



Learning should be a joy and full of excitement. It is life's greatest adventure; it is an illustrated excursion into the minds of the noble and the learned.

Taylor Caldwell

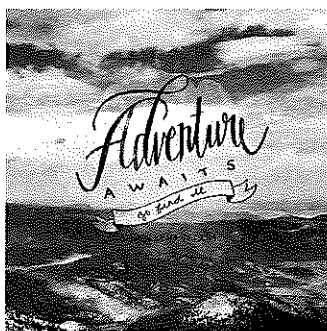

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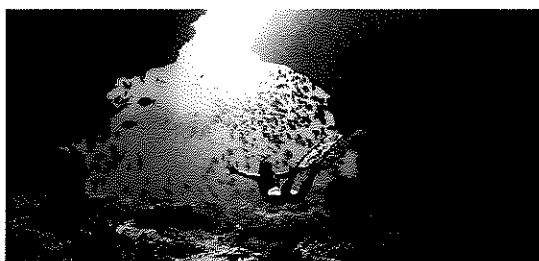


ADVENTURE

*Adventure
is just a page
away...*



**NORTH HARRISON R-3
SCHOOL DISTRICT
2018-19
HANDBOOK**



WELCOME

North Harrison's Board of Education, faculty, staff and administration welcome you to North Harrison Junior High/High School. This handbook will give you an outline of our expectations of you as a student and young adult.

The purpose of this school is to educate young people. In order to accomplish this task, a mutual respect must exist between all parties in the school setting. The guidelines and policies in this handbook will help to facilitate that respect.

NORTH HARRISON R-3 SCHOOL DISTRICT

MISSION STATEMENT

Our mission at North Harrison R-3 School District is to provide all students with a quality education which will help them to reach their full potential as citizens who can meet the challenges of a changing society. This will be done through a positive school climate, cooperation between the school and the community, a relevant curriculum, and through respect for the students and employees alike.

Adopted by the North Harrison Board of Education, January 11, 1993

FOREWORD

The policies, procedures, and guidelines outlined in this handbook have been formulated to provide information to parents and students of North Harrison High School. These rules are necessary for the effective day-to-day operation of our school and shall be applied in a firm, fair, and consistent manner.

We know that everyone associated with North Harrison wants the best educational experience of our students. Please read this handbook carefully, then sign and return the attached Handbook Consent Form before the end of the first full week of school.

NONDISCRIMINATION

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

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

Inquiries regarding compliance with the above may be directed to the Superintendent of the North

Harrison R-III School District, Eagleville, Missouri (660-867-5222).

STUDENT REGULATIONS

The regulations as stated in this handbook are North Harrison R-III School Board policy. Board approved: August 14, 2000.

Parents can request information regarding the professional qualifications of teachers and paraprofessionals.

SCHOOL PHILOSOPHY AND OBJECTIVES

Democracy, as we experience it, is the only acceptable way of life for our citizens. In it the worth and happiness of the individual are pre-eminent. Our democracy recognizes the ever-changing nature of society and it challenges its constituents through individual effort to build toward a more complete life for all.

Democracy is not inherited. It must be earned and learned by each successive generation. The role of education therefore is apparent. Its purpose is preparation for, and the preservation and improvement of, democracy as a way of life.

Individuals undergo a continuous process of physical, mental, and emotional change, commonly referred to as growth. Growth may be at random, or it may be directed, and if directed, it is called education. Education which has as its aim the social and personal efficiency and welfare of individuals is democratic education.

Many agencies contribute toward the growth of the individual. The school is perhaps the only one that has as its specific purpose the direction of such growth. It is the only agency whose concern is the development of each individual to the utmost of his or her potential.

We believe that we are obligated to provide a continuously evolving educational program whereby all students in school may:

1. Become aware of their individual interests, abilities and potential.
2. Evolve a plan whereby their growth in terms of their own interests, abilities and potential are assured.
3. Develop and maintain good health, proper health habits and physical fitness.
4. Become proficient in the area of communications and in the understanding and interpretation of basic areas of knowledge.
5. Make use of their creativity and abilities to do reflective thinking.
6. Equip themselves for happy and successful living in a vocation for which they are well adapted.
7. Recognize the universal brotherhood of man and understand and apply the basic ideals of humanitarianism in the practice of daily living.
8. Enhance their lives by developing an appreciation for art, music, and literature and skill in certain hobbies and recreational activities.
9. Prepare for the responsibilities and privileges of family life.

10. Prepare for the acceptance of responsibilities as an American and world citizen.

In other words, we propose to study each pupil in school as an individual—to consider their background, interests, aptitudes and desires in an attempt to direct their growth toward success, for them as individuals and as a part of a social group. We plan to teach the “three R's” in a better fashion than we have ever taught them before; in addition, we will teach individual people in order that they may develop into well-balanced, well-rounded citizens, being physically, mentally, morally, and emotionally active and stable.

1. To offer a breadth of school programs on all levels, which will care for the individual needs, interests, desires, and abilities of all students.
2. To offer a quality of instruction that will insure speedy and efficient learning on the part of all students.
3. To offer a program of guidance and direction that will enable each student to take the greatest advantage of that part of the school program best suited to them.

STUDENTS OF CHARACTER!

NHHS is dedicated to the development of character in our students. Responsible citizenship includes the following character traits – TRRFCC (Terrific!)

Trustworthiness

- Be honest in every way
- Operate with academic integrity
- Display citizenship and sportsmanship at all times
- Have the courage to do the right thing
- Build a good reputation by making ethical decisions

Respect

- Treat others with the same respect you wish for yourself
- Be polite in how you treat peers, teachers, and support staff
- Accept feedback, re-direction, and criticism appropriately
- Deal peacefully with anger, insults and disagreements
- Dress appropriately and respectfully for school

Responsibility

- Be on time for class
- Complete assignments with your best effort
- Ask for help appropriately when you need it - become a responsible self-advocate
- Pick up after yourself—leave the building in better condition than you found it
- Be accountable for your choices

Fairness

- Accept responsibility for your own actions - don't blame others carelessly
- Play by the rules

Caring

- Forgive others
- Be kind
- Operate on a principle of friendliness with everyone at NHHS

Citizenship

- Use technology appropriately according to our Acceptable Use Policy
- Operate with a "problem-solver" attitude rather than simply complaining—join in the effort to improve our school and make this a better world
- Make safe and healthy choices, avoiding the use of tobacco, alcohol and drugs
- Participate in school activities and attend school events
- Help others in need—lend a hand when you can

DAILY SCHOOL REGULATIONS FOR ALL STUDENTS

The regulations as stated in this handbook are board policy. This is only a guideline. Individual situations will be evaluated by the Administration and/or the Board of Education.

BELL SCHEDULES

Period	Regular	8th Assembly	2 Hours Late	12:50 Dismissals will be scheduled on an individual basis
1 st	8:05-8:54		XXXXX	
2 nd	8:57-9:46		XXXXX	
3 rd	9:49-10:38		10:00-10:38	
4 th	10:41-11:30		10:41-11:30	
JH Lunch	11:31-11:51		11:31-11:51	
HS Lunch	12:24-12:44		12:24-12:44	
5 th	11:34-12:44		11:34-12:44	
6 th	12:46-1:36		12:46-1:36	
7 th	1:39-2:28		1:39-2:28	
8 th	2:31-3:20		2:31-3:20	

The cafeteria is open for breakfast at 7:45 a.m. Please do not arrive at school much before 7:45.

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

MEDIA NOTIFICATION

When it becomes necessary to make changes to the regular school day, KAAN radio (FM 95.5 and AM 870), KFEQ radio (680 AM), and KQ-2 television will be called. KAAN will be the first media source contacted. Other media sources such as textcaster and social media will be used as well.

SCHOOL CANCELLATION

When it is necessary to cancel school for the day, the media will be contacted no later than 6:30 a.m. under normal circumstances. Parents should already have an alternative plan in place for their children.

LATE STARTS

When information suggests conditions will improve, school will start at 10 AM (See Bell Schedules above). This also means the buses will run two hours behind the regular pick up time. If your child will not be at the normal stop please be sure the school knows ahead of time so route changes can be planned. We suggest you leave your children with adult supervision because of the possibility school will be canceled for the whole day if weather worsens. On a delayed start, breakfast will not be served and Career Center students will not be transported to Bethany. We will notify the media by 6:30 a.m. to announce a delayed start.

EARLY DISMISSAL

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

LOCKERS/DAMAGE DEPOSIT

SCHOOL LOCKERS WILL NOT BE ISSUED UNTIL ALL UNPAID BILLS ARE REMITTED. ALSO, NO UNIFORMS OR OTHER EXTRACURRICULAR EQUIPMENT WILL BE ISSUED TO A STUDENT WITH OUTSTANDING BILLS.

Lockers are the property of the North Harrison School District. A damage deposit of \$10.00 will be collected before a student is assigned a locker. Students are responsible for using and maintaining their assigned lockers for the year. Students will be charged for damage done to textbooks, other school issued items, or lockers. This damage deposit is refunded at withdrawal or at the end of the year when there is no damage to school issued items. Some students elect not to have the damage deposit refunded and leave it for the next school year. Students wishing to put a padlock on their lockers should rent one from the office. If students forget their combination, the office then has a record of the combination or a master key. Students may store valuables in lockers (both hall and locker room) at their own risk. **The district cannot be responsible for items missing from unsecured lockers.** Random searches may be conducted at various times during the school year on any locker in the school and drug sniffing dogs could be used.

Locks for lockers may be rented or purchased in the high school office.

SCHOOL INSURANCE

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

CARE OF SCHOOL PROPERTY

- Students will pay for damage to all school equipment and supplies beyond damage caused by ordinary wear.
- Any careless or willful damage to school property will result in the student cleaning, repairing, and paying for the damage, and could result in detention or suspension.
- Failure to pay for said damages, after parent/guardian notification, may result in suspension from school until the payment is made or application is made to the board of education.

- According to state law, parents or guardians of children under the age of 18 are responsible for vandalism loss or damage caused by their children up to an amount of \$2000.00.
- Refundable deposits may be required for the use of TI calculators and other technology equipment as determined by the Technology Director and/or the Classroom Teacher. The deposit would allow equipment to be taken home for school use, pending approval from the teacher or tech. director.

NON-CURRICULAR MATERIALS AT SCHOOL

- **Inappropriate** reading materials, video games, tapes, CD's, collections, etc. are not allowed at school. This includes cell phones with inappropriate ring tones, wallpaper, etc. These items will be confiscated and returned at the discretion of the principal.
- The school will not assume responsibility for the security of headphones, iPods, MP-3 players, cell phones, and similar items should they be brought to school or school activities. Misuse of these items falls under the same guidelines as cell phones (see page 13).

ARRIVING AT AND LEAVING SCHOOL

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

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

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

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

Students will never leave school without a note, telephone call, or a personal visit from a parent. This must be confirmed by the office.

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

ACADEMIC INFORMATION AND REQUIREMENTS

EXIT OUTCOMES:

North Harrison graduates will demonstrate...

1. ability to communicate (in reading, writing, speaking, listening, and numeric skills)
2. facility in social interaction (including concern, tolerance, and respect) analytic capabilities and problem solving skills
3. skill in making judgments and decisions (including adapting to and creating change)

4. skills in creative expression and in responding to the creative work of others
5. civic responsibility and responsible participation in a global environment
6. skill in developing and maintaining wellness
7. skill in using technology
8. skill in information retrieval
9. skill in life, job, and career planning

Adopted by the North Harrison Board of Education, January 11, 1993

SCHEDULE CHANGES

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

NORTH CENTRAL CAREER CENTER (NCCC)

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

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

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

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

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

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

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

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

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

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

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

(Embedded English Credit — see page 11.)

GRADE CLASSIFICATION AND GRADING

ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES

The Board believes that a student should be placed in the grade level and classes that best meet the student's academic needs, after consultation with the student's parent/guardian. A student's social and emotional needs will also be considered, to the extent that they affect academic progress. Although the district will first consider placing students in grade levels or classes with students of similar age, age will not necessarily be the determining factor. Further, any student's placement may be adjusted by the school principal or designee as needed, after consultation with the student's parent/guardian. The district's administrative staff will make the final decision regarding assignment of students to grade levels or classes. Students receiving special education services will be placed in accordance with law. Classification will be made at the beginning of each year. No changes will be made during the year unless special circumstances warrant said change. Students that take EOC End of Course Exams will have the score account for 20% of their final semester grade.

TRANSFERS FROM ACCREDITED SCHOOLS

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

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

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

TRANSFERS FROM UNACCREDITED SCHOOLS

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

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

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

GRADE REPORTING

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

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

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

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

JUNIOR HIGH PROMOTION

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

WEIGHTED CLASSES

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

HOMEWORK POLICY

Our goal at North Harrison is to help each student reach their full academic potential. When students fail to turn in work or complete work so poorly that no points are awarded, we want to work with you to address this situation before it seriously impacts your child's quarter or semester grade. Assignments are late if not turned in when collected by the classroom teacher. If

your student hands in the work during the next class period, he/she will receive a small reduction in points, as determined by the teacher, but will not be required to attend a study hall after school. Students who do not complete their late work by the next class may have to serve an academic study hall from 3:25 to 4:00. Study halls will be scheduled on Monday, Tuesday, Wednesday, and Thursday. **Failure to report to the academic study hall can result in a detention or assignment to Saturday school.**

No student assigned to academic study hall will be permitted to participate in any extracurricular activity, practice, rehearsal, competition, event or performance until the study hall is completed and the work is turned in to the classroom teacher.

GRADING SCALE

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

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

GRADE APPEALS

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

HONOR ROLL

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

NATIONAL HONOR SOCIETY

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

COLLEGE CREDIT/DUAL CREDIT COURSES

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

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

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

ALTERNATIVE COURSE WORK

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

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

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

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

Extended Course Work -- If a student is within 10% of passing (has a 50% or better grade), an "extended course" may be taken immediately following failure of the class. These courses are completed by alternative means and USUALLY have six weeks of work assigned. The student must take and pass a

monitored end test. Upon receiving the official grade report of satisfactory completion of the course and the test, the original grade will be changed to a D. Students will be limited to 1.5 credits by "extensions." (This is in addition to the 1.5 alternative courses.)

All coursework **MUST** be completed by July 15.

ALTERNATIVE CREDIT

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

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

PASS/FAIL CALCULATION

All approved courses receiving a Pass/Fail or satisfactory grade will be documented as a C on the student's transcript and, if the course meets district requirements, will be averaged into the student's GPA as a C.

A+ SCHOOL

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

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

INDEPENDENT STUDY

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

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

Embedded Credit Program

Students may take a combination of multiple agricultural courses and earn an embedded or "extra" course credit (credit waiver) upon completion and passing of each

class in the course sequence, including prerequisites. Students may also earn the certificate of completion in the Health Occupations program at the North Central Career Center and receive a credit waiver for one science course. The rationale behind the embedded credit is that students receive, during the course of a set vocational program, the instruction in skills, competencies, and standards that are generally taught in one inclusive academic course.

1 Science Credit

Ag Science 1 (1 credit)

Ag Science 2 (1 credit)

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

Approved upper level Agriculture Courses:

Wildlife Conservation

Animal Science

Conservation and Natural Resources

Crop Science

Food Science and Safety

Forest Management

Natural Resources and Ecology

Plant Science

Turf Management

1 Science Credit-Health Occupations Path

Health Occupations 1 (1 credit)

Health Occupations 2 (1 credit)

COLLEGE PREPARATORY CERTIFICATE

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

4 Communication Arts

3 Social Studies

4 Mathematics (Algebra I and above)

3 Science

1 Fine Art

1 Practical Art

1 Physical Education

3 Advanced Electives (Core Subjects—Math, Science, Social Studies and/or Communication Arts or Foreign Language)

4 Approved Electives

0.5 Health

0.5 Personal Finance

28 Total + 3.0 Core GPA + 21 ACT (Must maintain attendance rate of at least 95% in Gr. 9-12)

SENIOR AND GRADUATION INFORMATION

GRADUATION REQUIREMENTS

2829 credits are required for Graduation. These requirements may be met by substituting dual credit courses offered by North Harrison. At North Harrison each freshman and sophomore will be enrolled in the appropriate math, science, communication arts and social studies courses each year. North Harrison graduates must complete one credit of American history and 1/2 credit of American government.

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

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

*Credit may be earned via embedded coursework in practical arts

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

Senior 21 credits

Junior 13 credits

Sophomore 5 credits

CADET TEACHER

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

PART TIME STUDENTS

- Students will provide a written request to the high school principal outlining the reasons for part time attendance.
- Part time students will not remain on or around the school grounds during the hours they are not enrolled in classes.
- The student must be enrolled in 7 classes per semester to be named to honor roll or considered for

valedictorian or salutatorian or participate in extra-curricular activities or sports.

EARLY GRADUATION REQUIREMENTS

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

SENIOR TRIP

- Senior trip is a privilege, not a right. Seniors who progress in the Discipline Plan to OSS (Out of School Suspension) will lose the privilege of participating in Senior Trip.
- When a student opts out of Senior Trip, they are expected to attend school during the time of the trip.
- Junior and Senior students that transfer to North Harrison may participate in senior trip after payment of their fair share of money earned before their arrival.
Seniors must have at least 90% attendance during their senior year to be eligible to participate in senior trip. Attendance will be calculated up to the Friday prior to departure for senior trip.

ATTENDANCE

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

PARENTAL CONTACT (ATTENDANCE)

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

MAKE UP WORK

In most cases, it should be the responsibility of the STUDENT to collect make-up assignments and due dates for all work from each teacher. However, PARENTS may collect student assignments in cases of extended absence for medical reasons or other extenuating circumstances.

Make-up assignments should be collected on the first day the student returns. For convenience, requests for make-up work should be done before (7:45-8:05) or after (3:20-3:30) school, not during the school day. However, teachers are free to provide this work during the school day if convenient for both parties. Students who fail to find what assignments were given or who fail to complete assignments in the time allotted will receive zeros for those assignments.

Students will be expected to make up all assignments from missed classes regardless of whether an absence is verified or unverified (see page 16). After returning to school and obtaining their assignments, students have a one day per day absent to make up work. (For example, Johnny is gone Monday and Tuesday; he returns on Wednesday and gets his assignments, so his work should be complete by Friday.) Teachers are free to allow reasonable extensions for extenuating circumstances.

ATTENDANCEMCE 2245

As directed by the Board, the following procedures will be used to implement the district's attendance policy.

DEFINITIONS

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

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

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

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

VERIFIED/UNVERIFIED ABSENCE

The following absences will be verified. Notification and/or documentation must be provided as indicated.

1. Illness or injury of the student, with notification from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with notification from parent.
3. Medical appointments, with notification from parent and written appointment confirmation by medical provider.
4. Funeral, with notification from parent. The building principal may require a program or other evidence from services as well.
5. Religious observances, with notification from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with notification from parent.
7. Out-of-School suspension.

All other absences and any absence for which required notification and/or documentation is not provided are unverified.

ATTENDANCE POLICY

Regular school attendance is required by Missouri law and is essential to the academic performance of each student. Although students who have been absent can make up written exercises and some tests, no effective method exists to compensate for missed lectures, classroom discussions, teacher assistance, teacher explanation and/or student performances as required in such classes as band and physical education. This policy is not established for punitive purposes, but to promote regular class attendance, to maximize each student's opportunity to receive the full benefits of the education offered by the North Harrison R-3 School District, and to encourage students to assume responsibility for their conduct. Any student that misses a class ten or more days in a semester will receive NO CREDIT per class unless the absences are due to medical reasons verified by a doctor or extenuating circumstances presented by a parent or guardian to a review board. If time is assigned by the review board to be made up, it will involve tutoring with a teacher or time on an educational computer program such as study island. In addition, students who exceed ten or more absences will be reported to the Division of Social Services except those that fall under extenuating circumstances.

ATTENDANCE APPEALS PROCESS

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

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

decision is to deny credit, you may appeal to the Superintendent and the Board of Education.

TARDY POLICY

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

PARTICIPATION POINTS

Attendance and participation are part of a successful learning experience, so the middle school and high school will implement the following procedures:

- Participation will count 10% of the total grade in each class.
- Each day teachers will award 10 points for student participation. Students earn these points by getting to class on time, coming prepared for class (not having to go to locker for a book, etc.), staying awake for the class period, and not creating a class disruption.
- Teachers may deduct up to 10 points per day for tardiness, lack of preparation, sleeping, or disruption.
- Students who have an office-verified absence will be exempt from the award of participation points. This means the absence counts neither for nor against the student. (Example: Johnny has a verified absence on Monday but receives 10 points for Tuesday through Friday participation. Johnny still has a 100% participation grade — 40 out of 40 points.) Students are still required to make-up missed work for assignment grades. (Teachers will be notified when an absence is verified.)
- Students absent due to school-sponsored activities are exempt for those absences. Missed work still needs to be made up for assignment grades.

SCHOOL SPONSORED ABSENCE

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

POST-SECONDARY INSTITUTION VISITS

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

EXCESSIVE ABSENCE NOTIFICATION

In dealing with absences in excess of 5 per quarter (10 per semester), the district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the

parents or that parents are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

NOTICE AND DUE PROCESS

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

GENERAL INFORMATION

LUNCH AND BREAKFAST

Costs of meals:

Breakfast: Adults \$1.60, Students \$1.50, .30 for reduced Students
Lunch: Adults \$2.85, Students \$2.30 (7-12), .40 for reduced Students
Extra snack/milk \$.45 and extra lunch entree \$.1.60 (payable at time of service)

Method of Payment: Students should prepay their meal amounts. Payment for meals should be placed in the box in the High School office window. Checks should be marked as to what they are to pay and can be dropped in the box. Cash should be placed in an envelope with the student's name printed on the outside and a note explaining what account and for which student payment is being made. Parents will be notified periodically as to the balance of their student's meal account. Students who accrue a meal bill greater than \$12.00 will be allowed to eat school meals but will be expected to pay for each meal.

Students with lunch bills of \$12 or more may also bring lunch to school.

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

Milk, juice, and/or water are the only beverages to be consumed during meal service time. A water and juice machine has been placed in the hall between the cafeteria and elementary school. Misuse of this privilege will result in the machine being turned off. (No pop is allowed in the lunchroom during meal service times and should not be brought with a box lunch—see "Pop Machine Use," page 19).

RESTROOMS

Use restrooms before and after school, during lunch and between class periods. Use of the restrooms during class time should be limited to emergency situations.

GYM/WEIGHT ROOM

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

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

OFFICE FACILITIES

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

TELEPHONES

A telephone is available for student use in the hallway outside the office. Students should use the phone only before or after school. Students should not request to use the phone during normal class times and teachers should not allow students to use the phone during normal class times.

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

CELL PHONES AND OTHER ELECTRONIC DEVICES

Cell phones and other electronic devices such as mp3 players are a pervasive and prevalent part of today's culture in a rapidly changing world. Technological advances have made communication and entertainment options more efficient, compact, and faster than ever before. By definition, technology is supposed to enhance our quality of life.

Our responsibility as a school is to help students learn proper, reasonable use and appropriate etiquette for cell phones and other electronic devices. Teachers may choose to incorporate the use of such devices in order to enhance the instructional process and student learning. At the same time, we must preserve and emphasize the importance and priority of instructional time. The inappropriate and improper use of cell phones and other electronic devices causes a disruption to teaching and learning.

The purpose of this policy is to afford a measure of privilege and responsibility to students, at the same time that it demonstrates a serious response to the abuse of that privilege and responsibility.

As a privilege for students, the use of cell phones and other electronic devices is permitted before and after school, during passing periods, and during lunch periods. These devices may not be used during classroom time, during study periods, and/or during assemblies and other performances without specific teacher or administrator permission. Students will be required to place their phones in a container as they enter each classroom or the gym where the phones will remain for the duration of class. Students who do not follow these procedures or who use these devices inappropriately are in violation of this policy and will be subject to the following MINIMUM consequences:

- **1st infraction:** Students will be assigned a detention and teacher will collect the phone for the remainder of the hour.
- **2nd infraction:** Device will be confiscated and delivered to the office. Student may pick up the device at the end of the school day. A 30-minute detention will be assigned by the office. Parent/guardian will be contacted by the office.
- **3rd infraction:** Device will be confiscated and delivered to the office. Student may pick up the device at the end of the school day. Student will turn device in to the office upon arrival at school for a period of **five school days**. Two 30-minute detentions will be assigned by the office. Parent/guardian will be contacted by the office.
- **4th infraction:** Device will be confiscated and delivered to the office. Parent/guardian may pick up the device at the end of the school day. Student will turn device in to the office upon arrival at school for a period of **30 school days**. A one-day in-school suspension will be assigned by the office.
- **5th infraction:** Device will be confiscated and delivered to the office. Parent/guardian may pick up device at the end of the school day. Student will turn device in to the office upon arrival at school for the **remainder of the school year**. A three-day in-school suspension will be assigned by the office.

At no time will cell phone usage be allowed in restrooms, locker rooms, or other places where people could be recorded in uncomfortable or embarrassing circumstances. In addition, at no time will devices be used to photograph or record other persons without their specific permission regardless of location. Infractions of these guidelines will result in an acceleration of the penalties described above.

Students who use cell phones to harass others will also be subject to an acceleration of the penalties described above. Those individuals may also be subject to civil penalties beyond the scope of school policy.

Students should understand the use of electronic devices at school is a privilege not granted by many high schools. Let's all work together to prove the offering of this privilege was not a mistake. In that light, students who are found in violation of the policy should be willing to respectfully adhere to the guidelines and not compound the situation by further disrupting the educational environment. (That includes the use of multiple cell phones and/or devices, arguing, etc.) Those individuals who choose not to cooperate will be subject to an acceleration of the consequences described above.

Security of cell phones and other electronic devices at school is strictly the responsibility of the student. North Harrison High School is not responsible for lost, stolen, or damaged devices.

POP/SNACK MACHINE USE

1. Pop machine will be turned off until after school. Teachers may request these machines to be turned on for special occasions.
2. Water and juice machines will be open for use before school, during lunch, and after school (District Health Plan).
3. No drinks or drink containers, (i.e., coffee/drink mugs, bottled water, etc.) may be brought into the building — only drinks that have been purchased from the Student Council, Athletics, or the Vo. Ag. Machines will be allowed in school.
4. Students may keep CAPPED bottles in their lockers, but because of the likelihood of spills, uncapped bottles and cans should be disposed of in the can bin. Empty bottles should also be disposed of in a timely manner to keep lockers as clean as possible. If spills happen, please take the responsibility to clean them up.
5. Also for cleanliness, please keep pop, Gatorade, juices, and snacks off the buses (unless specifically authorized by the driver), out of the gym and carpeted classrooms, and away from PC's and other electronic equipment.
6. In the classrooms, only clear water bottles are allowed containing water.
7. If problems persist, all machines may be turned off and/or removed at any time.

LIBRARY

The library will be open from 8:00 am-3:30 pm, on regular school days. You are encouraged to use the library as much as possible. From time to time, it may be necessary to use the library during class time. In such cases, the student should first get a library pass from the teacher and upon entering the library give the pass to the librarian. You will be expected to follow library rules at all times.

1. All students are entitled to use the library unless the privilege is revoked.
2. A quiet atmosphere must be maintained in the library. Only a very quiet conversation is allowed in the library. Other students may be disturbed by unnecessary noise or distracting movement. Disregard for this rule may result in suspension of your library privileges.
3. All circulation rules must be followed.
4. The library is not to be used for playing games or loafing.
5. Audio-visual equipment is to be used for classroom instruction or school activities only.

LIBRARY CIRCULATION RULES

1. No library materials are to be taken from the library without being checked out at the circulation desk.
2. Library materials may be checked out for two weeks and can be renewed if necessary.
3. At the end of each quarter, a fine of ten cents per school day will be imposed for overdue books. The fine must be paid at the end of each quarter before students receive their grade cards.
4. Each student is responsible for materials checked out in his or her name. Compensation is required for lost or badly damaged materials. The charges for lost or badly damaged books will be the replacement cost of the damaged library item(s).
5. A penalty will be imposed on any student who defaces or mutilates magazines or current newspapers. Such action shows lack of concern for future users and may result in suspension of library privileges.
6. All fines and penalties must be paid before grade cards can be received at the end of each quarter. Students with unpaid fines or book charges from the previous year will lose library privileges until the bill is paid or the books are returned.

GUIDANCE

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

SCHOOL NURSE

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

SCHOOL VISITORS AND APPOINTMENTS

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

VEHICLES

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

ACTIVITIES

ACTIVITY CONDUCT POLICY

(Revised 4/26/04)

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

PHILOSOPHY OF ACTIVITY ELIGIBILITY

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

Listed below are major rules and regulations, which you must follow in order to protect your eligibility. This handbook is designed to foster student responsibility, good conduct and character as to reflect credit upon the student and the school district. No handbook can be expected to list each and every offense that may result in disciplinary action. Any conduct not included herein, or an action(s) involving a combination of offenses may result in disciplinary consequences that may extend beyond what is listed in this handbook. Any disagreement of a decision made by a coach/sponsor will be handled using the Procedure for Appeal, covered on page 25 of this handbook.

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

OPEN GYM POLICY

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

COOPERATIVE SCHOOL AGREEMENTS

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

REGULATIONS OF ORGANIZATIONS

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

EXTRACURRICULAR MONEY-MAKING PROJECTS

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

SCHOOL INSURANCE

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

ACTIVITY ATTENDANCE BEHAVIOR (Non-participants)

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

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

Consequences

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

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

CITIZENSHIP STANDARDS

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

SCHOOL ATTENDANCE (ACTIVITY ELIGIBILITY)

Students must be in attendance at school at least four periods the day of the activity. Students who are absent due to unavoidable circumstances may be declared eligible only if advance arrangements have been made with the Administration. If a student is absent on a Friday prior to a Saturday activity, he/she may be declared eligible only if advance arrangements have been made with the Administration.

NOTE: "Advance" means before the absence, not just before the competition.

UNEXCUSED PRACTICES

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

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

DETENTION NOTIFICATION (ACTIVITIES)

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

ALCOHOL/TOBACCO POLICY

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

- **First Offense**: Student will be disciplined according to the Shamrock Discipline Plan (See Page 38) and three calendar weeks (21 days), and/or at least 3 contests, restriction from participation in any of the extra-curricular activities governed by the Missouri State High School Activities Association. At the discretion of the coach/sponsor, the participant may continue to practice unless on out-of-school suspension.
- **Second Offense**: Student will be disciplined according to the Shamrock Discipline Plan (See Page 38) and loss of all practice and competitive privileges for one year (365 days). This period may extend into the next school year.

CONTROLLED SUBSTANCE POLICY

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

OUT-OF-SCHOOL SUSPENSIONS (ACTIVITIES)

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

UNSPORTSMANLIKE ACTIONS

Good sportsmanship will be displayed at all times by all North Harrison students - participants and non-participants. Student athletes are expected to exhibit sportsmanlike behaviors during practice sessions and contests. Unsportsmanlike acts by participants resulting in an ejection from a contest will cause the participant to be restricted from representing the school for at least the next contest. (MSHSAA

Handbook). A participant who commits such an act and is not ejected may still be subject to at least a one game restriction. The coach, athletic director, and principal will review each case of this type before a final decision is made.

TRANSPORTATION POLICY

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

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

Administrative discretion can be used in emergency situations.

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

UNIFORMS AND SCHOOL ISSUED ITEMS

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

QUITTING AN ACTIVITY

The coach or sponsor will notify parents if an athlete or student no longer wishes to participate or has been dismissed from an activity.

PROCEDURE FOR APPEAL

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

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

DRESS CODE (ACTIVITIES)

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

ACADEMIC ELIGIBILITY (ACTIVITIES) (revised policy adopted 7/16/2009)

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

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

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

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

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

Definitions:

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

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

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

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

Example scenario

1st Grade Check: 65% in English, 58% in Math; Alert for English, Probation for Math
2nd Grade Check: 68% in English, 57% in Math; Alert for English, Suspension for Math
3rd Grade Check: 59% in English, 60% in Math; Probation for English, Alert for Math
4th Grade Check: 60% in English, 70% in Math; Alert for English only

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

LETTERING

The purpose of this system is to outline for students and sponsors the requirements necessary to earn awards, to equalize and systemize the requirements in and between all achievement areas, and to make these requirements difficult enough that a student must put forth effort to earn the honor and recognition which accompany these awards.

Students participating in multiple activities will receive only one letter. It is hoped that by consolidating many school awards for display on one basic letter that the wearing of the North Harrison School letter will be more meaningful to the student.

RULES AND REGULATIONS FOR LETTERING

A North Harrison School letter will be awarded for achievement in any one of our fields: athletics, culture, scholarship and service.

Upon first qualifying in any of these areas, a student will be eligible to wear the chenille letter with an emblem for the area of achievement plus a first year bar. Subsequent qualification in the same area shall earn a bar for placement under the emblem. Chenille letters will be given by the school.

Qualification in other areas will earn the emblem and bar for the first year plus a bar for each subsequent year to be placed in the proper position on the letter already received.

Points for earning the service letter will be cumulative for grades 7-12. All other letters and/or bars must be earned within a single year. The awards system will apply to grades 7++++++-12 when applicable.

ATHLETICS

Lettering Requirements for all sports:

1. A student must complete the season unless physically unable.
2. A student must attend all practices unless prior arrangements are made with the coach.
3. A team member must be seated on the bench for every game in order to letter unless excused by the coach. Suspension from team participation for any reason other than grades will not be considered an excused absence.

A "season" lasts from first practice through final game, whether the game is in district tournament play or state finals.

Basketball Emblem: Basketball

Varsity: 9-12*

Junior High: 7-9

1. First year--letter, basketball emblem, and bar.
2. Each successive year--bar.

*Freshman may earn a varsity letter if they are moved up and meet the above requirements.

Softball/Baseball Emblem: Softball/Baseball

Varsity: 9-12

1. First year--letter, softball/baseball emblem, and bar.
2. Each successive year--bar

Junior High: 7-8

1. First year--letter, emblem, and bar.
2. Each successive year--bar.

Track Emblem: Track Shoe

Varsity: 9-12

Junior High: 7-8

1. First year -- letter, track shoe emblem, and bar
2. Each successive year -- bar

Student Managers

At the sponsor's discretion, letters and bars may be awarded to student managers. The letter awarded to managers of basketball teams, softball teams, and track teams should be earned through dependable and constant service throughout the athletic season at games and, if required, practice sessions.

Pep Club

Lettering requirements for members:

1. A member must participate in 75% of the activities of the group held during the school year to promote competitive teams (softball, basketball, track, academic, etc.) and school spirit.
2. Members must sit in the designated Pep Club area at events and wear Pep Club attire to activities, as directed by

their sponsor.

Emblem for lettering: to be determined from catalog selection.

Additional rules of conduct will be distributed by the sponsors with each member required to sign a membership contract at the time of joining.

A student may join the membership at any time during the school year, but will letter only by participating in ¾ of the activities of the school year.

Cheerleaders

Lettering requirements:

1. Cheerleaders must be present at every game. Absences will be excused only if requested by parents and approved by the coach in advance of the game.
2. Cheerleaders must attend regularly scheduled practices occurring during the school year unless excused by the coach.
3. Cheerleaders must show good sportsmanship at all times and be responsible for controlling the pep club's sportsmanship.

Drill Teams, Pom Pom Squads, Dance Teams

Lettering requirements:

1. A student must attend all practices unless prior acceptable arrangements are made with the sponsor.
2. A team member must participate in every performance in order to letter. A minimum of four performances per year are required.

SERVICE

For service to the school above and beyond that performed by all students, points shall be awarded and allowed to carry forward from year to year, grades 7-12, on the following basis. Points are not automatically awarded. Earned points will be determined by sponsor and turned in to the office. Points toward the service letter shall be awarded in the awards assembly next after a total of 750 is reached.

Newspaper/letter editor	250 per year
Yearbook editor.....	250 per year
Student Council President.....	250 per year
Junior Class President.....	250 per year
*Organizational Presidents.....	250 per year
Perfect attendance.....	250 per year
Tutor.....	200 per year
Senior Class President.....	200 per year
Other organizational officers	150 per year
Student Council member.....	150 per year
9th-10th Class President.....	100 per year
**Organizational outside work	100 per year
Class Vice President.....	75 per year
Other class officers	75 per year

Student assisting with bulletin boards,

Preparations for activities and other

Items as deemed worthy 25 each student, each time; maximum of 100 per year

..... Pro-ratable for full quarters

*Organizations recognized under Service awards will be Student Council, FFA, FCCLA, FBLA, FTA, and National Honor Society.

**The outside work points will be recommended by a group's sponsor, and may be any amount up to the 100 maximum per year for outstanding service work in the organization.

STUDENT COUNCIL

Emblem: Gavel

Lettering Requirements:

1. All members must attend planning meetings, and help decorate and clean-up for dances and homecoming unless prior acceptable arrangements are made with the sponsor.
2. Student Council members must take responsibility for any other assignments given them (filling pop machine, board rep, microwave duty etc.)

SCHOLARSHIP

Emblem: Torch of Knowledge

The scholarship letter is awarded for excellence in scholarship as evidenced by grades earned. An award for scholarship should have added distinction above and beyond the basic requirements for making the regular honor roll.

A student must earn a 3.33 grade point average (weighted scale) figured on grade earned the fourth quarter of the preceding year and the first three quarters of the current year for grades 7 through 12 and quarters 1-2-3 of the current year for 6th grade

SCHOLAR BOWL TEAMS

Emblem: Lamp of Knowledge

Requirements:

1. Student must attend number of practices required by the sponsors.
2. Student must compete in at least 50% of the inter-school matches.

CULTURE

The culture column of the school letter is for awards in art, dramatics, music, and speech. Culture emblems and bars may be earned by an accumulated total of 750 points (450 for music).

To qualify for the culture award, students must be enrolled in the curricular classes or member of organizations from the culture fields.

Art

Emblem: Palette

Extracurricular endeavors, work outside of regular classroom.

Art work done for school display such as bulletin boards, posters, school newspaper, etc.--50 points each time.

Outstanding effort in class--above and beyond regular classroom assignments.

Drama

Emblem: Drama Mask

The drama mask may be earned by the accumulation within one year of 750 points on the following scale:

Lead role in a production	750 points
Any role requiring performance in two-thirds of the scenes	750 points
Major backstage work at ALL performances during the year.....	750 points
Student director	450 points
Piano Accompanist, if musical production*	450 points
Minor roles, each production	450 points
Minor backstage help for make-up assistance, etc.	100 points each production

*If musical using stage band, members of band may count performance points under MUSIC.

Music

Emblem: Music Lyre

Student director	300 points
Section leader	250 points
Drum major.....	200 points
Twirler	150 points per performance
Pom Pom Person	150 points per performance
Band or chorus officers	100 points
Right guide.....	100 points
Stage band.....	50 points per performance

Solo or group performance (no larger than 8)	50 points per performance
Pep band.....	25 points per performance
Each large group performance	25 points
Accompanist	25 points per performance

Contest ratings--solos or groups (no larger than 8)-

I	100 points
II.....	75 points
III.	50 points
IV.	25 points

- Band members not participating in pep band because of stand work will receive full points if they participated during the previous year.
- The music lyre will begin with commencement exercises of the previous school year, include summer activities and end prior to commencement services of the current year.
- "Performances" is defined as public, school-sponsored performances. Points are given only once per performance, i.e., stage band does not receive 50 points for stage band plus 25 points for large group performance or contest solos would not receive 50 points for performance plus 50 points for a III rating. Missed performances will result in point loss at the sponsor's discretion.
- The Music Director will let students know the amount of points required for a letter at the beginning of the year.

Speech

Emblem: Bar

Public performances in the following areas will be awarded 100 points each solo appearance; 25 points for each appearance as part of group presentation or skit:

1. Choral speaking
2. Extemporaneous speaking
3. Radio speaking
4. Interpretative reading

SAFE AND ORDERLY ENVIRONMENT

DISCRETIONARY JUDGMENT

The North Harrison Board of Education understands that situations may vary greatly according to exact circumstances, the intent of all parties involved, and the extent of cooperation obtained from both the parents and students in each disciplinary action. Administrators and teachers are, therefore, given certain discretionary powers to vary from the following policy if circumstances warrant and are empowered to make any additional rules as necessary to ensure good order where no rules exist.

KEYS TO SUCCESS

- Attend school everyday unless excused by a parent.
- Arrive at school on time.
- Arrive at class and be seated before the tardy bell.
- Bring necessary books and materials to class.
- Show respect to all staff members, fellow students, visitors and guests.
- Take care of school property.
- Participate in class activities.

SCHOOL REGULATIONS & EXPECTATIONS

Every student and staff member has a right to a learning/working environment, which is safe and orderly and allows him/her to achieve success. Our rules and procedures are designed to help maintain, with the support of parents, that kind of learning and working environment.

All students are expected to behave in a manner that is acceptable to everyone concerned - other students, teachers, administrators and society in general. All students enrolled will be expected to abide by the rules and regulations set forth by the administration, teachers and the North Harrison Board of Education. Any student who is found to be disobeying the rules or showing disrespect for any staff person and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations.

Parents play a crucial role by supporting their children and the school. The school's aim is to work with students and parents in a positive manner. It is therefore of the utmost importance for the teacher to communicate with parents to secure their help, support and cooperation. In cases involving serious or chronic problems, parents will be contacted for their assistance and support. Minor discipline problems will be handled by teachers. Students may be referred to the office for a serious offense and/or for a chronic problem that has not been solved with parent assistance. If a student is referred to the office for a serious problem, a parent will be contacted, usually by phone. If a phone contact cannot be made, the discipline referral form and action taken will be sent to the parent by mail.

STUDENT CONDUCT

Student conduct guidelines are based on the premises of respect, responsibility and good citizenship. Ensuring safe and respectful schools is a major goal of our school district. We believe every student and staff member is entitled to safety in a school with a tone of decency and respect. We pride ourselves at North Harrison in our great reputation for excellence, which begins with the safe and respectful environment we have fostered over time.

We have implemented procedures) that support positive behavior, set clear expectations, and help students be successful in the classroom and in any setting. This includes teaching and reinforcing a

set of key life skills, including, among others:

- Following Instructions
- Accepting Feedback/Redirection/Consequences
- Accepting 'No' for an Answer
- Getting the Teacher's Attention
- Disagreeing Appropriately
- Making an Apology

Our whole system—the Shamrock Way—including the continuum of consequences outlined below, is based on supporting high expectations for student conduct and maximizing classroom instructional time. It is also vital that students understand that any faculty or staff member at North Harrison may interact with any student, and that North Harrison personnel are ultimately in charge of the school and the students.

CONTINUUM OF CONSEQUENCES

Classroom-Level Natural/Logical Consequence (with some examples)

- Parent Contact (automatic)
- Student-teacher conference (Teacher meets with student before or after school at teacher's convenience, includes some corrective teaching of the skill at issue)
- Score of Zero (0) on a plagiarized assignment
- Reduction of grade for late work
- Incident Report & Office Referral

Restitution or Other Natural/Logical Consequence (with some examples)

- Work with custodians to clean vandalism
- Work with custodians to clean cafeteria

Administrative-Level Consequences

- Administrator will help reinforce life skills and discuss other potential consequences
- Administrator will prepare student for re-entry to class
- Student Contract
- Lunch Detention
- Office-assigned Detention
- Saturday School
- In-School Suspension
- Out-of-School Suspension

STUDENT DISCIPLINE (SEE BOARD POLICY MCE 2660 and 2661)

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action. However, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or an aggravated circumstance of any offense or an action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the

consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

DETENTIONS (SEE BOARD POLICY MCE 2660)

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

IN-SCHOOL SUSPENSIONS (SEE BOARD POLICY MCE 2661)

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

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

Students will be actively engaged in schoolwork while in ISS.

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

OUT-OF-SCHOOL SUSPENSIONS (SEE BOARD POLICY MCE 2662 and 2663)

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

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

Students suspended at the time of graduation may not be allowed to participate in graduation exercises.

The student may not be allowed to return to school until a conference among student, parent, and principal has taken place.

CORPORAL PUNISHMENT (SEE BOARD POLICY MCE 2670)

Corporal punishment is permitted as a last resort when other means of discipline have failed. The teacher should confer with the principal before using corporal punishment.

CLASSROOM EXPECTATIONS

Preparation of assignments, cooperation with the teacher and other students, and respect for self and other individuals in the classroom are the minimum expectations of North Harrison R-III students.

Each teacher will have his/her own set of classroom expectations and procedures and should inform students of these expectations and procedures within the first week of attendance in each classroom.

HALLWAY BEHAVIOR (See Board Policy MCE 2660 and 2661)

During Class Sessions:

- Students should not be in the hallway during class sessions without a hall pass signed (or otherwise designated) by school staff or administration. Any student in the hallway without a pass may lose sign-out privileges for awhile and/or receive further disciplinary action from the office.
- Students will not disrupt classes that are in progress.

During Passing Time

- Running, shouting, and other horseplay are inappropriate in a school setting.

Note: The safe and orderly environment of our school is a shared responsibility of all our school community. Any staff member has the right to remind students who are violating school rules in the hallways, on the school grounds, at school functions, etc. Disrespect to a staff member who is talking to you about inappropriate behavior will result in an office referral. Responses such as "It's none of your business" or "Mind your own business" are inappropriate responses to a staff request.

STUDENT APPEARANCE (See Board Policy MCE 2651)

As we try to prepare our students for life outside high school, we expect students to keep themselves well groomed and neatly dressed at all times. Parental guidance can often be the best determiner of appropriate student appearance. We ask that parents help take responsibility for teaching their students the difference between appropriate and inappropriate social appearance. See list on next page.

- Any form of dress, hairstyle, or body decoration which is judged to be disruptive to North Harrison's educational process will not be permitted.
- Shirts, blouses and tops must be long enough to be tucked in. Normal movement should not expose the midriff.
- Tank tops, spaghetti straps, see-through/opaque tops, and/or any shirts or pants that have been altered, i.e., cut-off sleeves, will not be worn unless covered appropriately or appropriate clothing is worn underneath the garment. There must be at least 3" of material between the point of the shoulder and neck on garments worn alone.

- Wallet chains or other types of pocket chains will not be worn.
- Clothing with obscene or questionable messages portrayed or written will not be permitted.
- Clothing which advertises or encourages the use of alcohol, tobacco, drugs, and/or other illegal activity will not be permitted.
- Pants revealing undergarments, by design or the way they are worn, will not be allowed.
- Caps, hats or other head coverings (including hoods) should be removed promptly upon arrival at your locker and are not to be worn in the building during school hours.
- Heavy jackets and coats should be removed promptly upon arrival at your locker and are not to be worn while in the building during school hours. If you think you may get cold during the school day, please wear a sweatshirt.
- Shorts may be worn, but must have an inseam of no less than 4" (inches). Since the building is now air conditioned, the need for wearing shorts no longer exists. It is a privilege and will be suspended if students do not follow the guidelines.
- Clothing will be kept in the office and may be used in the event students need to change. NOTE: If you are not sure if your clothing is acceptable, check with the principal or do not wear it at all in order to avoid possible consequences. "I thought it would be ok" or "I didn't know" are not acceptable excuses.
- Finally, if asked to change or to otherwise alter your appearance, please do not force a minor situation to become a major one. Mutual respect should be the bottom line.

CAFETERIA (See Board Policy MCE 2660 and 2661)

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

LATE TO SCHOOL

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

BUS REGULATIONS (See Board Policy MCE 2660 and 2661)

Proper bus behavior is imperative to the safety of all students and drivers involved in transportation. Students are under the supervision of the driver at all times, and (s)he has the same authority as a teacher or any staff member.

Students will be warned by the driver in the event of misbehavior; a second warning, or severe misbehavior, will be reported to the principal and will be considered an office referral.

1. Upon the first office report, parents will be notified and the student will be placed upon the Shamrock Discipline Plan or disciplined according to their level if already on the plan.
2. A second office report will result in loss of bus privileges for one week and discipline

- according to the student's level on the discipline plan.
3. A third office report will result in loss of bus privileges for one month and discipline according to the student's level on the discipline plan.
 4. A fourth report and subsequent reports to the principal may result in loss of bus privileges for the remainder of the school year and discipline according to the student's level on the discipline plan.
 5. Loss of days may be carried over until the next school year.

NOTE: Severe incidents could result in immediate suspension/detention without following these steps.

- A video camera is rotated among the buses at random. The tapes will be used ONLY in the event of a situation deemed necessary by the principal, superintendent and/or bus driver.
- Administration reserves the right to deny bus privileges for any student, for any length of time as deemed necessary.
- The district will transport all students in good standing and living more than 1 mile from school free of charge. Students living less than 1 mile from school may be transported, upon request and after approval from the superintendent/transportation director and head bus driver. A fee of \$30 per child, per school year will be charged for the additional bus stop in the morning and evening. In the event that more than one child is living or being supervised at the residence, the cost will be \$30 for the first child and \$15 for each additional child. Payment is expected at the time of approval before the child begins riding the bus and is non-refundable should the child's privileges be revoked. Permission will be granted only if space is available on the bus.

DISCIPLINE OF STUDENTS WITH DISABILITIES (SEE BOARD POLICY MCE 2672)

The district does not believe in a double standard for intentional misbehavior and holds the welfare and safety of all persons in the district in the highest regard. Students with disabilities who violate the school district's discipline code will be disciplined in accordance with the district's normal discipline code, subject to modifications of the normal discipline implementation process mandated by law. All students including those with disabilities may be referred for law enforcement action when their conduct warrants referral.

SHAMROCK DISCIPLINE PLAN

All disciplinary actions are handled at the discretion of the administration. Disciplinary actions outlined in this plan are to be viewed as general guidelines and subject to modifications based upon the situation. Board Policy MCE 2660 and 2661 will be used as a final reference with any disciplinary action.

Level	First Offense	Second Offense+	Third Offense*
1	Up to -- Wednesday Detention	Up to -- Wednesday Detention	Up to -- 1 Day ISS
2	2 Days ISS	2 Days ISS	Saturday Detention
3	3 Days ISS	3 Days ISS	3 Days ISS
4	3 Days OSS	3 Days OSS	
5	5 Days OSS	5 Days OSS	
6	6-10 Days OSS	Possible referral to superintendent	

*Upon the third violation of Level 1, 2, & 3, the student will progress to the next level.
 +Upon the second violation of Level 4, 5, & 6, the student will progress to the next level.

The Shamrock Discipline Plan is based upon the severity of the infraction. Please refer to the explanations below to determine the level of a given offense.

EXAMPLES OF PROHIBITED CONDUCT

The following are descriptions of prohibited conduct as well as potential consequences for violation. Although this list is not exhaustive, it gives an indication of consequences for like acts. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and board policy.

Arson - LEVEL 6 Starting or attempting to start a fire or causing or attempting to cause an explosion. Note: this offense includes fireworks.
 First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. and restitution if appropriate.
 Subsequent Offense: 1-180 days out-of-school suspension or expulsion. and restitution if appropriate.

Assault - LEVEL 4 Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.
 First Offense: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
 Subsequent Offense: 1n-school suspension, 1-180 days out-of-school suspension, or expulsion.

Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.
 First Offense: Expulsion.

Automobile/Vehicle Misuse - LEVEL 2 Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow *directions* given by school officials or failure to follow established rules for parking or driving on school property.

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

Bullying and Cyberbullying (see Board policy MCE 2920) – Level 4 Intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be discipline for speech in situations where the speech is protected by law. See updated policy after page 48 as well as a report form in back of handbook.

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

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

Bus or Transportation Misconduct (see Board policy MCE 2652) - LEVEL 1 Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

Dishonesty - LEVEL 1 Any act of lying, whether verbal or written, including forgery.

First Offense: Nullification of forged document, if any
Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

Subsequent Offense: Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Academic Dishonesty- Level 1 Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

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

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

Definition:

Plagiarism is a form of academic dishonesty. Plagiarism occurs when a student copies work from another source (including another student) and presents it as his/her own work. This includes using someone else's language, ideas, or other original material, written or oral work, things copied from the Internet, or any other source that is not the student's own work, without giving credit to the original author. In higher education, students will not only lose credit for their work, but many institutions expel students, even for the first offense. Because North Harrison's faculty and administration think it is important for students to complete their own work to enhance the learning process, the following policy on plagiarism will be enforced by every teacher in every class:

Disrespectful or Disruptive Conduct or Speech (see Board policy MCE 2100 and 2130 if illegal harassment or discrimination is involved) – LEVEL 1 Verbal, written, pictorial or symbolic language or gesture, of a non-threatening nature, that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law. Outright disrespect and/or insubordination shown to staff members (i.e. teachers, cooks, custodians, aides, bus drivers, etc.) or guests in our building will be dealt with more harshly.

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

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

Drugs/Alcohol (see Board policies MCE 2640 and 2641) - LEVEL 6

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

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

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

Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules 1, II, III, IV or V in section 202 of the Controlled Substances Act.

First Offense: In-school suspension, 1-180 days out-of-school suspension.

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

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

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

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

Extortion - LEVEL 3 Threatening or intimidating any person for the purpose of obtaining money or anything of value.

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

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

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences - LEVEL 3

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

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

NOTE: Refusing to attend a detention session, tardy to a detention session, being dismissed from or leaving a detention session early will constitute a "failure to meet conditions" violation.

First Offense: Principal/Student conference, verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

Subsequent Offense: Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or

expulsion. Report to law enforcement for trespassing if expelled.

False Alarms (see also "Threats or Verbal Assault") - LEVEL 5 Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting or causing the evacuation or closure of school property.

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

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

Fighting (see also "Assault") - LEVEL 4 Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

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

Gambling – Level 1 Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.

First Offense: Principal/Student conference, loss of privileges, detention, or in-school suspension.

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

General Misbehavior – LEVEL 1 Includes but is not limited to leaving the school building without permission, minor profanity, minor disrespect, public displays of affection, verbal abuse of a non-threatening nature, and other immature behavior.

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

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

Hazing (see Board policy MCE 2655) - LEVEL 3 Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

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

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

Harassment, including Sexual Harassment (see Board policy AC) (see Board policy MCE 1110, 1300, 1310, and 2130) –

LEVEL 4 Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

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

Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

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

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

Nuisance Items – Level 1 Possession or use of toys, games, MP3 players and other electronic devices (other than mobile phones) that are not authorized for educational purposes.

First Offense: Confiscation warning, principal/student conference, detention, or in-school suspension.

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

Public Display of Affection Level 1 Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.

First Offense: Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Detention, in-school suspension, or 1-10 days out-of-school suspension.

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material –MCE 2656 Level 4 Students may not possess

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

First Offense: Confiscation. principal/student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation. detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Sexual Activity - Level 4 - Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

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

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

Technology Misconduct (see Board policy MCE 6320) -- LEVEL 2 Attempting, regardless of

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

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

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

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

First Offense: Confiscation, principal/student conference, detention, or in-school suspension.

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

See also "Cell Phone Policy" page 18.
See also "Acceptable Use Policy" page 57.

Violations of Board policy MCE 6320 other than those listed in (1) or (2) above.

First Offense: Restitution. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
Use of audio or visual recording equipment .

First Offense: Confiscation. Principal/Student conference, detention, or in-school suspension.

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

Theft - LEVEL 4 MCE 2640 Theft, attempted theft or knowing possession of stolen property.

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

Subsequent Offense: Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

Threats or Verbal Assault – MCE 2740 LEVEL 2 Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage. Outright disrespect and/or insubordination shown to staff members (i.e. teachers, cooks, custodians, aides, bus drivers, etc.) or guests in our building will be dealt with more harshly.

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

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

Tobacco –(see Board Policy MCE 2641) LEVEL 3 Possession of any tobacco products on school grounds, school transportation or at any school activity.

First Offense: Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

Subsequent Offense: Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

Use of any tobacco products on school grounds, school transportation or at any school activity.

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

Subsequent Offense: Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

Truancy (see Board policy MCE 2310) -- LEVEL 1 Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.

First Offense: Principal/Student conference, detention, or 1-3 days in-school suspension.

Subsequent Offense: Detention or 3-10 days in-school suspension.

Unauthorized Entry - LEVEL 1 Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

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

Vandalism (see Board policy MCE 2654) - LEVEL 4 Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

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

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

Weapons (see Board policy MCE 2620) – LEVEL 6 Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily us for attack or defense against another person; any instrument or device used to inflict physical injury to another person.

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

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

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

First Offense: Principal/Student conference, one (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

Subsequent Offense: Expulsion.

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

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

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

STUDENT ALCOHOL/DRUG ABUSE

The North Harrison R-III School District is concerned with the health, welfare and safety of the students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any school property, in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities. This prohibition also applies to any

school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, Section 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. 812(c).

Students may only be in possession of prescription or nonprescription medication as detailed in Board policy JHCD.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy. Such searches shall be conducted in accordance with Board policy JFG.

Any student who, after given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action up to and including suspension, expulsion or other discipline as provided in the district's discipline policy, and referral for prosecution. Strict compliance is mandatory. The principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to the local law enforcement agency.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES

A survey must be taken bi-annually of students to gather Safety and Drug-Free data for the school and community. Large group results are used to modify violence prevention and drug-free educational programs and to meet grant requirements.

REPORTING TO LAW ENFORCEMENT

It is the policy of the North Harrison R-III School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. Please note: these will include possession/use of tobacco, alcohol, and other illegal substances. We will operate under this premise: "If it's illegal on the town square, it's illegal in the town school."

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

- 1 First or second degree murder under §§ 565.020, .021, RSMo.
- 2 Voluntary or involuntary manslaughter under § 565.024, RSMo.
- 3 Kidnapping under § 565.110, RSMo.
- 4 First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
- 5 Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
- 6 Forcible rape or sodomy under §§ 566.030, .060, RSMo.
- 7 Burglary in the first or second degree under §§ 569.160, .170, RSMo.
- 8 Robbery in the first degree under § 569.020, RSMo.

- 9 Possession of a weapon under chapter 571, RSMo.
- 10 Distribution of drugs under §§ 195.211, .212, RSMo.
- 11 Arson in the first degree under § 569.040, RSMo.
- 12 Felonious restraint under § 565.120, RSMo.
- 13 Property damage in the first degree under § 569.100, RSMo.
- 14 Child molestation in the first degree pursuant to § 566.067, RSMo.
- 15 Sexual misconduct involving a child pursuant to § 566.083, RSMo.
- 16 Sexual abuse pursuant to § 566.100, RSMo.

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

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

DOCUMENTATION IN THE STUDENT'S DISCIPLINE FILE

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools. In addition, any offense that constitutes a "serious violation of the district's discipline policy" must be documented in the student's discipline record in accordance with law. Policy JGF defines a "serious violation of the district's discipline policy" as one (1) or more of the following acts if committed by a student enrolled in the district:

- 1 Any act of school violence or violent behavior.
- 2 Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
- 3 Any offense that results in an out-of-school suspension for more than ten (10) school days.

PUBLIC NOTICES AND INFORMATION

The North Harrison School District's 504 Coordinator is Rick Johnson and Title IX Coordinator is Mike Schmidli - Phone-1 660-867-5221

Policy on Communicable Diseases (see Board Policy MCE 2860 and 4820)

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 or transmission in the school environment with reasonable precautions.

Any student known to have a chronic infectious disease such as hepatitis, acquired immune deficiency syndrome (AIDS), or to have human immune deficiency virus (HIV) infection or AIDS related complex (ARC) shall be individually evaluated using the best available medical resources.

Any student who is known to have a chronic infectious disease such as AIDS, ARC, or HIV infection who is permitted to attend school must do so under specified conditions. An assessment will be made to determine those conditions which will be least restrictive to the student and not endanger his/her health or the health of the other students, teachers, or staff.

Failure to adhere to the conditions specified will result in the student's being excluded from school. Any student determined to have a chronic infectious disease and who is permitted to attend school will be provided; with alternative educational strategies in accordance with district policy.

Students with a contagious or infectious disease and their families have a right to privacy and a need for confidentiality. Only staff members who need to know the identity and condition of such students to determine fitness to attend school or to provide proper health care will be given information concerning a specific student. This includes school nurses and persons who are most likely to be called on to administer first aid to such students. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be caused for disciplinary action.

Guidelines for handling body fluids in school FILE: JHCC-R should be followed by all staff members.

Procedure: Students exposed to a contagious or infectious disease.

1. Any staff member who knows a student has been exposed to a contagious or infectious disease shall inform the principal and superintendent who will request a review of the case by a designated health professional.
2. If the designated health professional determines that the student with an acute infectious disease is of short duration, the student will be excluded from school for the number of days specified in the latest revision of the Missouri Department of Health publication. "Prevention and Control of Communicable Diseases-- A Guide for School Administration, Nurses and Teachers", or until a physician certifies the students are no longer liable to transmit the disease.
3. If the designated health professional determines that a student identified as handicapped under the Education for All Handicapped Children Act (PL 94-142) may be infected with a chronic infectious disease, the student's medical condition and educational placements will be evaluated under the procedural safeguards stated in the district's compliance plan implementing PL94-142.
4. If the designated health professional determines that a students not identified as handicapped may be infected with a chronic infectious disease, the student shall be excluded from school and school activities until the individual assessment is completed by the Review Committee.
5. The Review Committee shall consist of the student's parents or guardians, the student's personal physician, a school health professional, a representative of the Missouri Department of Health, the superintendent, the principal, the teacher and any other individual mutually agreed upon.

6. The superintendent shall obtain all pertinent health and behavioral information concerning the student from parents or guardians, the student, the personal physician, teachers, school nurse and other appropriate school staff. This information will be provided to the Review Committee who will make recommendation to the Board of Education..
7. The Review Committee will meet within 72 hours after the school district becomes aware of a student who has been diagnosed as having chronic infectious disease or related illness.
8. The Review Committee will assess the student's condition and the risks of exposing others to the disease in the school environment and in transit to and from school. The Committee will determine whether the student should be permitted to attend school without restrictions; attend school under stated restrictions and conditions; or be excluded for attending school and provided an alternative educational program. The Review Committee will also establish dates and/or conditions under which the student's status will be reviewed, but no less than every three months. If the changes in the health or behavior of the student warrant, the superintendent may convene the committee at any time.
9. A determination will be provided in writing to parents, superintendent, Board of Education Review Committee, principals, and teacher within 10 days of the initial meeting of the Review Committee.
10. The parents or guardians of the student may appeal the determination to the Board of education by submitting notice of appeal in writing to the superintendent within five (5) working days after receiving written notification. Within five (5) working days after receiving Notice of Appeal, the Superintendent will confer with the Review Committee, review the records and/or receive additional information and make a recommendation to the Board. The Board will consider the appeal at its next regularly scheduled meeting or at a specially called meeting. The Board's decision shall be final. The stated timeline may be adjusted by mutual agreement of the parties.

If a student with a chronic infectious disease is permitted to attend school:

1. All parents of students attending the school and all staff members of the school will be notified of the presence in the school of an infected student, the conditions under which the student is attending school and the district's plans for keeping the public informed about the situation.
2. The superintendent will identify and notify the staff members who will be informed of the student's identity and conditions under which the student is attending school. Willful or negligent disclosure of confidential information by a staff member will be cause for disciplinary action.
3. The superintendent, in consultation with the designated health professional will develop safety and precautionary procedures and incident reporting procedures and ensure that all staff members who have contact with the infected student are trained to implement them. Willful or negligent violation of safety and precautionary procedures and reporting procedures will be caused for disciplinary action.

PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT

The North Harrison School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The North Harrison R-III School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. See BOE Policy MCE 1300, 1310, 1100, 4110, and 4810.

SURVEYING, ANALYZING OR EVALUATING STUDENTS

Notification of Rights under the Protection of Pupil Rights Amendment

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights pertaining to the district's collection and use of information for marketing purposes as well as how the district conducts surveys and certain physical exams. These include the right to:

1. Give consent before students are required to submit to a survey that concerns one (1) or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education:
 - a. Political affiliations or beliefs of the student or student=s parent.
 - b. Mental or psychological problems of the student or student=s
 - c. Sex behavior or attitudes.
 - d. Illegal, antisocial, self-incriminating or demeaning behavior.
 - e. Critical appraisals of other individuals with whom respondents have close family relationships.
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
 - g. Religious practices, affiliations or beliefs of the student or the student=s parent.
 - h. Income, other than as required by law to determine program eligibility.
2. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of the funding source.
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
 - c. Activities involving collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing the information to others.
3. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students.
 - b. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes.
 - c. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor.

The North Harrison School District has adopted policies, in consultation with parents, regarding these rights and has made arrangements to protect the privacy of student records. The district will directly notify parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. The district will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. Parents will also be provided notification of surveys and activities scheduled after the start of the school year.

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please contact the following school official:

Elementary or High School Principal
12023 Fir Street; Eagleville, MO 64442
660-867-5214 Elementary Principal
660-867-5221 High School Principal

Parents who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

DIRECTORY INFORMATION

Directory Information is information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The school district designates the following as "Directory Information": students name, Parent's name, address, telephone number, electronic mail address, date and place of birth, grade level, major field of study, enrollment status (e.g., full or part-time), participation in officially recognized activities and sports including audiovisual and photographic records of openly visible activities thereof (e.g., artistic performances, sporting contests, assemblies, service projects, awards ceremonies, etc.), weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, most recent previous school attended and photograph, including photographs of regular school activities that do not disclose specific academic information about the child and/or would not be considered harmful or an invasion of privacy.

Parents will have ten (10) school days after annual notice to view the students "Directory Information" and to provide notice in writing to the school district that they choose to not have this information or any portion of the "Directory Information" released. Unless notified to the contrary in writing within the ten (10) school day period, the school district may disclose any of those items designated as "Directory Information" without the parent's or eligible student's prior written consent including in print and electronic publications of the school district.

NOTICE: CHOOSING NOT TO ALLOW THE RELEASE OF "DIRECTORY INFORMATION" MEANS THAT THE STUDENT WILL NOT BE INCLUDED IN YEARBOOK, TEAM PICTURES, PROGRAMS, ORGANIZATIONAL PICTURES OR ANYWHERE A STUDENT IS IDENTIFIABLE.

SURROGATE PARENT PROGRAM

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

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

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

ASBESTOS

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

DRUG-FREE PUBLIC LAW 101-226

POLICY

North Harrison School District believes illicit drugs and the unlawful possession and use of alcohol is wrong and harmful.

DRUG EDUCATION PROGRAM.

There must be an age-appropriate, developmentally based drug and alcohol education and prevention program for all students in all grades of the school operated by the district.

All students and employees may obtain information concerning drug and alcohol counseling and rehabilitation and reentry programs from the North Harrison R-III School District Counselor. Other area organizations that are available for counseling, rehabilitation, and additional information are as follows: North Central Missouri Mental Health Center, PO Box 30, Trenton, MO Telephone 1-800-748-7271.
Preferred Family Health Care, 703 Main, Trenton, MO (660) 359-4600.

DISSEMINATION OF POLICY

All parents, students, and employees are annually given a copy of the standards of conduct and the statement of disciplinary sanctions. Compliance with the standards of conduct is mandatory for all students and employees of North Harrison R-III School District.

The district has established limits on the use of recording equipment in order to minimize disruption and protect instructional time essential to improving student achievement. Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the educational process. The North Harrison R-III School District prohibits the use of video or audio recording equipment on district property or at district activities by outside entities without permission from the superintendent or designee unless otherwise authorized by law. See BOE Policy KKB, Audio and Visual Recording, located on the district website for complete information regarding recording by district personnel and students.

The district is required to notify the parent/guardian of each student enrolled in the district of the basic content of the district's human sexuality instruction to be provided to the student and of the parent's guardian's right to remove the student from any part of the district's human sexuality instruction.

The district is required to make all curriculum materials used in the district's human sexuality instruction available for public inspection ...prior to the use of such materials in actual instruction. See BOE Policy IGAEB, Teaching About Human Sexuality, located on the district website for complete information. The district is obligated to provide educational services for homeless children. See BOE Policy IGBCA, Programs for Homeless Students, located on the district website for complete information.

In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title 1 funds and who provide instruction to their child at that school. See BOE Policy GBL, Personnel Records, located on the district website for complete information.

FERPA POLICIES

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

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

FERPA gives both parents, custodial and non-custodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, they become "eligible students" and rights under FERPA transfer to them. However, parents retain access to student

records of children who are their dependents for tax purposes.

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

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

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

NO CHILD LEFT BEHIND LAW

Parents of children attending North Harrison School have the right to know the professional qualifications of their child's teachers, upon request. North Harrison School will notify parents of children that are taught for more than four consecutive weeks by long-term substitutes or teachers that are not highly qualified.

The school is required by law to provide to military recruiters, upon request, names, addresses, and phone numbers of high school juniors and seniors. This same law requires high schools to release this information to colleges or other institutions of higher learning upon request.

STANDARD COMPLAINT RESOLUTION PROCEDURE FOR NO CHILD LEFT BEHIND PROGRAMS

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the No Child Left Behind Act (NCLB).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplied, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy: The following steps are to be followed by parents/guardians or the public when questions or complaints arise regarding the operation of the school district or federal programs administered by the Department of Elementary and Secondary Education (DESE) that cannot be addressed through other established procedures.

1. Complaints on behalf of individual students should first be addressed to the teacher or employee involved.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be in writing to the principal of the school. The principal will provide a written response to the individual raising the concern within five (5) business days of receiving the complaint or concern.
3. Unsettled matters from (2) above or problems and questions concerning the school district should be presented in writing to the superintendent. The superintendent will provide a written response to the individual voicing the concern within five (5) business days of receiving the complaint or concern.
4. If the matter cannot be settled satisfactorily by the superintendent, it may be brought to the Board of Education. Written comments submitted to the superintendent or the secretary of the Board will be brought to the attention of the entire Board. The Board will address each concern or complaint in an appropriate and timely manner.

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is not evidence that the parties have attempted in good faith to resolve the complaint at the local level, the department may require the parties to do so and may provide technical assistance to facilitate such resolution.

Any persons directly affected by the actions of the department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

North Harrison R-III School District
Rick Johnson, Superintendent
12023 Fir Street
Eagleville, MO 64442
660-867-5222

PUBLIC NOTICE

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, highly mobile children, such as migrant and homeless children, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The North Harrison R-III School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation, 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 North Harrison School District assures that it will 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.

The North Harrison School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the district to meet the requirements of the Family Educational Rights and Privacy Act (FERP A).

The North Harrison R-III School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed anytime Monday through Friday during school hours.

Local school districts in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth to age twenty-one (21) that reside in the district. This census must be compiled by December 1 of each year. This information is treated as confidential and must include: name of the child; parent/legal guardian's name/address; birth date and age of the child; the child's disability; and the services provided to the child. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact the North Harrison R-III School District.

This notice will be provided in native languages as appropriate.

PL 94-142

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty-one (21), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multi-handicapped, deaf/blind, autism, early childhood special education, and traumatic brain injury.

All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children.

Parents have the right to file complaints with the U.S. Department of Education or the State Department of Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for implementation of Special Education and this Plan is available for public review during regular school hours on days school is in session in the Office of the Superintendent of Schools.

Public schools in the State of Missouri are required to conduct an annual census of all children with disabilities or suspected disabilities from birth through age twenty (20) who reside in the District or whose parent/legal guardian resides in the District. This Census is compiled as of May 1 each year. This information is treated as confidential and submitted to the Missouri Department of Elementary and Secondary Education. Information to be collected includes: name of each child, parent/legal guardian's name/address; birth date and age of each child; and each child's disability or suspected disability. Should the District fail to submit an annual census, the State Board of Education may withhold state aid until the census is submitted. If you have a child with a disability or know of a child with a disability who is not attending the public school, please contact your school district.

EARTHQUAKE SAFETY FOR MISSOURI'S SCHOOLS

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 un-reinforced 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 its leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_00.html Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

ACCEPTABLE USE POLICY FOR THE INTERNET

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

Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world.

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

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground.

Communications on the network are often public in nature. General school rules for behavior and

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

What are the rules?

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

Guidelines

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

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

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

STUDENT/PARENT HANDBOOK

North Harrison Junior High/High School

A+ SCHOOL.....	12
ACADEMIC ELIGIBILITY (ACTIVITIES).....	28
ACADEMIC INFORMATION AND REQUIREMENTS.....	6
ACCEPTABLE USE POLICY FOR THE INTERNET.....	58
ACTIVITIES.....	24
ACTIVITY ATTENDANCE BEHAVIOR (NON-PARTICIPANTS).....	25
ACTIVITY CONDUCT POLICY.....	24
AFTER-SCHOOL ENROLLMENT FORM.....	68
ALCOHOL/TOBACCO POLICY.....	26
ALTERNATIVE COURSE WORK.....	11
ALTERNATIVE CREDIT.....	12
ARRIVING AT AND LEAVING SCHOOL.....	6
ASBESTOS.....	52
ASSIGNMENT OF STUDENTS TO GRADE LEVELS/CLASSES.....	8
ATTENDANCE.....	15
ATTENDANCE POLICY.....	16
BELL SCHEDULES.....	4
BUS REGULATIONS.....	39
CADET TEACHER.....	13
CAFETERIA.....	38
CARE OF SCHOOL PROPERTY.....	5
CELL PHONES AND OTHER ELECTRONIC DEVICES (NEW POLICY).....	20
CITIZENSHIP STANDARDS.....	25
CLASSROOM EXPECTATIONS.....	37
COLLEGE CREDIT/DUAL CREDIT COURSES.....	11
COLLEGE PREPARATORY CERTIFICATE.....	12
CONTINUUM OF CONSEQUENCES.....	35
CONTROLLED SUBSTANCE POLICY.....	26
COOPERATIVE SCHOOL AGREEMENTS.....	24
CORPORAL PUNISHMENT.....	37
DAILY SCHOOL REGULATIONS FOR ALL STUDENTS.....	4
DETENTION NOTIFICATION (ACTIVITIES).....	26
DETENTIONS.....	36
DIRECTORY INFORMATION.....	52
DISCIPLINE OF STUDENTS WITH DISABILITIES.....	39
DISSEMINATION OF POLICY.....	53

DOCUMENTATION IN THE STUDENT’S DISCIPLINE FILE	48
DRESS CODE (ACTIVITIES).....	28
DRUG EDUCATION PROGRAM.....	53
DRUG-FREE PUBLIC LAW 101-226.....	53
EARLY DISMISSAL.....	5
EARLY GRADUATION REQUIREMENTS.....	14
EARTHQUAKE SAFETY FOR MISSOURI'S SCHOOLS	56
EMBEDDED ENGLISH CREDIT (NCCC)	12
EXAMPLES OF PROHIBITED CONDUCT	40
EXCESSIVE ABSENCE NOTIFICATION.....	18
EXIT OUTCOMES:.....	6
EXTRACURRICULAR MONEY-MAKING PROJECTS.....	24
FERPA POLICIES	53
GENERAL INFORMATION	19
GRADE APPEALS	10
GRADE CLASSIFICATION AND GRADING	8
GRADE REPORTING.....	9
GRADING SCALE.....	10
GRADUATION REQUIREMENTS	13
GUIDANCE	22
GYM/WEIGHT ROOM.....	19
HALLWAY BEHAVIOR.....	37
HOMEWORK POLICY.....	9, 67
HONOR ROLL	10
INDEPENDENT STUDY	12
IN-SCHOOL SUSPENSIONS.....	36
KEYS TO SUCCESS.....	34
LATE TO SCHOOL	38
LETTERING	29
LIBRARY.....	21
LOCKERS/DAMAGE DEPOSIT.....	5
LUNCH AND BREAKFAST	19
MAKE UP WORK.....	15
MEDIA NOTIFICATION.....	4
MIDDLE SCHOOL PROMOTION	9
MISSION STATEMENT.....	1
MOHEALTH.....	70
NATIONAL HONOR SOCIETY	10

NO CHILD LEFT BEHIND LAW	54
NON-CURRICULAR MATERIALS AT SCHOOL.....	6
NORTH CENTRAL CAREER CENTER (NCCC)	7
NOTICE AND DUE PROCESS	18
OFFICE FACILITIES	19
OPEN GYM POLICY	24
OUT-OF-SCHOOL SUSPENSIONS	37
OUT-OF-SCHOOL SUSPENSIONS (ACTIVITIES)	26
PARENTAL CONTACT (ATTENDANCE)	15
PARENT CONSENT TO ACCESS PUBLIC INSURANCE.....	69
PART TIME STUDENTS	14
PARTICIPATION POINTS.....	17
PASS/FAIL CALCULATION.....	12
PHILOSOPHY OF ACTIVITY ELIGIBILITY	24
POP/SNACK MACHINE USE.....	21
POST-SECONDARY INSTITUTION VISITS.....	18
PROCEDURE FOR APPEAL	28
PROHIBITION AGAINST ILLEGAL DISCRIMINATION AND HARASSMENT	50
PUBLIC NOTICES AND INFORMATION.....	49
QUITTING AN ACTIVITY	28
RECEIPT OF STUDENT HANDBOOK	61
REGULATIONS OF ORGANIZATIONS.....	24
REPORTING TO LAW ENFORCEMENT	47
RESOURCES.....	64
RESTROOMS	19
SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES	47
SAFE AND ORDERLY ENVIRONMENT	34
SCHEDULE CHANGES	7
SCHOOL ATTENDANCE (ACTIVITY ELIGIBILITY).....	25
SCHOOL CANCELLATION.....	4
SCHOOL INSURANCE	5, 25
SCHOOL NURSE.....	22
SCHOOL PHILOSOPHY AND OBJECTIVES.....	2
SCHOOL REGULATIONS & EXPECTATIONS.....	34
SCHOOL SPONSORED ABSENCE	17
SCHOOL VISITORS AND APPOINTMENTS.....	22
SENIOR TRIP	14
SHAMBUCKS	17

SHAMROCK DISCIPLINE PLAN.....	40
STUDENT ALCOHOL/DRUG ABUSE.....	46
STUDENT APPEARANCE	37
STUDENT CONDUCT	34
STUDENT DISCIPLINE.....	35
STUDENT VEHICLE REGISTRATION	64
STUDENTS OF CHARACTER!.....	3
SURROGATE PARENT PROGRAM	52
SURVEYING, ANALYZING OR EVALUATING STUDENTS.....	51
TECHNOLOGY USAGE AGREEMENT	65
TELEPHONES.....	19
TRANSFERS FROM ACCREDITED SCHOOLS	8
TRANSFERS FROM UNACCREDITED SCHOOLS	9
TRANSPORTATION POLICY.....	27
TWO HOUR DELAY	5
UNEXCUSED PRACTICES	26
UNIFORMS AND SCHOOL ISSUED ITEMS	27
UNSPORTSMANLIKE ACTIONS.....	26
VEHICLES.....	23
VERIFIED/UNVERIFIED ABSENCE	16
WEIGHTED CLASSES.....	9

STUDENT VEHICLE REGISTRATION

Students who are, or may, be driving to school, should register their vehicles for **safety reasons**. Please fill out the registration form on the following page, sign, remove it from the handbook and return the signed form to the high school office.

**North Harrison High School
Student Vehicle Registration Form
2016-2017 2018-19**

Thank you for registering your vehicle. It is necessary to keep a record of vehicles for emergency purpose only. This information will not be released to any other source.

Name: _____ Emergency Phone No. _____

Vehicle Make: _____ (Ford, Chevrolet, etc.)

Vehicle Model: _____ (Pick-up, sedan, convertible, etc.)

Vehicle Color(s) _____ Vehicle Year _____

License Plate Number _____

Please list any other vehicles that you may drive to school throughout the year, and its make, model, color, and license plate number.

Thanks again for helping keep our school safe.
Mr. Mike Schmidli, High School Principal

A copy of this form will be placed in the student's file.

TECHNOLOGY USAGE AGREEMENT

(Parent/Guardian Technology Agreement)

I have read the North Harrison R-III School District Technology Usage policy and procedure.

I understand that violation of these provisions may result in disciplinary action taken against my child including, but not limited to, suspension or revocation of my child's access to district technology and suspension or expulsion from school.

I understand that my child's use of the district's technology resources is not private and that the school district may monitor my child's electronic communications and all other use of district technology resources. I consent to district interception of or access to all of my child's electronic communications using district technology resources as well as downloaded material and all data stored on the district's technology resources, including deleted files, pursuant to state and federal law, even if the district's technology resources are accessed remotely.

I agree to be responsible for any unauthorized costs arising from use of the district's technology resources by my child. I agree to be responsible for any damages incurred by my child.

I give permission for my child to utilize the school district's technology resources.

I DO NOT wish for my child to utilize the following: _____

I DO NOT give permission for my child to utilize any of the school district's technology resources.

I understand that this form will be effective for the duration of my child's attendance in the district unless revoked or changed by the district or me.

Name of Student: _____

Name of School: _____

Signature of Student _____

Signature of Parent/Guardian _____ Date _____

A copy of this form will be placed in the student's file.

North Harrison Homework Policy

Your student, _____, has either failed to turn in an assignment and has received a zero or has completed the work so poorly that no points were given. We want to work with you to address this situation before it seriously impacts your child's quarter or semester grade. We also need your assistance so that we may help your student avoid future problems with late work or poor performance.

Please note the following for the assignment in question:

Teacher: _____ Course: _____

Name of Assignment: _____

Due Date: _____ Work Was: late poorly done

Academic Study Hall Scheduled: _____ (3:30-4:00)

Late Work Information: Assignments are late if not turned in when collected by the classroom teacher. At that point, this letter is issued to your student. If your child hands in the work during the next class period, he/she will receive a small reduction in points, as determined by the teacher, but will not be required to attend a study hall after school. Students who do not complete their late work by the next class must serve an academic study hall **that same afternoon** from 3:30 to 4:00 p.m., and will receive 60 % of the point credit they earn on the assignment. Study halls will be scheduled on Monday, Tuesday, Wednesday, and Thursday. Students referred to study hall on Friday will attend on Monday.

No student assigned to academic study hall will be permitted to participate in any extracurricular activity, practice, rehearsal, competition, event or performance until the study hall is completed and their work is turned in to the classroom teacher.

Extension of Study Hall Obligation: We will work with you to resolve scheduling conflicts and if your student is unable to attend study hall on the day it is assigned, an extension will be granted at your request. However, students granted an extension will be subject to the extra-curricular activity restriction set forth above until the set forth above the study hall is completed.

Our goal at North Harrison is to help each student reach their full academic potential. When parents, teachers and administrators work together in support of a learning environment that expects accountability and excellence of every participant, our students succeed. Thank you for your support and cooperation.

**Parental Consent to Access Public Insurance
and to Release Personally Identifiable Information
(Parental consent is obtained once, but notification is done every year)**

With your consent, the school district is allowed to seek reimbursement from the MO HealthNet (Medicaid) Division for the purpose of payment for applicable services provided through an Individualized Education Program (IEP), under the Individuals with Disabilities Education Act (IDEA) by accessing your or your child's public insurance.

School District Name _____

Student's Full Name _____ Date of Birth ____/____/____

The MO HealthNet (Medicaid) School-based Services Program in Missouri:

- Provides partial reimbursement to school districts for services that include: Occupational Therapy, Physical Therapy, Speech/language Therapy, Behavioral Health Services, Audiology/Hearing Services, Private Duty Nursing, Personal Care Services, and Transportation.
- Does not affect a family's MO HealthNet (Medicaid) insurance benefits.
- Helps school districts to offset some of the costs of services provided through an IEP.
- Is voluntary and requires a parent or guardian to provide written consent for a school district to release information about their child and seek reimbursement from MO HealthNet to help pay for services provided through an IEP.

If your child receives any of the services listed above and qualifies for has MO HealthNet coverage, parent permission is requested to release information to enable the school district to access MO HealthNet (Medicaid) for reimbursement of school-based services.

By signing below, you are indicating the following:

I understand and give the school district permission to access my or my child's public insurance. I understand my child's educational records and information about the services my child receives through the IEP will be released in order for MO HealthNet (Medicaid) to help pay for IEP services.

- I understand this may include sharing information with the MO HealthNet Division (MHD), their contracted billing agent, and/or a physician to obtain necessary documentation (e.g., physician scripts, referrals) to receive reimbursement for services provided through an IEP.
- I understand information to be released may include: the child's name, birthdate, , Medicaid ID or other identification, disability, IEP and evaluations, type of service(s), times and dates services were delivered, and progress notes.
- I understand that this consent will remain in effect at all times the district is responsible for providing IEP services to my child, unless revoked by me, and that I may revoke my consent at any time by notifying the school district in writing.
- I understand that revoking my consent does not change the school district's responsibility to provide all required IEP services to my child at no cost to me.
- Before giving my consent below, I was provided with a written notice further explaining about parental consent and the purpose of this form.

Parent Name (Printed or typed)

Parent Signature

Date



Dear Parent/Guardian:

Your child may be eligible for affordable health insurance through the MO HealthNet for Kids (MHK), Missouri's Health Insurance Program. Now most families can get low-cost or free health insurance for their children.

Children with health insurance are more likely to receive needed vaccinations and receive treatment for illnesses. Without treatment, these illnesses can slow a child's learning and have lifelong effects.

If you currently receive MO HealthNet for Kids (formerly MC+ for Kids), it is not necessary to complete the attached application. Current participants can contact their local county Family Support Division office for questions regarding healthcare coverage.

If you are interested in applying for MHK, please complete the enclosed application and mail to:

ATTN: SB583 / MHN Outreach Coordinator
 JASPER FSD OFFICE
 PO BOX 1353
 JOPLIN, MO 64802

**HAVE QUESTIONS OR NEED HELP COMPLETING ATTACHED APPLICATION
 DIAL 1-855-FSD- INFO (1-855-373-4636)**

MO HealthNet for Kids - Missouri's Health Insurance Program

Do Your Children Qualify?

	Maximum MONTHLY Family Income			
FAMILY SIZE <small>(Includes parents)</small>	2	3	4	5
INCOME <small>(Subject to change annually)</small>	\$3,878	\$4,883	\$5,888	\$6,893

Some families may be required to pay premiums. Income standards effective April 1, 2013

Do your children need health care coverage? MO HealthNet for Kids is Missouri's health insurance program for uninsured children.

REQUEST FOR INFORMATION

(Complete one form per family)

Please answer the question below by checking the appropriate box. The following information is a request adopted by the General Assembly in 2010 requiring school districts to determine whether or not all children in a family have health insurance.

Does each child in your family have health care insurance?

YES

NO

MO HealthNet (Medicaid) is considered health care insurance.

If NO is checked the school district will provide a MO HealthNet for Kids application for the family.

Completion of this form is not a condition of determining meal eligibility. The Free and Reduced Price Meals Family Application will be reviewed regardless of your response to this Request for Information.

Submit this request with your Free and Reduced Price School Meal Family Application or return to your school/school district.

Printed name of parent/guardian: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

