. The safest and easiest mode to pick up students is to remain in your car in a single file line and a staff member will call for your student and see that they get into the vehicle safely at the drop off/pick up zone.

Drivers should always pull all the way up to the corner of the elementary building directly across from the elementary drop off door. The curbing allows for safe walking to and from students' appropriate entrance. As soon as your child is safely loaded or unloaded, use the driving lane and exit around the outermost perimeter of the parking lot.

### **Preschool Drop Off and Pick Up Procedures**

Due to the possible spread of COVID-19 parents will not be allowed beyond the lobby doors. Parents will not be allowed to congregate in the elementary lobby.

Parents of preschoolers should park in a designated parking space and bring their child/pick their child up through the elementary lobby door. For morning preschool, the elementary lobby door will open at 7:30 am. For afternoon preschool, the elementary lobby door will open at 12:50 pm. Parents may accompany their child to their preschool room at that time.

Parents who plan to stay in the building after school starts at 8:00 a.m. **MUST** report to the office to check in as a visitor.



If you choose to pick up your student before preschool is over, please park in a designated parking space and enter the building through the elementary lobby door. Parents must check in at the elementary office prior to sign their child out. Cars should not be left unattended along the building or driveway area.

Parents are welcome to wait in the airlock until preschool is over (11:00 am or 3:30 pm). Students will be brought to meet their parents at that time.

## **Change in Daily Transportation Routines**

Due to the possible spread of COVID-19 Harrisburg Elementary school will be limiting access to the building for outside visitors during the 2020-2021 school year.

**To help insure the safety of our students, parents must notify the school of alternate after-school plans by sending a note or calling the elementary office before 1:00 p.m.** Calling later in the day creates difficulties in the office and more importantly, anxiety for your student. Emergency situations are exempt from the 1:00 p.m. requirement. Students without prior notification will be sent to their regular destination. Unless students are under direct supervision of school personnel or a parent, they should go home immediately after school. **Elementary students are not allowed to get off the bus at the high school and/or stay after school under the supervision of an older school-aged student.**

When picking up your child early, please come into the office and sign your child out. Please allow extra time for us to call for your child when you arrive.

### **Walkers**

Students walking to and from school will be expected to follow designated walking paths on campus and should only enter the building through the north middle school doors.

Students who walk to school are not permitted inside the building until 7:30. unless accompanied by their parent and should go home immediately upon dismissal.

### **Bicycles**

Students who ride bicycles to school must walk their bikes once they are on campus and may park their bike in the bike rack located just west of the north doors by the playground and enter the building through the north middle school doors off of the playground.

**Visitors** (refer to Board Policy 1430)

Due to COVID-19, during the 2020-2021 school year, Harrisburg School District will be limiting visitors to the building to essential personnel.

Parents and guardians of students are invited to visit school as often as desired. All visitors, parents, or guests are required to sign in at the elementary office at the beginning of each visit. All visitors will be given a visitor's badge to wear for the duration of the visit. If you wish to visit a classroom or teacher, an appointment should be made in advance. Students who desire to have a student visitor attend school with them should obtain permission from the principal at least one day prior to the visit. The visitor should be of the approximate age of the student he/she is visiting. All visitors are under the same rules and guidelines as any student attending Harrisburg Elementary School.

**Tardy Policy** (refer to Regulation 2310)

Due to the possible spread of COVID-19 Harrisburg School District will be suspending attendance and tardy policies for the 2020-2021 school year.

Elementary students are expected to develop good school habits which include the elimination of tardiness. Students arriving after 8:00 a.m. and before 8:20 a.m. will be considered tardy. Students arriving after 8:20 a.m. will be considered absent for whatever portion of the day they miss.

Step	Tardies	Consequence
1	1-3	Warning
2	4-6	Lunch detention for each tardy
3	7-9	Parent meeting
4	10+	1 day of ISS for each tardy

\* Tardies reset at the beginning of each quarter

**Student Release from School** (refer to Board Policy & Regulation 2330)

To help ensure the safety of our students, any student who leaves school during the school day must be signed out by a parent/guardian in the elementary office. Students entering school while school is in session must be signed in by a parent/guardian. Students should never leave the school grounds without permission from the classroom teacher or the principal's office.

**Elementary Attendance Policy** (refer to Board Policy & Regulation 2310)

Due to the COVID-19 pandemic students are encouraged to stay home when they are feeling sick. All attendance incentives and disciplinary action will be suspended until further notice.

It is the belief of the Harrisburg R-VIII School District that good school attendance is vital to student success. Education is a total process based upon continual communication and shared responsibilities among parents, students, and teachers. Activities that take place in the classroom are an important part of the

learning process. A day lost from class can never be recaptured. The dialogue that takes place between a teacher and students cannot be duplicated, and make-up work creates a hardship on students and teachers.

The Board of Education has established the following rules and regulations regarding attendance for elementary 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 (7) and seventeen (17) unless their education is provided by other acceptable means or is otherwise excusable under the law.

We realize that students will miss school due to illness, emergency situations, unexpected, and prearranged occurrences. **When a student misses school for any reason, parents are required to notify the office of the absence by a phone call (by 10:00 a.m.) or note.** Parents should notify the elementary office ahead of time when prearranged absences will occur. If a student sees a doctor during their absence, a copy of proof of their doctor's visit should be returned to school.

Attendance patterns for all students will be monitored and the following actions will be taken:

1. When a student has accumulated five absences within the quarter, parents will be notified that continued absences may result in retention as well as a report of educational neglect to the Missouri Department of Social Services. A parent conference will be scheduled with the principal to develop a plan for improving the student's attendance.
2. The eleventh (11<sup>th</sup>) absence of a student may result in a report of educational neglect to the Missouri Division of Family Services as well as a conference to determine grade placement for the following school year.
3. If a student has a chronic health condition or significant injury that causes frequent absences, a statement from the child's doctor documenting the medical condition and the need for absenteeism must be sent to the school. A conference will then be set up with the parents and school officials to arrange for an individual accommodation plan for the student.

## **Recess and Cold Weather Recess Policy**

**Recess** - Students will only be excused from going outdoors to recess if there is an acceptable reason, such as illness or injury. If a child should stay in, a note must be sent to the teacher each day, stating the reason the child should not go outdoors. Students should dress appropriately for cold weather. Students consistently not dressed appropriately for cold weather will serve detention in the office during recess.

**Cold Weather Policy** – We will have outdoor recess in temperatures as low as 23 degrees. The same temperature with wind chill will result in a shortened recess. Students should be properly equipped for outdoor recess. In order to go outside students must

have long sleeves and pants when the temperature is between 40-32 degrees. If the temperature is 31 degrees, or colder, students must have on a jacket.

### **Student Attendance Truancy and Educational Neglect** (refer to Board Policy & Regulation 2340)

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 Child Abuse and Neglect Hotline to the Missouri Department of Social Services. 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.

### **Entrance Age Requirement**

A child must be five years old before August 1 to be admitted to kindergarten at Harrisburg R-VIII. To be admitted to first grade, a child must be six years old before August 1.

### **School Menu**

Menus can be found on the district website.

#### **Breakfast**

Students have the option of purchasing breakfast each morning before school begins. Breakfast is served from 7:45-7:55 a.m. School begins at 8:00, but students will be allowed to finish their breakfast if they are progressing in a timely manner.

Regular price - \$1.55

Reduced - \$0.30

#### **Lunch**

A balanced hot lunch will be offered to students each day.

Lunch times :	K-1	10:45- 11:15
	1	10:47-11:15
	2	10:50-11:15
	3-5	11:22-11:42

Regular price - \$2.50

Reduced - \$0.40

Extra milk can be purchased for \$0.40.

Please note that students who qualify for free or reduced-priced meals do not qualify for a second milk, and their accounts will be charged the cost of an extra milk if they choose to take one.

Visitors for breakfast or lunch should check in at the office and pay for their meal in advance.

### **Free and Reduced**

Students may qualify for free or reduced priced meals (breakfast and lunch). Qualification forms are provided in the back-to-school packet and forms are always available in the elementary office or on the school website. We encourage families to take advantage of this opportunity. At any time during the school year, a family can apply for Free/Reduced prices.

For those on Free/Reduced lunches, it is critical EACH YEAR, that a new Free and Reduced Form is completed.

### **Lunch Balances**

**Students will not be allowed to charge meals beyond \$10.00.** Once a student's meal account is negative beyond \$10.00, a sandwich and milk will be served until the account is brought into a positive balance.

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. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

**IMPORTANT:** Reminder notices will be provided on a regular basis to parents informing them of their students' lunch balances; however, it is the responsibility of the parent to send lunch money on a regular basis.

### **Soda and Other Drinks**

In an effort to support a healthier lifestyle for our students, students are not allowed to have soda, drinks with high sugar content, or drinks containing caffeine at school for lunch, on the bus, or for consumption during school hours.

Exceptions to this rule may be made by the classroom teacher or principal for special occasions, such as a class party. The District will make drinking water available where school meals are served during mealtime.

### **Competitive Foods and Beverages**

The District is committed to providing food and beverages to students on school campus during the school day to support healthy eating. The food and beverages sold and served outside of the school meal program (i.e. competitive food and beverages) will meet the USADA Smart Snacks in School nutrition standards, at a minimum. A summary of the standards and information, as well as a Guide to Smart Snacks in Schools are available at <http://www.fns.usda.gov/healthierschoolday/tools-schools-smart-snack>.

To support healthy food choices and improve student health and well-being, all food and beverages outside the reimbursable school meal programs that are sold to students on the school campus during the school day will meet the USADA Smart Snacks nutritional standards

### **Celebrations and Rewards**

All food offered on the school campus will meet or exceed the USDA Smart Snacks in School nutrition standards including:

1. Celebrations and parties: The District will provide a list of healthy party ideas including non-food celebration ideas.
2. Classroom snacks brought by parents: The District will provide a list of food and beverages that meet Smart Snacks nutrition standards.
3. Rewards and incentives: The District will provide a list of alternative ways to reward children.

### **Report Cards**

Students receive a report card each quarter. The report card is handed to the student. Parents are to sign the card and have the student return it to his/her teacher. If a student is absent on the last day of school, his/her grade card will be kept in the elementary office for parents to pick up or mailed home upon request.

### **Standards-Based Reporting**

At Harrisburg Elementary, we believe student achievement occurs through clearly defined standards and authentic learning opportunities. The district strives to provide accurate, meaningful, and timely feedback to both students and parents through the learning process. Reporting of student achievement should reflect student progress toward mastery of key academic concepts and identify multiple pathways to deeper learning.

Standards-based reporting communicates how students perform on a set of clearly defined learning targets called standards. The purpose of standards-based reporting is to identify what a student knows, or is able to do, in relation to the given learning targets—as opposed to simply averaging

grades/scores over the course of the grading period, which can mask what a student has learned or not learned. Standards-based reporting identifies individual progress and growth toward mastery in contrast to comparing students to each other.

Students concentrate on true mastery of a topic or skill. Teachers concentrate on teaching essential standards that every student must learn. Each lesson taught is connected to a standard, and learning targets mark progress toward meeting a standard. Learning goals are clear and opportunities to meet them are varied.

## **Reporting Scale**

At Harrisburg Elementary, we believe that grades are about what students learn, not what they earn. Standards-based reporting identifies what students know and are able to do within each content area at each grade level. The real-time monitoring of student performance reflects a more accurate picture of student achievement.

### *I KNOW IT SO WELL I CAN TEACH IT TO SOMEONE ELSE*

A score of (4) would indicate that a student consistently demonstrates an advanced level of understanding and/or the ability to apply their knowledge at a higher level.

### *I GET IT! I CAN TELL YOU ABOUT IT*

A score of (3) would indicate that a student has independently achieved the standard. The student demonstrates mastery of the standard.

### *I KIND OF GET IT BUT I STILL MAKE SOME MISTAKES*

A score of (2) would indicate that a student is developing an understanding of a standard but still may be in need of additional instruction and/or support.

### *EVEN WITH HELP, I STILL DON'T GET IT*

A score of (1) would indicate minimal understanding of a standard. The student shows limited evidence of understanding the standard.

## **Reporting of Achievement** (refer to Board Policy 6450)

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. Progress will be reported based upon a student's ability to demonstrate their competencies through actual demonstrations, performances, and portfolios that show evidence of their learning.

A disabled student's Individual Education Plan 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.

### **Promotion and Retention** (refer to Board Policy & Regulation 2520)

The purpose of promotions and retentions is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work, however, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the superintendent. All appeals must be requested within two weeks after the close of school.

The process for reading assessments and remediation, as well as retention guidelines for students who fail to meet the district's objectives for reading, are contained in Board Regulation 2520.

### **Parent-Teacher Conferences**

Parents of all students are strongly encouraged to attend conferences to learn about their student's progress. Conferences are also available at other times upon parent request.

### **Classroom Assignments**

The classroom teachers and principal are responsible for assigning students to classroom teachers based on heterogeneous academic, social and behavioral groupings. Male/female ratios, students with special needs and negative peer relationships are also strongly considered. **Parents should not request specific teachers** but are welcome to communicate with the principal regarding any concerns or information they wish to share about their child. Students/families are informed of placement at open house in August.

### **District and Statewide Assessments** (refer to Board Policy 6440)

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The MAP (Missouri Assessment Program) Test is administered in the spring and assesses math and communication arts in grades 3-5 and also assesses science in grade 5. Individual student and district results are available in the fall of the following school year. A standardized achievement test, Evaluate, will be administered to grades K-5 during the school year. Grades 2-5 will be assessed monthly; grades K-1 will be assessed 3 times a year. Students in all grade levels will also be assessed three times a year using iReady and Aimesweb.



## **Student Use of the Telephone**

Students will be permitted to use the telephone, in special cases, to make calls or receive them. Routine calls will require a teacher to give the student permission to use the phone. All plans for special arrangements should be made prior to students arriving at school. Students will not be allowed to use the telephone to make arrangements to visit friends, stay overnight, or engage in after-school activities.

## **Student Use of Cell Phones/Electronic Devices** (Board 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:

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

## **Computer Acceptable Use Policy** (refer to Board Policy 6320)

All students and parents are to sign an "Acceptable Use Contract" prior to using school computers. This contract is included in the back-to-school packets and is available in the elementary office. Students in violation of this contract will lose computer privileges.

## **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 extra-curricular 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.

### **School Cancellations/Early School Dismissal/Late Start**

Inclement weather or other emergency conditions may cause school to be cancelled or closed early. This information will be reported to the media as soon as possible and broadcast on the following stations:

KRES-KWIX Radio in Moberly	104.7 FM
KCLR Radio in Columbia	99.3 FM
KOMU TV in Columbia	Channel 8

A SchoolMessenger notification will also be sent out.

### **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.

### **Student Dress Code** (refer to Board Policy 2651)

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 extra-curricular activities.

- Shoes with wheels are not permitted at school or school activities. Cleats and shoes with a heel higher than 2" should not be worn during the school day.

### **Things Students May Not Bring to School**

- All pets. Special arrangements for pet visits may be made with the teacher ahead of time (with the principal's approval).
- Knives, sharp objects, toy guns or weapons of any kind (Refer to Code of Conduct on weapons).
- Toys, electronic games, audio players, collector and trading cards, etc...unless special permission is given by the teacher ahead of time.
- Party Invitations. Students may only pass out party invitations if there is an invitation for every child in the class and with teacher permission.

The school will not be responsible for the loss or theft of any of the above items.

## **Lost and Found**

Please be sure your child's name is plainly marked on items such as boots, gym shoes, coats, sweaters, raincoats, over shirts, purses, wallets, backpacks, lunch boxes, etc. Many items go unclaimed each year. If your child should lose an item, please check with the elementary office. Items left in Lost and Found will be sent to Goodwill quarterly.

## **Textbook Policy** (refer to Board Policy 6231)

In compliance with Missouri school laws, Harrisburg R-VIII will provide textbooks free of charge for all students. Reasonable wear is expected through daily use of the textbooks. However, unreasonable damage to textbooks will result in charges for repair or replacement of the books.

## **Lockers**

Students will be assigned a locker at the beginning of the school year. Any damage (beyond normal wear) to the locker during the school year will be assessed at the end of the year. Locks may not be used on elementary lockers.

## **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 Services and Programs**

## **Title I** (refer to Board Policy & Regulation 1621)

Beginning with the 2010-2011 school year, the Harrisburg R-VIII Elementary School became a "schoolwide" Title I school. This allows all elementary students the opportunity to receive Title I services as deemed appropriate and necessary by their teachers and the Title I coordinator. Parent meetings and activities are an important part of this program. Please plan to attend and enjoy parent/family meetings/activities whenever possible.

## **Title I Preschool**

The Harrisburg R-VIII School District offers Title I preschool services to qualifying children ages three through five years of age. Enrollment eligibility in this free program is based upon specific guidelines. In an effort to minimize classroom disruption, all communication regarding preschool students should be directed through the elementary office (573-875-0290).

## **Response to Intervention (RTI)**

RTI is a process that uses early and frequent assessment to identify students in need of specialized instruction/interventions. RTI includes instruction for students individually, in small groups, or in large groups based on individual need. The goal of RTI is to provide focused support for students. Kindergarten through fifth grade participates in the program.

### **Positive Behavior Support (PBS)**

PBS is a schoolwide discipline program established to provide a positive school climate and to create a supportive environment for personal, social, and academic growth for students and staff. The program is designed with a clear set of schoolwide positive behavior expectations that are taught and encouraged by all school personnel. Please see PBS link on our website for more information.

### **Parents As Teachers (PAT)**

Harrisburg R-VIII offers the Parents As Teachers (PAT) program to parents with children from birth to age five. This program provides parents with opportunities to network with other parents and receive information on child development. Services offered include group meetings and activities, newsletters, and screenings. Home visits may be available to help you better understand what to expect during your child's early developmental years. If you would like more information about the program, or if you know of someone who may benefit from this program, please call the elementary office.

### **Instruction for Homebound Students** (refer to Board Policy & Regulation 6275)

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 students' 504 or IEP team. Please refer to Regulation 6275 for specific homebound procedures.

### **Children with Special Needs** (refer to Board Policy 2110)

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 are 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, 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 elementary 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.

### **Parent Teacher Organization (PTO)**

PTO is the parent-teacher organization for our district. The organization supports and organizes school fundraisers that directly benefit Harrisburg School's students and teachers in grades PreK–12. We welcome and encourage all parents and staff to become involved in PTO. There is no cost to join this organization! Regular PTO meetings are held on the first Tuesday of each month at 6:00 p.m. in the PAT room. . An informational PTO bulletin board is located near the elementary office. Check this bulletin board out each time you visit the school to keep up-to-date on PTO activities.

Please feel free to contact any of the PTO officers or the elementary office for more information about this very important organization.

#### 2019/2020 PTO Officers

President	Kimberly Strawn
Vice President	Lydia Miller
Secretary	Dana Byrd
Treasurer	Toby Class

### **Highly Qualified Teachers** (refer to Board Policy & 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, 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

## Medical Information

### **Student Emergency Information**

Every student in the school will have student data information on electronic file in the office. It is necessary that this information be current and available to staff. Please notify the school of any change in address, cell/home phone numbers, work phone numbers, or emergency contact phone numbers. When a student is injured or becomes ill at school, and in the judgment of the nurse should be sent home, the parent is called. If in the judgment of the nurse, a student's life or health is in immediate danger, emergency services will be called, and you will be notified of the emergency subsequently.

### **Allergy Alert**

It is extremely important for parents to keep the school apprised regarding any allergies your child may have. A physician's statement is required when special procedures and/or food restrictions are needed.

### **Immunization-Health Information**

Health services are coordinated by the school nurse. All health records are kept confidential and secure.

It is unlawful for any student to attend school unless they have been immunized or produce satisfactory evidence of having begun a process of immunization as required under the rules and regulations of the Division of Health of the Department of Public Health and Welfare. This does not apply to a child if one parent or guardian objects in writing to the administration of the immunization. All students must present proof of compliance with the immunization rule on the first day of enrollment.

### **Guidelines for Keeping Children Home from School Due to Illness**

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.

Please review the following guidelines. We ask that you refer to them when deciding whether your child is well enough to be in school.

- If your child's oral temperature exceeds 100 degrees Fahrenheit, **your child should remain home for 24 hours after the temperature returns to normal or for 24 hours after antibiotic treatment has been initiated.**

- If your child has vomited due to illness, your child should remain home 24 hours after the last episode.
- If your child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.
- If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn, your child should not attend school.
- If there are signs of conjunctivitis (pinkeye) with matter coming from one or both eyes, itching, or crust on eyelids, the child should be evaluated by a physician.
- If there are signs of infestation with lice (nits in the hair) the child should be evaluated for treatment with a pediculicide. Our school observes a "nit-free" policy.
- If your child has an unusual rash not yet evaluated by a physician, the child should not attend school.

### **Over-the-counter Medication**

Over-the-counter medication can be dispensed if the parent signs a permission form. The medication will be given at the recommended dosage for the child's age/weight and if the nurse's assessment reveals a need.

### **Prescription Medication**

The student's authorized prescriber shall provide a written request that the student be given medication during school hours. The diagnosis/indication for use of the medicine shall be provided. When possible, the prescriber should state adverse affects 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.)

### **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. Students should not be in possession of medication at any time.

### **Headache Policy**

Please contact school nurse for information on headache policy.



# **Discipline**

Classroom teachers will be responsible for the discipline in their individual classrooms. The entire faculty and staff will be responsible for areas used by all students, such as halls, cafeteria, playground, etc. The classroom teachers shall involve the principal in situations of a serious nature. The principal shall use appropriate administrative consequences for unacceptable behavior at the elementary level. Disciplinary actions will abide by school policy.

If a student's behavior warrants in-school or out-of-school suspension, all class work will be due the day the student returns to class. A student who misses class due to disciplinary action must work independently without the support of the classroom teacher. A classroom teacher will not leave his/her class to assist a suspended student.

Please refer to PBS information regarding discipline in this handbook and on our website.

## **Parent Notification of Disciplinary Office Referral**

Parents of any student sent to the office for a major disciplinary reason resulting in a consequence beyond a student conference with the principal, minor loss of privileges, or for a subsequent offense will receive a phone call from the principal explaining the reason for the referral and the consequence the student received.

## **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**

Extra-curricular activities are special privileges offered to enhance the student's overall learning experience. Field trips, attendance at assemblies, recesses, 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.

#### 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 – (refer to Board Policy & Regulation 2661/2662)

*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 150 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 150 consecutive school days.

##### 1. *In-School Suspension (ISS)*

The student may be assigned in-school suspension. The student is suspended from attending regular classes. The student is expected to complete class assignments and may earn credit for work completed. Students serving in-school suspension for disciplinary actions other than tardies will not be allowed to participate in extra-curricular 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            11-150 Days    Issued by the Superintendent

Out-of-school suspension requires that the student be deprived of all privileges of attending school for the number of specified days. All extracurricular privileges are also suspended. If a student who has been suspended from school property is found on school property, additional disciplinary action

may be taken. 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** – (refer to Board Policy & Regulation 2663)

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) or 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.

Expulsion is the removal of a student from school by action of the Board of Education. Only the Board of Education can expel a student from school. The action taken and results are recorded in the student's permanent file.

**Disciplinary Guidelines** (Board Policy and Regulation 2610)

The Harrisburg R-VIII Board of Education 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** (refer to Board Policy 2600 & Regulation 2610)

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 nonschool 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 150 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.

**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 – 150 Days OSS)  
Maximum - Expulsion

Subsequent Offenses: Minimum - Long Term Suspension (11 – 150 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) & Confiscation  
Maximum - Expulsion

**Assault** - (refer to Policy 2673)

**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 – 150 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** – (refer to 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

**Cell Phone/Electronic Devices** – (refer to Policy 2656)

*Cell phones and other electronic devices are not to be displayed or used at school between 7:45 a.m. and dismissal time unless authorized by school personnel. Under no circumstances are unauthorized pictures and unauthorized text messaging permitted.*

First Offense: Confiscation and Parent Contact

Second Offense: Confiscation and Parent Pick Up

Subsequent Offenses: Out of School Suspension (1 – 150 Days)

**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 – 150 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 – 150 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 – 150 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 – 150 Days OSS)

**Drugs, Narcotics and Alcohol** – (refer to 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, 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 – 150 Days OSS)  
Maximum - Expulsion

**Prescription Medication** – *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 – 150 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 – 150 Days OSS)

***Harassment*** – (refer to 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 – 150 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 – 150 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 – 150 Days OSS)

***Inappropriate Sexual Conduct*** – (refer to 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 – 150 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 – 150 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 and/or 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 – 150 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 – 150 Days OSS)

Subsequent Offenses: Minimum - In School Suspension  
Maximum - Expulsion

***Truancy*** – (refer to 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*** – (refer to 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 – 150 Days OSS)  
Maximum - Expulsion

**Student Use of Tobacco, Alcohol and Drugs** (refer to Board Policy 2640)

**Smoking**

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.

## **Student Bus Conduct** (refer to Board Policy 2652)

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year and to new students upon enrollment. 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.

Any student whose conduct on a school bus is improper or jeopardizes the safety of other students may have his/her right to school bus transportation suspended for such period of time as deemed proper by the superintendent, building principal or designee. Such bus suspensions will not constitute an "out of school suspension" under the IDEA or Section 504 unless transportation is included as a necessary related service in the student's IEP or Section 504 Plan. Uniform rules of conduct and disciplinary measures will be enforced. (Refer to Regulation 5620)

## **Playground Rules**

The following guidelines should be followed by all students when playing on playground.

### Rules for students:

- KAHFOOTY (Keep All Hands, Feet, and Other Objects to Yourself)
- Swings- swing on your bottom back and forth only
- Don't jump out of swings
- Climb down the rock wall (don't jump off the top)
- Ask teacher permission to leave the playground for any reason (retrieve a ball)
- PE rules for team games
- Students should remain off of the bleachers at all times
- No playing in or touching snow
- Go down the slides feet first, and do not hang over the edges of the slides
- Do not throw rocks/dangerous objects

- Pick up all equipment when the whistle blows and put it on the playground shelves upon entering the building
- Use equipment for the intended purpose
- No walking on the curb
- Recess equipment should stay on the blacktop only (no equipment should be on the mulch areas)
- Monkey bars-hang only (don't sit on top of the bars)

Playground boundaries:

- Sidewalk is the border (should not be on the gravel or by the softball field/ concession stand), basketball court is the west border, the fence is the north border, and the yellow cones are the east border
- Students should not be in the area west of the trailer
- Students should remain on blacktop at all times, unless using the kickball field
- Little playground is intended for pre-school – 1<sup>st</sup> grade

## **REQUIRED NOTIFICATIONS AND ADDITIONAL POLICIES**

### **Notification of Rights under FERPA (refer to Policy 2400)**

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate

educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

### **Safe & Drug Free Schools (refer to Policy 2641)**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

### **Homeless, Migrant, and ELL**

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.

The District Coordinator for migrant and ELL students is Lynn Proctor, Director of Special Services, 573-875-0290. The District Coordinator for homeless students is Michael Coggins, 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

### **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:

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. 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. 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. 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. 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 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 grievance and will not be placed in the individual's file.

### **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 underling 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.

### **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 un-reinforced 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](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*

## **ADDITIONAL POLICIES**

### **Civil Rights, Title IX, Section 504 (refer to Policy and Regulation 1310)**

The District assures that it will comply with:

- 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.
- 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.
- 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.
- 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.
- 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.

**Visitors To Schools (refer to Policy 1430)**

Principals and teachers shall welcome and encourage visits by parents/guardians, Board members, volunteers and patrons of the schools. All visitors shall report to the principal's office on entering the building so that the office will be aware of their presence. When a patron of the school has a need for a conference with a teacher or counselor, an appointment should be made so the staff member may proceed with his/her assigned duties without undue interruption.

Groups of visitors wishing to visit the school or facilities shall notify the Superintendent as far in advance as possible.

Students dismissed earlier in one school than others are not permitted to be on the grounds of any other school in the District.

All persons who do not obtain permission from the principal's office to visit the school, or visitors who create serious distractions to the learning environment in the building or on the premises, shall be considered trespassers and subject to arrest and prosecution.

In order to minimize the potential harm to staff and students, persons listed on the sex offenders list may not be present in any school building, or on district property, in any district vehicle utilized to transport students, or be present at school activities without the written permission of the Superintendent. If permission is granted for a specific event or events, the Superintendent will notify the principal, where the sex offender will be present.

**Observations by Parents, Advocates, or Others**

Under applicable state and federal law, a parent does not have a right to observe his/her child in the educational setting. However, if a parent, advocate or other person wishes to conduct an observation of any child, activity, teacher, or classroom, he or she must submit a written request to the building principal,

within five school days of the date he or she wishes to observe, with the following information:

- The name and position of the individual(s) who will be observing;
- The date and time he or she wishes to observe;
- The amount of time he or she wishes to observe;
- The specific purpose for which he or she wishes to observe.

### **Code of Conduct – Adults (refer to Policy and Regulation 1431)**

The Board of Education believes in and fosters a safe and orderly environment for all students, staff, and visitors.

Therefore, the Board of Education has established a code of conduct for parents, patrons, and visitors on school premises and at school activities. All parents, patrons, and visitors will be expected to conduct themselves in a manner reflective of a positive role model for children. Public displays contrary to this expectation as provided in Regulation 1431 will result in sanctions which will limit a person's access to school activities and school premises.

### **Protection of Student Rights (refer to Policy 1610)**

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

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

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

### **Title I (refer to Policy and Regulation 1621)**

#### *Parent Involvement*

The Board recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review of Title I programs.

### *Staff Qualifications*

Title I teachers and paraprofessionals must meet the qualifications outlined in Regulation 1621.

### *Reporting Requirements*

Pursuant to the provisions of the No Child Left Behind Act of 2001, the District will submit its Federal Title I LEA Plan, describing the District's Title I services.

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.

### **Nondiscrimination and Student Rights (refer to Policy 2100)**

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.

### **Equal Educational Opportunity (refer to Policy and Regulation 2110)**

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.)

### **Harassment (refer to Policy and Regulation 2130)**

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 and District officials, including administrators, teachers, and other staff members 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.

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

### **Searches by School Personnel (refer to Policy 2150)**

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.

#### **Student Educational Records (refer to Policy and Regulation 2400)**

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

**Firearms and Weapons in School (refer to Policy and Regulation 2620)**

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 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. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

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.

### **Drug-Free Schools (refer to Policy 2641)**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

### **Random Drug Testing Policy (refer to Policy 2642)**

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:

- To establish standards of conduct for district students.
- To identify students who are misusing drugs so that intervention plans can be implemented by home and school.
- To establish a safe environment for student athletes during competition and generally for all students.
- To provide a vehicle for parents to become aware of chemical abuse problems involving their children so that corrective action may be taken.
- To provide referrals for students who need evaluation and counseling.
- To deter chemical abuse or misuse by all students.
- 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.
- 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 substance 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.

The building principal must then grant written permission for the observation to occur. The District reserves the right to deny any observation that it believes will disrupt the educational environment or may lead to a direct or indirect release of personally identifiable information about a student or students. The building principal or other administrator will provide a written or verbal explanation of its decision prior to the requested observation date.

#### **Student Dress (refer to Policy 2651)**

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. The Board may require students to wear a school uniform.

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 grooming that

disrupts, or can be forecasted to disrupt, the educational environment is permitted.

**Bullying (refer to Policy 2655)**

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, cyberbullying, 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.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

**Corporal Punishment: Prohibited (refer to Policy 2670)**

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.

Although corporal punishment is prohibited the use of reasonable force for a District employee to protect persons or property is not abuse within the meaning of Chapter 210, RSMo.

**Student Discipline Hearings (refer to Policy and Regulation 2671)**

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.

**Discipline of Students with Disabilities (refer to Policy and Regulation 2672)**

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.

**Reporting of Violent Behavior (refer to Policy and Regulation 2673)**

The District requires school administrators to report acts of school violence to all teachers at the attendance area 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, and who have a need to know. School administrators will also disclose to appropriate staff member 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.

**Health Services (refer to Policy 2830)**

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 with Communicable Diseases (refer to Policy and Regulation 2860)**

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

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

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

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

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

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

### **Administering Medicines To Students (refer to Policy and Regulation 2870)**

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. Employees providing routine first aid according to District procedures will be immune from liability or disciplinary action. Similarly, trained employees will be immune from civil liability for administering cardiopulmonary resuscitation and other lifesaving methods in good faith and according to standard medical practices. The Board of Education also recognizes that the administration of medication may be required under Section 504 of the Rehabilitation Act of 1973 and/or the Individuals with Disabilities Education Act to provide a free appropriate public education for identified as disabled under those laws.

### **Student Allergy Prevention and Response (refer to Policy and Regulation 2875)**

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 Missouri Learning Standards (MLS) 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.

**Student Publications (refer to Policy and Regulation 2910)**

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

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

**Hazardous Materials (refer to Policy and Regulation 5210)**

The District will develop and implement written procedures for the purchase, use, storage and disposal of substances designated as hazardous by local, state and federal authorities.

**Uniform Policy for Free and Reduced-Price Meals (refer to Policy 5520)**

The District will participate in the national school lunch program. Eligible students will be identified for participation in the free and reduced-price lunch program based upon federal and state guidelines.

Information concerning the eligibility standards will be distributed annually within the District. The identification of student participants in the program will be confidential with such information disclosed to staff members on a strict need-to-know basis.

**State Mandated Curriculum: Human Sexuality (refer to Policy 6116)**

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

- Provide instruction on human sexuality and HIV prevention that is age appropriate;
- Present abstinence from sexual activity, as the preferred choice of behavior, in relation to all sexual activity for unmarried students.
- Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
- Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
- Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;

- Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
- 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;
- 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;
- Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
- Not encourage or promote sexual activity;
- Not distribute or aid in the distribution of legally obscene materials to minors on school property.
- Teach students about the dangers of sexual predators, including on-line predators.
- Teach students how to behave responsibly and remain safe on the Internet.
- Teach students the importance of having open communications with responsible adults.
- 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.
- 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:

- The content of the District's human sexuality instruction;
- 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.

**Textbook Usage – Students (refer to Policy and Regulation 6231)**

Textbooks on which assignments are based are to be available to each student. Under the guidance of the teacher and the rules for a particular class, a textbook should be available for the student to take home overnight or over a weekend so that the student may prepare homework assignments and so that the parents/guardians may see the textbook.

Textbooks and library books are to be treated with respect by the students, used wisely, cared for, and returned in good condition when the assignment or course is concluded. The student to whom a textbook or library book is issued will be held responsible for its return in good condition. A reasonable system of fines, penalties, or methods of repayment for a fair value of the book is to be developed. No student is to be penalized if the book is lost because of factors beyond his/her control.

**Educational Surrogate (refer to Policy 6260)**

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 need exists.

The District designates the Special Services Director who is responsible for overseeing the educational surrogate program in the District.

**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 is 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 calendars 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.