

**HALFWAY R-III SCHOOLS**

**Junior/Senior High School**



**Cardinal Pride**

**2022-2023**

**Student/Parent Handbook**

**Board approved July, 13, 2022**

## **Halfway R-III Schools Mission Statement**

Halfway R-III Schools, in partnership with students, parents, and community, will provide opportunities for individuals to become productive, lifelong learners.

Dear Students and Parents/Guardians,

Welcome to Halfway Junior/ Senior High School! I am very grateful to be part of such a great school and community. As the mission statement indicates, Halfway R-III Schools strives to provide opportunities for individuals to become productive, lifelong learners. Students are constantly encouraged to learn and grow academically, mentally, and socially through various course offerings and a broad range of extracurricular activities.

Our school curriculum is aligned to Missouri Learning Standards and Grade Level Expectations provided by the Missouri Department of Elementary and Secondary Education. It is our goal for all students to master the Learning Standards as well as any curriculum objectives for each course. This will be done through monitoring of students' progress and making adjustments in the course work to meet the needs of all students. Our district continues to have a reputation of an outstanding school because of the dedication to continuous educational improvement.

Strong partnerships between the school, the students, the parents, and the community also leads to the success of our district. This handbook helps to maintain and strengthen that partnership by providing everyone with general information about our school's every day operations. Please take the time to read the handbook and call the office if you have any questions. I look forward to working with you all throughout this year. Please do not hesitate to contact me at any time if you have any questions or concerns.

Thank you,

Erin Butler

K-12 Principal

**This handbook will be used as a foundation to promote responsible behavior on the part of each student at Halfway Junior/Senior High School. The purpose of this handbook is to insure the safe and orderly environment for learning in the school. The handbook provides for all affected a clear statement of the expectations this school district has for its students and the consequences that may follow when deviations from the expectations occur. Please take the time to read this handbook.**

## **INTRODUCTION**

The Halfway R-III School District is determined to provide a safe and disciplined learning environment so that all students will learn successfully. This handbook provides policies and procedures that have been approved by the Board of Education. It is a vital part of our school's information network. While it contains much of what you need to know, it is not designed to be all-inclusive. If questions or problems arise concerning a particular school-related issue, please adhere to the following chain of command: 1) consult with the involved teacher(s); 2) consult the principal; 3) meet with the superintendent; and, 4) if a satisfactory resolution is not achieved with either the principal or the superintendent, you may officially request a meeting with the Board of Education. It is our expectation that all students and parents will review the policies and procedures contained herein. (See Board Policies JFAA & JFH)

## **THE HALFWAY VISION STATEMENT**

The Halfway R-III Schools will graduate well-rounded students who have the skills and knowledge necessary to develop their own visions and goals for their futures while understanding the opportunities available for success in our global society. We will strive for excellence in this endeavor and encourage all students to do the same. We will continue supporting school and community interaction understanding that our interdependence benefits all.

## **THE HALFWAY PHILOSOPHY OF EDUCATION**

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities (AD Basic).

## **THE HALFWAY PHILOSOPHY OF STUDENT DISCIPLINE**

It is the objective and policy of Halfway High School to recognize, preserve, and protect the individual rights of all students and, yet, enforce the protection of those rights within the necessary framework of a safe, orderly, efficient, and nurturing school program. The quality of discipline in the school is a blend of values and attitudes of everyone within the educational community. We believe that discipline and academic achievement are very closely related. We appreciate the fact that discipline, order, safety, and cooperation are essential for people to meet and work together in harmony. All individuals associated with the school must share the responsibility for creating and supporting a positive learning environment

It is the Board's belief that, as part of the educational process, students should be made aware of the legal rights and of the legal authority of the Board to make and delegate authority to its staff and to make rules and regulations regarding the orderly operation of the school district. If the policy guidelines adopted by the Board are to be successful, it must be understood that school officials and teachers have the authority to interpret and apply policy in a given situation. Students must obey any such interpretation, subject to an appeal.

Schools must be a place where students are encouraged to learn. Standards of conduct are established by the Halfway R-III Schools Board of Education to create an environment in which each student's right to learn is protected.

The Board of Education has the legal authority to make all needful policies, rules and regulations for organizing, grading, and governing the Halfway R-III Schools. This includes the power to suspend or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students. The Board may also delegate to the Superintendent the responsibility to make reasonable and necessary rules and regulations governing the conduct of students in the district. These rules will apply to all students in attendance in district instructional and support programs as well as school-sponsored activities and events.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals may summarily suspend any student for up to ten (10) days for violation of these regulations. The list of offenses listed in this handbook are not exhaustive. The district can discipline a student for any action that is disruptive to the school environment whether it occurs on or off school property. Consequences for any offense may be increased or decreased depending upon the circumstances. Flagrant disregard to policies, rules, and regulations or continued truancy may result in suspension by the Superintendent or expulsion. The Superintendent may suspend a student for one hundred eighty (180) days; however, expulsion of students is a function only of the Board of Education. Although the majority of students in the school district follow the rules of the district, those who fail to comply should expect consequences.

All school personnel have the responsibility to instruct, guide, and supervise students during school and school-sponsored activities with the objectives of promoting positive learning experiences and responding effectively to unacceptable student behavior. Proper instruction and supervision is everyone's responsibility and in large measure will produce good student behavior.

#### **HALFWAY R-III GOALS FOR STUDENT SUCCESS**

The Halfway School District will provide students with basic skills that are necessary to be life-long learners and the knowledge necessary to exercise all opportunities that may be available to students upon graduation from high school.

- 1) The Halfway School District will provide current motivational instruction necessary for students to compete in the "real world" by hiring teachers who believe that every child can learn if given appropriate time in conjunction with instructional strategies that fit their mode of learning while maintaining high expectations.
- 2) The Halfway School District will provide a safe and orderly school climate that is conducive to effective instruction and successful learning.
- 3) The Halfway School District will ensure a high quality of education by providing and maintaining efficient management of programs, plant, and facilities (AE Basic).

#### **RISING TO THE HALFWAY CHALLENGE**

The central purpose of Halfway High School is to provide students with the best possible learning environment and experiences. We encourage students to do their very best in school, every day. Our success depends on solid habits of learning, self-discipline, dedication, and hard work. We encourage students to take an academically rigorous schedule and actively participate in the school's extensive extra-curricular program. We want these years to be the best of our students' lives!

#### **HALFWAY SPIRIT**

The official school mascot is a Cardinal. School colors are cardinal red and white. We encourage you to show school spirit throughout the school year and at all school-sponsored activities. Remember, you are a reflection of our school! Please show your spirit and learn the school's song (alma mater):

*Down in the hills of old Missouri  
At the gateway of the west  
stands the dear old Halfway High School  
loved by all of us the best.  
So gather round this little building  
sweetest memories will cling  
of the days when dear old High School  
sheltered us beneath her wings.  
So may our watchward, duty, honor,  
be to us a beacon light.  
That will guide our wavering footsteps  
through the darkness of the night.  
And when our school days here are over  
and we take our part in life  
we will think of you dear High School  
as you guide us in our strife.*

### **A+ SCHOLARSHIP PROGRAM**

Halfway High School has a certified A+ Program. Interested students should contact the A+ Coordinator for details about requirements, guidelines, contracts, benefits, etc. We strongly encourage students to look over the guidelines early in their high school career as many of the requirements begin with entry into high school. Program Handbooks are available through the A+ Coordinator.

### **ACCIDENT PREVENTION AND EYE PROTECTION**

Students, teachers, and visitors are required to wear industrial quality eye protective devices when participating in or observing the following activities in any class: exposure to molten materials, milling, sawing, turning, shaping, cutting, grinding, or stamping any solid materials; heat treatment, tempering, kiln firing of any materials; gas or other forms of welding; repair or servicing of any motorized vehicle; and or/, exposure to laboratory use of caustic, explosive, or flammable materials, boiling/hot liquids or solids, injurious radiation or other similar hazards. Due to the hazardous effects of laser pointers or any other device emitting a laser-type beam, such objects will be strictly prohibited on school property or at school-sponsored activities.

### **ASSEMBLIES AND PROGRAMS**

Assemblies are provided on a regular basis to support the educational program and provide enjoyment for our students. Any misbehavior during an assembly will result in a student's immediate removal and ineligibility to attend all future assemblies and programs. Any student removed from an assembly will be suspended from school for a minimum of one entire school day.

### **ATTENDANCE**

#### **Philosophy**

Halfway Junior/Senior High School's education program is designed based on research that reveals that there is a direct relationship between daily attendance and student achievement. The student who is frequently absent misses class instruction, discussion, and social interaction that cannot be made up even if the written work that was missed is completed. Research also demonstrates that students who are frequently absent have lower grades than what their academic aptitude indicates they should. Ensuring that a student maintains regular attendance requires a cooperative effort by student, parent(s)/guardian(s), and school personnel. Regular and punctual patterns of attendance are expected of each student enrolled in the school district.

Student attendance affects the student's behavior, attitude, learning, and overall success in school. We hope parents will talk with their students about their attendance and encourage regular attendance. We believe that schools can make a positive difference in a student's secondary school career. Because we believe students' success is of utmost importance, we want students to know that his/her attendance counts. *All transcripts will*

*include a copy of a high school attendance profile showing the number of absences. We want colleges/trade schools and employers to know they are getting students with the advantage of regular attendance when they admit/hire them.*

### **Policy**

A student will be allowed a maximum of 56 hours absent from school per semester. Students who are absent more than 56 hours will be required to attend Monday School to make up excessive absences. If a student does not attend Monday School for excessive absences, they will not receive credits for the semester. No distinction will be made between excused and unexcused absences. All days absent from school will be counted toward the 56 hours allowed with the exception of days missed due to out-of-school suspension, school-sponsored field trips, and pre-arranged college visits. Providing professional documentation (doctor, dentist, lawyer, etc.-*All documentation is subject to administration verification*) for an absence will not excuse the absence but will be considered when determining exceptions. Exceptions to this policy will only be made due to extenuating circumstances, such as a long-term medical absence, as determined by the administration.

When a student reaches over 56 hours absent for the semester, the principal or school secretary will notify the student of the date(s) that Monday School will be available to make up the absence(s). A maximum of SIX Monday Schools per semester will be made available for students to use as makeup days. Excessive absences that cannot be made up in Monday Schools will result in loss of credits for the semester.

### **Notification of Absence**

It is the parent's/guardian's responsibility to notify the school when their child is absent. The parent/guardian of the absent student is to call the high school office (445-2211) to inform the school that their child will not be in attendance that day. In addition, the parent/guardian must send a note with the student when he/she returns to school to inform the school of the duration and reason for the absence. The attendance secretary will maintain a daily record of all student absences. Notes from parents will be placed in the student's attendance file. Notification does not excuse the absence; however, it verifies that the student is not/was not truant. The 56 hours allowed by the policy are not to be considered free "skip days". Unverified absences will be considered as truancy and appropriate disciplinary action, as defined by the student discipline policy, will be administered. According to Board Policy, File JEDA, truancy is defined as students who are absent from school without the knowledge of and consent of their parents/guardians and the administration, or students who leave school during any session without the consent of the principal. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians.

### **Sign-In / Sign-Out Policy**

Students who arrive late to school must report to the high school office to sign-in before going to class. Students who leave school during the school day or arrive to school after first hour has begun must sign in/out at the office. The principal or secretary must confirm parental permission prior to the student leaving school. Students who leave school without properly signing out or arrive late to school without a note or phone call from the parent will be considered truant and appropriate disciplinary action will be administered.

### **Make-up Work**

It is the student's responsibility to meet with his/her teachers to receive the necessary instruction and assignments that were missed when absent. Parents may request make-up work when they call to report that their child will not be in attendance for a certain day. Parents can pick up the requested make-up work after 2:30 p.m. on the day requested. Students should consult their course syllabi to determine the teacher's make-up policy for each class.

### **BOOK BAGS**

Due to safety concerns, all book bags are to be kept in the student's locker. Book bags may only be carried when coming to and leaving from school.

## **BUILDING HOURS**

Students are not permitted on school property before 7:35 a.m. without the direct supervision of a staff member. Students are allowed to “walk and talk” in the main hallway until 7:51 a.m. Students have four minutes for transition between each class and are expected to use that time wisely in order to avoid tardiness to class. The last period of the day ends at 3:38 p.m. and students are not permitted to be in the building after 3:45 p.m. without the direct supervision of a staff member. Parents should not drop off or leave students at school during unsupervised periods.

## **BUILDING RULES**

The Junior/Senior High School has a set of building rules that will be used by each teacher within the classroom. The following rules have been established to provide the students with consistency from classroom-to-classroom and from teacher-to-teacher.

1. All students should demonstrate respect for one another and tolerance of each other’s differences.
2. Students are not allowed to harm other students in any manner – physically or verbally.
3. Students will cooperate with the teacher and other students to make the class a comfortable learning environment.
4. All students should bring their required supplies to class everyday. This includes paper, textbooks and a writing utensil.
5. All students must be in their assigned seats before the tardy bell begins to ring, otherwise they will be counted tardy.
6. The teacher, not the bell, will dismiss students from class at the end of the hour.

## **BUS CONDUCT**

The bus ride, to or from school, is an extension of the school day. All rules, regulations and policies that pertain to school also pertain to the bus. Only those students who meet eligibility requirements by means of permanent district residence will be permitted to use the school's transportation system. Any student whose conduct, attire, or personal belongings are improper or jeopardizes the safety of other students or the bus driver will have his/her transportation services suspended for such a time as deemed proper by the superintendent, principal, or administrative designee. Uniform rules of conduct and disciplinary measures will be consistently enforced (EEA Critical). The following rules will apply to students riding buses to and from school and all school-sponsored activities:

- 1) The driver, like the teacher, is in charge of his or her environment, has the authority to assign seats, call parents, and is encouraged to refer students to the building principal for disciplinary action.
- 2) All students must obey all bus rules and be respectful and courteous citizens while on the bus.
- 3) Riders must be on time to their designated bus stop. Students will not load or unload at a stop not authorized by the principal and/or superintendent.
- 4) Riders will not stand in the roadway while waiting for the bus.
- 5) Riders must never walk behind the bus.
- 6) Riders must never distract the bus driver in any way with unnecessary conversation, noise or unacceptable behavior.
- 7) Riders are to remain seated at all times, facing the front, with both feet on the floor in front of them.
- 8) Riders are prohibited from extending their heads, arms, hands, legs, feet or any other object out of the window. No objects may be thrown from the windows for any reason.
- 9) Food or drink products may not be consumed without the driver's permission.
- 10) Alcohol, illegal drugs, over-the-counter drugs, matches, lighters, and fireworks are strictly prohibited.
- 11) Instruments and book bags must be placed under the student's seat.
- 12) Pets or animals of any size are not allowed onto the bus without the principal's permission.
- 13) Fighting, "rough-housing", and horseplay will not be allowed.
- 14) Boom boxes, radios, tape and CD players, or other electronic devices will not be allowed.
- 15) Laser-beam devices will not be allowed on the school bus.
- 16) Obscene, vulgar, and socially unacceptable language, gestures or other activities either verbal or non-verbal, will not be allowed.
- 17) In the event that a student must ride home on a different bus with another student, a signed parent note must be submitted to the principal for his/her final approval and signature. Exceptions to this

- rule will not be made.
- 18) Guests on bus will be limited to two unless arrangements have been made in advance with the principal and driver.
  - 19) All other rules within the code of conduct apply to all students riding our buses.

### **BUS VIOLATION CONSEQUENCES**

1st Offense	Principal conference with student and written warning.
2nd Offense	1 day bus suspension, parent contacted
3rd Offense	3 day bus suspension, parent contacted
4th Offense	5 day bus suspension, parent contacted
5th Offense	10 day bus suspension, parent contacted
6th Offense	Bus suspension remainder of semester, parent contacted

Please be advised the disciplinary code of conduct may supersede these consequences. The principal and/or superintendent are authorized to modify or even waive these steps depending upon the severity of the offense. The above-mentioned consequences are merely a guideline for imposing reasonable consequences. The rules listed above are not intended to include every violation. Incidents not listed above will be handled on an individual basis.

### **CAFETERIA**

Each student is expected to practice general rules and proper manners in the cafeteria. Students must get permission from the principal or cafeteria supervisor before leaving the cafeteria for any reason. Students are personally responsible for any mess they have created during lunch. Food and drink products may not leave the cafeteria. Due to the district's use of the free/reduced lunch program, students are not allowed to bring outside food or drinks into the cafeteria, except for those that are prepared at home. Food and drinks wrapped/stored in commercialized containers are not allowed in the school cafeteria. Students are allowed to charge up to \$5.00 on their lunch accounts. Overcharges may result in the student receiving a peanut butter sandwich and milk instead of the regular meal.

Students may purchase a lunch from the school or bring their lunch from home. Students may also purchase breakfast at school. Students are not allowed to bring food to the cafeteria or have food delivered to the cafeteria from places other than home. The State Department of Education has informed the district of liability issues associated with this practice. Each student will be issued a lunch card at the beginning of the school year. Failure to abide by the above procedures will result in disciplinary action.

### **CARE OF SCHOOL PROPERTY**

Students are expected to take reasonable care of all school property, which includes lockers, books, equipment, furniture, and athletic uniforms. Students shall pay for damaged or lost school property. The principal and/or superintendent in accordance with fair market-place values shall assess payment. Any student who carelessly, intentionally, or maliciously defaces or damages school property shall be required to replace or repair the damaged property and may also be subject to disciplinary and legal action as deemed appropriate by the school's administration (JFCB Critical). See also VANDALISM.

### **CAREER CENTER STUDENTS**

Students participating in programs at the Dallas County Technical Center can earn a maximum of three practical arts credits per school year towards graduation. Students who complete the required English and Math program through DCTC can earn one English and one Math credit towards graduation. Students planning to attend college and/or needing to meet NCAA requirements should enroll in additional English and Math courses at Halfway High School. Students are expected to be knowledgeable regarding these requirements. DCTC enrollment is open to Jr/Sr students only. All students who plan to attend must plan their schedules so that all required courses (see graduation requirements in this handbook) are concluded by the end of their Soph. year (new requirements for graduates of 2010 and thereafter). The only exceptions are English III, American



Government/Personal Finance and math. Students who enroll in DCTC should be aware that they are making a commitment to complete a two-year program.

### **CELL PHONES**

The use of cell phones during the school day has become increasingly problematic for the instructional environment. Offenses such as cheating, bullying, harassment, promotion of violence, and child pornography have become everyday occurrences. Many of these offenses are criminal in nature. The district strongly recommends that parents monitor their child's cell phone usage for their child's protection and safety. Most phone service providers can provide monthly records of usage, and some provide internet access to text messages that have been sent and/or received. This has become a matter of safety over privacy when it concerns minor children. Please be aware of the risks involved and protect your child.

Cell phones can only be used before school, during passing times, and at lunch. The phone must remain on silent during these times. **The use of cell phones is STRICTLY prohibited during class time, in locker rooms, or while students are in the bathroom. This includes texting and messaging. Cell phones are to be turned off and not at all visible during class time.** Cell phones that are seen while out in class will be confiscated by school personnel. School personnel will also have students leave phones in the classroom if a student asks to use the restroom. First offense will result in phone being confiscated by school personnel and then returned at the end of class. Second offense will result in phone being confiscated and sent to the office and the student will serve one 8th hour after which the phone will be returned to the student. Subsequent offenses will result in confiscation of the phone only to be returned to a parent/guardian and/or further disciplinary action such as ISS or OSS or complete loss of privilege of having a phone at school. If you need to contact your child during school hours, please call the high school office. We will be glad to give a message to your child or call your child to the phone in case of an emergency.

### **CHANGING CLASS SCHEDULES**

In the event that a student needs to change his/her schedule, the following criteria and procedure should be followed.

1. All schedule changes must be completed within the **first two days** of the semester. Specifically, this means by 3:38 on the **second** day of the semester. (A schedule change is complete when the paperwork is signed by the required teachers and the student's parent and turned into the counselor.)
2. Students who desire to change their schedule should go to the counselor's office on the hour they want to change. Students must check in with their teacher, get a yellow "Corridor Pass", and then proceed to the counselor's office.
3. Students must obtain signatures from the teachers of the classes they are dropping, the teacher of the class they are adding, and their parent(s).
4. Students are not allowed to transfer into year long classes at the beginning of second semester. Exceptions may be made at the principal's discretion.
5. **Withdrawal from any class is only possible during the first two days of the semester. This includes dual credit courses/dual enrollment/etc. In some cases, students are required to be enrolled for an entire school year in order to get credit for a semester; withdrawal is only possible during the first two days of the course.**

Schedules will not be changed after the **second** day of each new semester. Exceptions will not be made without the principal's and/or superintendent's permission.

## **CLASS RANKINGS**

In the interest of encouraging and recognizing outstanding academic achievement, students will be recognized in the following manner: (IKC-R Basic) The 11 point grading system that is used regularly will be converted to a 4.0 scale to determine class rankings.

1. All students with a GPA between 3.9 – and above will be recognized with the honor of “Summa Cum Laude”.
2. All students with a GPA between 3.75 up to but not including 3.9 will be recognized with the honor of “Magna Cum Laude”.
3. All students with a GPA between 3.5 up to but not including 3.75 will be recognized with the honor of “Cum Laude”.

Seniors must have been in attendance for no less than 3 full semesters of high school in order to be included in the class rankings.

Foreign exchange students will be excluded from class rankings.

## **CLASSIFICATION OF STUDENTS**

The following guidelines will be used in determining a student's classification:

Freshman	01-05	Units of Earned Credit
Sophomore	06-11	Units of Earned Credit
Junior	12-17	Units of Earned Credit
Senior	18-25	Units of Earned Credit

## **CLOSED CAMPUS**

Once a student arrives on school grounds, they are not allowed to leave school grounds without authorization from the administration. When leaving school grounds students must have parent/guardian permission and must sign-out in the high school office. Students who leave school grounds without signing out or without parent/guardian and administrative permission will be subject to disciplinary actions.

## **COLLEGE VISITS**

Juniors and Seniors will be allowed two college visits during the school year. College visits must be pre-arranged through the counselor's office. It is the student's responsibility to inform their teachers that he/she will be absent from school due to a college visit. Make-up work should be completed prior to the absence or at the teacher's discretion. It is recommended that students utilize Mondays for college visits.

## **COMMUNICATION WITH TEACHERS/STAFF**

Communication between each student's parent(s) and the teachers and staff is encouraged. During school hours, parents needing to reach teachers or staff may call the HS secretary to leave a message. Parents who are unable to contact their child's teacher(s) during regular school hours may leave a voicemail for the teacher with their question and a time the teacher can return their call. Parents may also email teachers. Teacher emails can be found on the school website. An automated answering service answers the school phones from 4:15 p.m. until 7:15 a.m. Once the automated system answers, you may dial the extension and that will transfer you to voicemail. Please allow 24 hours for a teacher to respond via phone or email.

## **CONDUCT IN GENERAL**

We expect our students to be role models for the younger students in our school. ANY conduct, which distracts or disrupts the educational climate and mission of the school is not acceptable and will not be tolerated. Our students will be expected to have dignity and demonstrate respect and courtesy while attending school or school-sponsored activities. Misconduct will not be tolerated. Students who violate this rule will face disciplinary action as deemed appropriate by the building principal.

## **CURRICULUM**

Students and parents should be actively involved in the process of planning students' courses that will be taken to ensure that the requirements for graduation are being met. In addition, those students who are interested in specialized programs such as vocational-technical programs, work release, and other specialized programs should make sure that the necessary credits are earned during the student's freshman and sophomore years. It is advised that all freshman, sophomores, and juniors take the proper math, science, English, and social studies classes (American history and American Government must be included). In addition to their requirements, freshman and sophomores are advised to complete their fine arts, practical arts, P.E. and health requirements especially if they plan to participate in specialized programs during their junior and senior year. Information pertaining to curriculum planning can be obtained through the high school counselor.

## **DAILY BULLETIN**

The daily bulletin is available for students and teachers each day and is available on the SIS Student Portal. The bulletin will be read each morning.

## **DAILY SCHEDULE**

The following schedule will be followed for regular (full) days of school.

7:35 a.m.	- Building Opens
7:35 a.m. - 7:51 a.m.	- Students report to the cafeteria for breakfast or "walk and talk in high school halls
7:51 a.m.	- First Bell
7:55 a.m. - 8:54 a.m.	- First Hour
8:58 a.m. - 9:57 a.m.	- Second Hour
10:01 a.m. - 11:00 a.m.	- Third Hour
11:04 a.m. - 12:03 p.m.	- Fourth Hour
12:03 p.m. - 12:29 p.m.	- Lunch
12:33 p.m. - 1:32 p.m.	- Fifth Hour
1:36 p.m. - 2:34 p.m.	- Sixth Hour
2:38 p.m. - 3:38 p.m.	- Seventh Hour

## **DETENTION**

For the purposes of this handbook, "detention" refers to 8<sup>th</sup> hours as well as Monday Schools.

## **DISMISSAL PROCEDURES**

The Halfway School district is legally responsible for the safety of its students during the school day. The principal must ensure that students are released from school only for valid reasons and/or only to an authorized person. Students will not be released from school without written parent/guardian permission. Telephone requests will be honored only if the principal or secretary can recognize the parent/guardian. Students will not be released from school for any reason without prior parent approval. The principal is authorized to verify a parent's signature by actually contacting the student's parent or guardian (JEDB Basic). See ATTENDANCE POLICY.

## **DRESS CODE – SCHOOL DAY & ALL SCHOOL-SPONSORED ACTIVITIES**

Students are expected to display personal cleanliness, neatness, and appropriateness of attire at all times and at all school-sponsored activities. Decisions regarding appropriate attire will be based upon the following guidelines with the basic premise that clothing must not be disruptive to the educational environment. Clothing cannot, in any form advertise, support, or suggest the usage of tobacco products, alcoholic substances, or illegal drugs. Clothing cannot display or suggest inappropriate language or graphics of a sexual nature, or anything else that conveys an unacceptable or disruptive message, including gang affiliation. Sunglasses or any other non-prescription eye covering is strictly prohibited. Chains hanging from clothing will not be allowed. Straps on shirts and dresses must be no less than one-inch wide. No deep armhole shirt, unless another appropriate shirt is worn underneath, will be allowed. No midriff tops (no skin should show between shirts and pants). Skirts

and shorts must be of appropriate length with no inappropriate slits in skirts. House slippers/house shoes are not allowed for safety reasons. Undergarments should not be visible at any time. Students taking physical education are required to wear appropriate and safe attire as determined by the physical education teacher. "Street" shoes will not be worn on the gym floors. Students will not be allowed to wear face paint during the school day.

Students wearing unacceptable attire will be asked to correct the problem or the administration will provide appropriate clothing. Repeated offenders may face additional disciplinary actions for insubordination. Any article of clothing that presents a health or safety risk will not be allowed and will be confiscated immediately. Obviously these rules and regulations do not completely cover this subject of good dress and grooming. Questions or problems that arise will be left to the judgment of the principal.

### **DRESS CODE – FORMAL ATTIRE**

It is understood that school-sponsored events that involve formal dress require a different dress code than the regular school day and normal school-sponsored activities. Teachers and/or advisors will inform students when formal dress is required. Only for designated formal events will students be allowed to vary from the regular dress code. The guideline concerning one-inch straps will be suspended for formal events. The guidelines for formal attire include, but are not limited to: no bare midriffs are allowed; undergarments may not show; skirts and dresses must be of an appropriate length; no inappropriate slits in dresses/skirts. In addition dresses must cover the back from the waist down. As with the regular policy, these rules and regulations do not completely cover this subject of dress and grooming. Questions or problems that arise will be left to the judgment of the principal.

### **DRIVING TO SCHOOL**

Driving and parking on school property are privileges, not rights. Only students who are legally licensed and appropriately insured will be authorized to drive their cars to school. Drivers must adhere to all laws applicable to Missouri streets, roads, and highways. Students must submit a completed Student Driving Contract in order to drive to school. The Student Driving Contract should be returned to the high school office by the end of the first full week of school. Driving privileges will be denied to any student not meeting each of the expectations for responsible driving as outlined in the Contract. Students should not arrive to school before 7:30 a.m. without faculty approval. Students are not allowed to congregate in the parking lot before, during, or after school. Students shall not go to their cars for any reason during the school day without administrative approval. DCTC students shall not drive to DCTC without administrative approval. Students must park in the north student lot in an orderly manner. Parking guidelines include: vehicles must be parked perpendicular to the highway, vehicles must be completely between the sidewalks and not blocking them in any fashion, and vehicles must not park in front of any no parking signs. Vehicles cannot be moved to a different location, including near the gym or baseball field, during or after the school day without prior administrative approval. Students who park in front of "No Parking" signs are subject to being towed at their own expense. The "No Parking" signs are in place to allow for necessary school bus traffic and parking. Students who violate these rules may lose their driving privileges for a designated time.

### **DUAL ENROLLMENT**

Qualified students (see school counselor for GPA requirements) who are regularly enrolled may be authorized to take courses for college credit while completing high school requirements for graduation. Most institutions have prerequisites for high school students; therefore, interested students should see the counselor before the academic year begins. Students who are involved in dual enrollment courses offered online are solely responsible for all costs incurred from college enrollment, including but not limited to tuition, books, materials, supplemental fees, etc. Students who enroll in online dual enrollment classes must enroll for a specific class period and complete all work during that assigned hour. The grade reporting cycles for these courses may be different from regular in-house courses. **Withdrawal from such courses is only possible during the first two days of the school semester regardless of when the college course begins.**

## **EIGHTH HOURS**

As a consequence for inappropriate behavior students may be assigned an eighth hour. Eighth hours are held from 3:40 p.m. to 4:10 p.m. and are supervised by a teacher. Students must adhere to the rules for detention (See GENERAL RULES FOR ALL DETENTION SITUATIONS). Students who do not attend an assigned eighth hour will be required to attend the missed eighth hour and an additional eighth hour. If a student misses either of these eighth hours, a day of in-school suspension will be assigned. Students are responsible for obtaining transportation home from school following an eighth hour. All students must be given 24 hour notification prior to being assigned an 8<sup>th</sup> hour. The student will have the option to waive the 24 hour notice if they choose.

## **ELECTRONIC OR BATTERY OPERATED DEVICES**

Use of or visibility of cellular telephones, beepers, pagers, radios, stereos, tape/CD players, video games, laser pointers, laser beams of any type, and other audio-visual equipment is strictly prohibited during school hours. Use or visibility of these devices (and others not listed herein) will result in confiscation and will be returned only to a parent/guardian. After the first offense, there may be consequences assigned to the student.

## **EMERGENCY EVACUATION DRILLS**

Emergency drills will be conducted routinely throughout the school year. Students will be expected to remain orderly and extremely quiet during the drills. Students shall not run, push, shove, yell, or talk loudly during the drills. Students who misbehave during an emergency drill will be referred to the principal for an automatic suspension from school. A FIRE drill will begin with several short rings of the bell. Listen for the teacher to direct you to the nearest designated exit. Once outside the teacher will take roll and will report any absences to the principal and/or administrative designee. Please remain quiet and wait for detailed instructions. A TORNADO drill will begin with one very long ring of the bell. The teacher will then direct you to the designated shelter area where you are to crouch and cover your head against the interior wall. Students shall not talk or create any disruption during the drill. Students are to assume the correct drill position until the "all clear" is given by the administration. In the event of an EARTHQUAKE, BOMB THREAT, OR ANY OTHER CRISIS, students should listen carefully for the teacher's instructions. It is our expectation that students will take each drill seriously and will understand the evacuation procedures and escape routes.

## **EMERGENCY SCHOOL CLOSINGS**

Should it become necessary to close any or all of the district's schools by reason of weather, plumbing, electrical, or transportation problems, the superintendent of schools has the authority to do so in a timely and efficient manner. Notifications regarding school closings will be made via School Reach.

## **EXCESSIVE DISCIPLINARY REFERRALS –(10 or more disciplinary referrals, excluding tardies)**

Students are expected to follow the rules and procedures set forth by the school board, administrators, and staff. Repeated failure to comply with these will result in serious disciplinary actions.

Once a student has received 10 or more disciplinary referrals (excluding tardies), he/she will automatically be referred to the superintendent for disciplinary action and could be subject to long-term suspension or expulsion.

## **EXTRA-CURRICULAR ACTIVITIES – ELIGIBILITY**

To be eligible to participate in any extra-curricular activity/organization, students must meet the following guidelines:

- 1) The student must be enrolled and attending Halfway R-III Schools before he/she becomes eligible to participate in extra-curricular activities.
- 2) Any student who participates in extra-curricular activities must have passed 6 of 7 classes the preceding semester (3.0 units of credit).
- 3) Students cannot have any failing grades at grade check. **If a student has any "F's" at grade check, that student will be ineligible until the next grade check (approximately 4 weeks). Grade checks are as follows: progress report (September), mid-term (October), progress report (November), 1st semester (December), progress report (February), mid-term (March), progress report (April), and 2nd semester (May).**

- 4) Students must meet all applicable requirements of the MSHSAA (if the activity is a MSHSAA sponsored activity).
- 5) Students must attend a minimum of four entire class periods on the day of a scheduled school-sponsored activity, contest, practice, or meeting. Students with an unverified absence or who are truant will not be permitted to participate in extracurricular activities for that day.
- 6) Students must adhere to all school rules and policies while participating in extracurricular activities.
- 7) Students must display a positive attitude and excellent citizenship/sportsmanship at all times while participating in extracurricular activities.
- 8) Students must attend school on a regular basis. Coaches and activity sponsors will routinely check the academic and citizenship status of their students throughout the school year and especially during the scheduled season of competition. Exceptions to this policy will not be made without the Board's approval.
- 9) Coaches and sponsors of extra-curricular events may have additional requirements for participation and/or continued participation.

### **EXTRACURRICULAR ACTIVITIES – STUDENT ATTENDANCE**

Students are encouraged to attend all extracurricular activities in which Halfway Junior/Senior High School is involved. Students are expected to follow the same guidelines for behavior and dress as during the regular school day, with the exception that students may wear hats at extracurricular sporting activities. Any student who leaves an extracurricular activity or event will not be permitted to return unless the student has received prior administrative approval to do so.

### **EXTRA-CURRICULAR ACTIVITIES – TRANSPORTATION**

It is the intent of our school district to provide adequate transportation for all students participating in school-sponsored activities. Students are REQUIRED to utilize the transportation provided by the school district to and from all activities. In the event that a student cannot ride the school bus to a school activity, a parent or guardian must contact the principal prior to the departure time. Students will not be permitted to ride with another student to a school-sponsored activity. In order for students to ride home from a game with another parent, there must be written parental permission followed up with a phone conversation with the coach or sponsor. Students may ride home from an activity with their parents. The parent must personally contact the coach or sponsor and sign out his/her child if the child will not be riding the bus back to school after the event.

In the event that a student misbehaves while attending a school-sponsored activity, parents will be contacted and expected to provide transportation home for their child.

### **FALSE ALARMS**

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.

- 1<sup>st</sup> offense – restitution, principal-student conference, detention, ISS, 1-180 days OSS, expulsion
- 2<sup>nd</sup> offense – restitution, ISS, 1-180 days OSS, expulsion

### **FIELD TRIPS**

Students who are eligible to attend school-related field trips must have a consent form completed and signed by a parent/guardian. It is the student's responsibility to inform his/her teachers that they will be attending the field trip. All assignments must be completed in advance or at the teacher's discretion. In the event that a child misbehaves while attending a field trip, parents will be contacted and expected to pick-up their child from the field trip location. Teachers and administrators may set additional eligibility requirements for field trips; one example might be that students may become ineligible for a specific field trip if they have received disciplinary office referrals. Students misbehaving on field trips will be ineligible to attend future field trips and may face additional disciplinary action as determined by the teacher and/or principal.

## **FINALS**

Halfway Junior / Senior High School requires all students to take a final in each class at the end of each semester. The finals assess the curriculum objectives covered in the class during that semester and possibly the previous semester. The finals will be comprehensive in nature and will be in a format similar to MAP/EOC tests. Teachers are also encouraged to give quarter finals if appropriate.

## **FOOD AND DRINK**

Eating and drinking in class can be a distraction from the learning process and can cause additional cleaning expense, wear, and tear on the facility. No food, drink, or candy is to be sold during the school day. Exceptions to this rule may be approved for fundraising efforts for extracurricular and co-curricular activities. Food and drink distractions will be addressed by the principal as needed.

## **FREE AND REDUCED LUNCHES**

Eligible students, as determined by appropriate school officials based upon guidelines established under the national school lunch program, will be provided nutritionally acceptable meals at no cost or at a reduced cost. Names of students who participate in these federal programs will be kept confidential. Qualified students interested in these programs should have their parents complete the necessary application forms. These forms should be submitted to the principal as soon as possible (EFB Critical). They can be found at the back of this handbook.

## **MONDAY SCHOOL**

Students who are attending Monday School must be in attendance from 9:00 a.m. to 2:00 p.m. Students who are not in attendance the entire time will not receive credit for the work that they were to make up and that day will not be counted as a make-up date for excessive absences. The school will provide a sack lunch and milk during Monday School for those students who would like a dinner. Students may bring a sack lunch from home; however, students MAY NOT have food delivered to them. Students must adhere to the rules listed under detention rules. Any student assigned a Monday school will not be permitted to participate in extracurricular activities during the Monday school. Also, students who elect to skip a Monday school will also be ineligible to participate or attend extracurricular activities on that date. Students will be given 48-hours advance notice when assigned a Monday school.

Students may attend Monday School to make-up assignments missed due to excessive absences or may be assigned Monday School as consequences for inappropriate behavior. It is the student's responsibility to inform the principal that he/she will be attending Monday School for excessive absences. If a student is serving Monday School for attendance makeup, it is his/her responsibility to collect the makeup work and bring it to Monday School. The student should inform the principal before the end of the day on Wednesday of the week the student will be attending. All Monday Schools must be served by the end of the semester. Attendance makeup days may not carry over to the following semester.

## **FUNDRAISING ACTIVITIES**

All fundraising activities must be pre-approved by the sponsor and principal and must be scheduled on the master calendar. Fundraising activities shall be limited to four school weeks. Monies gained from fundraisers must be used for educational activities and events.

## **GENERAL RULES FOR ALL DETENTION SITUATIONS**

Any student who is assigned to any detention must adhere to the following rules: (1) No talking, (2) No sleeping, (3) All students must come prepared with work to be done during the entire detention period, (4) No food or drink shall be consumed during the detention period (with the exception of the sack dinner for Monday School). Students who fail to adhere to detention rules will receive further disciplinary action.

## **GRADE REPORTING**

Students will receive grade cards at mid-semester and end of semester. **Approximately every 4 weeks** reports

are sent to those students receiving failing grades at that point. Teachers are encouraged to notify parents whenever a child's grade drops to a "D" or "F". Parents are encouraged to maintain routine communication with their child's teachers concerning academic progress and citizenship. **Parents are also encouraged to utilize the Parent Portal to access student grades on-line.**

The grade reporting cycles for on-line courses, dual enrollment courses, e-school courses, and other out-of-house courses may be different from regular in-house courses. Students enrolled in these courses need to remain in contact with their instructors.

**GRADING SYSTEM**

The following grading scale will be used in the evaluative procedures appropriate to the instructional level of the students

		A	4.0	A-	3.67
B+	3.33	B	3.0	B-	2.67
C+	2.33	C	2.0	C-	1.67
D+	1.33	D	1.0	D-	.67
		F	0.0		

**GRADUATION PARTICIPATION POLICY**

Students may participate in graduation ceremonies once they have completed all the Halfway R-III School District graduation requirements as approved by the Halfway R-III School District Board of Education, policy IKF. Graduates and Parents are required to sign an agreement concerning student conduct and dress code prior to participation in graduation events. Caps and gowns will be distributed to seniors approximately one week prior to graduation.

**GRADUATION REQUIREMENTS**

Graduation requirements for the Halfway School District shall be a minimum of 25 units of earned credit completed during grades nine and above. In addition to the program of studies for graduation, students must pass proficiency exams in the Missouri and United States Constitutions and receive 30 minutes of cardiopulmonary resuscitation (CPR) instruction (IKF Critical): All seniors and their parents will be provided a list of graduation requirements and the individual students credits earned. The counselor shall provide this list. It will be the responsibility of the parent/guardian and the student to ensure that all graduation requirements are met.

**REQUIREMENTS FOR Graduates of 2010 and later**

Communication Arts	4 Units Required
Social Studies	<b>3 Units Required (including Am. Govt)</b>
Mathematics	3 Units Required
<b>Personal Finance</b>	<b>.5 Units Required</b>
Science	3 Units Required
Fine Arts	1 Unit Required
Practical Arts	2 Units Required
P.E.	1 Unit Required
Health	.5 Unit Required
<u>Electives</u>	<u>7 Units Required</u>
	25 Units Required

**Early Graduation**

Students who wish to graduate in December of their senior year must have senior standing in the amount of credits earned, will be required to meet with a guidance counselor and submit written notification to the principal and the superintendent prior to the December board meeting. The guidance counselor will notify the student's



parents or guardians of the student's decision if the student is a dependent. The student and parent will then sign a release form informing them of the Board Policy IKFA. The policy states the student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered an alumnus for all other activities. The student will receive a diploma if the student has met the Halfway R-III School District's graduation requirements.

### **HALL PASSES**

Students leaving any classroom must have a Hall Pass issued by their teacher. Students in the hallways without a pass will be escorted back to class and will possibly face additional disciplinary action.

### **HALLWAY CONDUCT**

Students shall not run, jump, skip, shout, litter, or create a disturbance in the school's halls. Students misbehaving in the halls or lobby areas will be sent directly to the principal for appropriate disciplinary action. Students are not permitted to stand in groups, congregate, or in any fashion block the flow of traffic.

### **HARASSMENT**

Harassment of any form, whether verbal, non-verbal, or physical against another person based on age, color, creed, disability, gender, marital status, national origins, race or religion is strictly prohibited and will be subject to disciplinary action as determined by the principal and/or superintendent. Any act of racial or sexual harassment is strictly prohibited and will not be tolerated. Students involved in such action may be suspended from school up to 10 days or more depending upon the severity of the offense.

### **HORSEPLAY**

Horseplay is defined as pushing, shoving, poking, tripping, wrestling, etc. Such behaviors often escalate to more violent situations; therefore, students are required to keep their hands to themselves at all times.

- 1<sup>st</sup> offense - Warning
- 2<sup>nd</sup> offense – 8<sup>th</sup> hour, ISS, Monday School,
- 3<sup>rd</sup> offense – ISS, OSS (1-3 days)

### **ILLNESS AT SCHOOL**

Students who become ill during the school day will be referred to the school nurse (located in the elementary school). The school nurse will determine if a student should be sent home. In the event that a student is sent home due to illness or injury, a guardian will be notified immediately. Students may not leave the school without guardian permission given to the school nurse. Students are not authorized to contact guardians for early release without the nurse's or administrator's permission. No medications, either prescribed or over-the-counter, will be administered without parent approval via school's standing orders or prescription / note from a physician. ALL medications must be kept in the nurse's office. The nurse will dispense all medications as prescribed by a physician or pharmacist. The nurse is not authorized to dispense aspirin products without parent permission.

### **IMMUNIZATION OF STUDENTS**

Refer to Nurse's Office Policy.

### **IN-SCHOOL SUSPENSION (ISS)**

In-School suspension may be assigned as a consequence for inappropriate behavior. Students must report to the assigned location with their books, paper, and a writing utensil. The students will remain in ISS, following the ISS rules, for the duration of the assigned time. Lunch will be delivered to the student in ISS and regular restroom and water breaks will be given.

In the event that a student is absent from school on a day that they are assigned to ISS, the ISS will be served the day that they return to school. In addition, if school is not held on a day that ISS is assigned, the student will serve ISS the first day that school is back in session. Students will not be allowed to leave for work release on the day that they have been assigned ISS.

## **INSTRUCTION IN HUMAN SEXUALITY**

Several courses in high school touch on issues concerning human sexuality. Abstinence, medically factual information about contraceptives of all forms, seriousness of sexually transmitted diseases, emotional and psychological consequences of preadolescent and adolescent sexual activity, conflict management, personal responsibility, the laws pertaining to financial responsibility to children born in and out of wedlock, and laws on statutory rape are some of the issues that may be covered. Parents may opt to remove their child from any part of the human sexuality instruction.

## **INSUBORDINATION**

Any student refusing to comply with a faculty or staff member's reasonable request or directive will be considered insubordinate. Insubordination includes not following directions, not attending to learning tasks, and not displaying respect. Insubordination occurs when a student is told more than once to do something. Teachers will contact parents when students are insubordinate. Continued insubordination will result in disciplinary action as determined by the principal.

1<sup>st</sup> offense-- 8<sup>th</sup> hour, ISS, Monday School, or 1-10 days OSS depending on severity.  
Parent contact.

2<sup>nd</sup> offense-- ISS, Monday School, 1-10 days OSS. Parent conference.

3<sup>rd</sup> offense--1-10 Days OSS and long-term suspension recommended.

## **INTERNET USAGE**

Access to the school's computers, the electronic network, the Internet, and all district software, is a privilege and not a right. This privilege may be revoked at any time for abusive or malicious conduct. Students using the Internet accept the responsibility of keeping all inappropriate files, or files that could damage the reputation or the integrity of the school district from entering the schools via the Internet. According to the Halfway R-3 Acceptable Use Policy, the following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes

Adherence to this policy will be strictly enforced. Students desiring to use the Internet must complete the usage agreement form in the enrollment package and turn it into the high school secretary. Students violating the Internet access policy will face disciplinary action as determined by the principal and/or superintendent.

## **LIBRARY MEDIA CENTER**

The library/multimedia center is provided for students' academic and personal enrichment. Care should be given to all books, periodicals, equipment, computers, printers, and furniture. Students will be expected to pay for all lost or damaged materials. Student behavior in the library must be exemplary as others are there to learn. The librarian has the authority to maintain order and discipline students as necessary. Please consult the librarian for specific checkout procedures, library rules, and Internet access procedures.

## **LOCKERS**

Lockers are the property of the school district and are provided for students' convenience. Each student will be assigned a locker at the beginning of the school year. Once a locker has been assigned, students may not change without permission from the principal. Students are responsible for the contents of the locker to which

they are assigned. Lockers must be kept neat, clean, and well-organized at all times. Lockers with unauthorized locks will be removed. Lockers will be subject to periodic searches without warning. The school district shall not be held responsible for any items that are lost or stolen from lockers (both gym lockers and school lockers).

#### **LOST AND FOUND**

Lost items will be taken to the principal's secretary. Please check in the office for lost items. You will be asked to describe the lost item, in detail, before claiming it.

#### **MEDICATION POLICY**

Please refer to Nurse's Office Policy.

#### **MISSOURI SAFE SCHOOLS ACT**

It is very important for every student and parent to know that provisions of the Safe Schools Act require the Halfway School District and other districts in the state of Missouri to share discipline records when a student transfers to another school district and to make that information available to law enforcement agencies when required. It is also important to note that some disciplinary offenses must be reported to local law enforcement.

#### **MISSOURI SCHOOL VIOLENCE HOTLINE**

The Department of Public Safety – MO Juvenile Justice Advisory Group provides a free public service for reporting school violence. Tips on school violence or possible school violence may be reported or texted anonymously to 1-866-748-7047. The hotline is available 24 hours per day, 7 days per week.

#### **NOTICE OF POLICY PROHIBITING SEXUAL HARASSMENT**

The school district is committed to providing an environment free from intimidating, hostile, or offensive behavior; unwelcome sexual advances, requests for sexual favors, and other verbal/non-verbal, physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student, or other person in the district against any person is strictly prohibited. Allegations of sexual harassment shall be investigated and, if substantiated, corrective disciplinary action taken, up to and including suspension, and/or expulsion of the student or suspension and/or termination of the employee (AC Critical). Please refer to the school's administration and Board Policy AC-R Critical for resolution of discrimination complaints.

#### **NURSE'S OFFICE POLICY**

Please read the following information carefully.

Parent/Guardian will be notified by phone if their child is exhibiting illness symptoms or is injured at school and needs to be taken home. It is very important that the school has the most current phone number and address for parents along with an emergency contact number(s) in the event a child is ill or injured.

A current student health history form will be kept in the nurse's office to ensure adequate and prompt care.

### **IMMUNIZATIONS**

In accordance with the Missouri School Immunization Requirements, to attend school, all students must have received, be in compliance with, and provide satisfactory evidence of the minimum number of immunizations required. If the student is exempt from immunizations, the required documentation form must be provided.

Children will be required to be adequately immunized at the time of entrance to school. Failure to comply with requirements will result in exclusion from school until proof of compliance is provided.

Students may continue to attend school if the immunization process has begun and is progressing on a schedule as recommended by the Department of Health.

## **COMMUNICABLE DISEASES**

Students and staff are not to attend school while afflicted with any known contagious or infectious disease, or while liable to transmit such disease after having been exposed to it. School personnel may require any student to be examined by a physician if they believe the student can infect others. The student may be excluded from school until a physician determines the child cannot infect others, or until a recommended exclusion period has passed.

Students or staff with communicable diseases should not be allowed to attend or work in a school or childcare setting until they are well. By enforcing the state communicable disease regulations, excluding students who are ill, and promptly reporting all suspected cases of communicable disease, personnel working with students can help ensure the good health of the students in their care.

If your child has an elevated temperature of 100 degrees or more, he/she should remain home until they are fever free for 24 hours without the use of fever-reducing medication, such as acetaminophen/Tylenol and ibuprofen/Advil, since he/she may remain contagious to others. If your child has diarrhea or is vomiting, he/she needs to remain home until they have not had diarrhea or vomiting for 24 hours.

Exclusion days related to fever or other illness symptoms may be changed as recommended by the Polk County Health Center, in accordance with the CDC, due to ever changing COVID-19 or other pandemic recommendations.

## **HEAD LICE CONTROL**

Head lice infestations can be prevalent in the school population. While lice infestations are not life threatening, the bites can cause severe itching and in extreme cases may cause secondary infections. When a number of head lice cases occur in a school, it takes a significant amount of time away from the classroom and educational program.

If head lice are found at home, please contact the school nurse so the class can be checked – thereby helping decrease the chance of further infestations. If the nurse discovers head lice, the parent/guardian of that student will be notified, and other students who reside with the infected student will be checked. If children are not properly treated, including complete removal of nits, re-infestation may occur. In order to protect our classroom time, we are following a “no nit” policy. All students found to have evidence of a head lice infestation (lice or nits) will be excluded from school attendance until treated and all nits have been removed. Parents/guardians can be given written materials that explain methods to treat the infestation on the hair and in the home. There are several products on the market/over-the-counter for treating head lice. There are also head lice treatments that require a physician’s prescription, but that will be the parent/guardian’s choice.

If a student is infected with head lice/nits, the student should not return to school until the next day after the discovery of the head lice to allow for treatment. When a student returns they **MUST** be accompanied by a parent or guardian and will be screened by the school nurse before returning to class. If head lice/nits are found at that time, the parent/guardian will again be given instructions and the student will be excluded from school until the next day to allow for additional treatment. This process will continue until the student is free of head lice/nits. Students are **NOT** to be sent back to school on the bus without being checked by the nurse. Children who have been excluded and returned to school will be re-examined in 5-10 days to ensure that they remain free of infestation.

General head lice screenings may be done at the beginning of each semester as well at other times during the school year if needed.

## **SOILED CLOTHES PROCEDURE**

Students are to change out of soiled clothing as soon as possible. Students will not be permitted to sit in soiled clothing all day. This policy is intended to prevent the spread of infectious organisms.

## **MEDICATION POLICY**

With the exception of students in special education programs, or those with Section 504 accommodation plans, the school district is not obligated to supply or administer medication to children.

All medications will be administered by the school nurse in the health office or by another person designated by the school nurse if the nurse is unavailable.

Student medications, prescribed and over-the-counter, will only be administered with written consent on a completed and signed consent form by the parent/guardian. Consent must be given/received prior to administering medication.

### **I. Prescription Medication**

- Medication prescribed by a medical provider must be in a prescription bottle with the prescription label, and should include the student's name, date of medication prescribed, name of medication, administering instructions, and name of prescriber. Your pharmacist can give you an extra-labeled prescription bottle to use for medication sent to school. The prescription label will be considered the equivalent of a prescriber's written order/direction, and a separate document is not needed from the provider.
- The district will not administer the first dose of any medication. The school nurse will not, without clarification from the prescriber, administer any medication if the dosage exceeds the recommendations of the manufacturer.
- The parent/guardian will supply the medication in a properly labeled container from the pharmacy, with only those doses to be given at school, and with any instructions for any special need for storage, i.e., refrigeration. Medication supplies should not exceed a thirty-day supply.
- Student's with chronic conditions that require medication for emergencies should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This information will need to be provided and signed by the student's medical provider annually.
- Parent/Guardian of a student with a chronic condition (i.e. Asthma, Diabetes, Anaphylactic Reactions) may complete and sign the Authorization For Self-Carry / Administration Of Medicine At School form. This form must also be signed by the prescribing physician.

### **II. Over-the-Counter (OTC) Medications**

The school will use reasonable and prudent judgment in determining whether or not to administer any over-the-counter (OTC) medications.

- Outside of the school's medication standing orders, in accordance with the school's collaborating provider and signed consent by parent/guardian, NO over-the-counter medication will be given unless prescribed by a physician.
- Parent/Guardian must complete the parental consent for the administration of over-the-counter medication in school as approved by physician and provide the student's medical provider's information to obtain consent. Parent/Guardian may be required to provide any over-the-counter medications unless available through the school's standing orders. All over-the-counter medications received must be in their original containers.
- Medications must be age appropriate and will be dispensed as directed by physician and/or

manufacturer's labeling.

### **III. Handling, Storage and Disposal of Medications**

- A parent/guardian shall deliver all medications to be administered at school to the school nurse or other person designated by the school nurse. NO MEDICATION SHALL BE TRANSPORTED ON THE SCHOOL BUS OR BY THE STUDENT. The medication must be in a pharmacy or manufacturer's labeled container.
- Parent/Guardian may retrieve their student's medication from the school at any time.
- All medications shall be returned to the parent/guardian at the end of the school year (or the end of summer school if attending.) Medications not picked up by parent/guardian will be disposed of at the end of the school year.
- Students having medication in their possession may be subject to disciplinary action.

### **OUT-OF-SCHOOL SUSPENSION (OSS)**

Out-of-school suspension may be assigned as a consequence for inappropriate behavior. Students who are assigned out-of-school suspension may not participate in or attend any school activities (at home or at another location) and may not be on school grounds at any time during their suspension (including weekends). A student must attend one day of school, following a suspension, in order to be eligible to attend school-sponsored activities. All students who are suspended or expelled are prohibited from being on school property or within 1000 feet of school property for any reason unless permission is granted by the superintendent or designee.

Students serving out of school suspension should ask teachers for the work that they have missed in order to keep up in class. The work will be graded, and they will receive only 50% of the points/credit earned on each assignment in all of their classes for the duration of their suspension. Tests will be graded at 100% point value.

Failing to meet the condition of suspension for an offense that requires reporting to law enforcement or for an act of violence/drug-related activity, etc. is a serious offense.

1<sup>st</sup> offense – verbal warning, detention, ISS, 1-180 days OSS, or expulsion

2<sup>nd</sup> offense – verbal warning, detention, ISS, 1-180 days OSS, or expulsion

### **PARENT / TEACHER CONFERENCES**

Parent / Teacher Conferences will be held in the fall of each school year. Parents of Junior/Senior High School students do not need to schedule an appointment with their child's teachers. The teachers will be available during the conference hours for walk-in visits.

### **PARENTS**

The education of our students is a cooperative understanding between parents and the school. Please have your student in attendance every day possible. Communicate with the school and with your student's teachers for first hand information on your child's progress. Please approach school related activities, conferences and issues in a positive manner.

### **PARENT'S RIGHT TO KNOW**

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

Upon your request, our district is required to provide you in a timely manner, the following information:

- Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.

- Whether the teacher is teaching under emergency or other provisional status through which state qualifications or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

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

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

In addition -- Please be aware of the Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures -- a guide is included at the end of this handbook which includes general information, directions, and appeals information.

### **PLAGIARISM**

Plagiarism is defined as the act of stealing and passing off as one's own the ideas and/or words of another. It is also using another's work or production without crediting the source (Webster's Dictionary.) Plagiarism will be taken extremely seriously and consequences will be dispensed including a zero on the assignment.

### **POCKETKNIVES**

Possession of a knife of any size by a student is strictly prohibited on school property. Possession of a knife with a blade of 3 inches or less is not necessarily a violation of the Safe Schools Act but is still considered a weapon on school property, and could be turned over to law enforcement depending upon its intended/suspected purpose.

1<sup>st</sup> offense -- Confiscation. Parent may claim.

2<sup>nd</sup> offense -- Confiscation. Parent may claim at the end of the school year. ISS, Monday School, OSS

3<sup>rd</sup> offense -- Confiscation. OSS

### **PROM**

Students who wish to attend Prom must meet the eligibility requirements for extracurricular activities. Students of Halfway High School grades 11-12 will be permitted to invite one guest to the prom. Prom guests must be a 9<sup>th</sup> grade student or above with a maximum age of 20. All students who invite out of school guests to the prom must sign their name and the guest's name on a list established in the principal's office or other designated location. The principal approves guests. Students and/or guests who have dropped out of school will not be allowed to attend the Jr./Sr. prom. When students leave the prom they will not be permitted to return. No containers or beverages may be brought into the prom. All in attendance at the prom will be required to adhere to all district policies.

The Junior Class sponsors and representatives must present a proposal to the Board of Education if they wish to have an alternative location (other than on school grounds) for Prom.

### **PUBLIC DISPLAY OF AFFECTION**

Student displays of affection are not permitted on school property or at school-sponsored activities. Displays of affection include, but are not limited to, kissing, embracing, and inappropriate touching or groping. See SEXUAL HARASSMENT.

### **RELEASE OF STUDENT RECORDS**

(See attached Board Policy JO-R)

### **RETENTION POLICY FOR JUNIOR HIGH**

Students must pass 5 of the 8 semesters in the 4 core courses (English, Math, Science, Social Studies) during the school year in order to be promoted to the next grade.

Students must also pass 4 of the 6 remaining non-core class semesters during the school year in order to be promoted to the next grade.

Students who are under an Individual Education Plan (IEP) may or may not be required to meet the guidelines of this policy. The IEP will set forth the guideline that these students will meet.

Students who are being retained because of not meeting the above criteria will have the option of attending and passing summer school or a pre-approved equivalent tutoring program to make up no more than 2 failing grades. If they do this successfully, they may be promoted to the next grade (IKE Critical).

### **RTI (RESPONSE TO INTERVENTION)**

All students in grades 7 and 8 will participate in mandatory state testing to determine their basic skill levels in math and reading. Those students who are diagnosed to have sufficient deficiencies in one or both of those areas may be placed in RTI classes for specialized instruction to address those concerns. Regular progress monitoring will be used to determine when that instruction is no longer needed.

### **SECRET ORGANIZATIONS**

The Board of Education prohibits the organization of school-sponsored fraternities, sororities, or other secret organizations wherein membership is determined by members themselves rather than on the basis of free choice (JFCE Critical).

### **SENIOR COMPOSITE**

Halfway High School is proud to continue its tradition of hanging a composite of the graduating class in its hallowed hallways. New copyright laws and the loss of previous photographic services have made this process more challenging in recent years. Therefore, the district is establishing the following guidelines for senior composite pictures. Guidelines for Composite Photos:

- The photo and student should be vertical in orientation.
- The photo should look professionally done...no candid snapshots.
- The photo should include the senior only...no objects, hands, or background distractions.
- The pose should be a "head and shoulders only" shot.
- It should be a color photo.
- Senior should be dressed in school-appropriate attire.
- The photo must be submitted in wallet size (2.25" wide by 3.25" tall).
- The student's fall school picture may be used for the composite and will be used if another picture is not provided.
- Composite photos meeting these guidelines must be submitted to the senior class sponsors no later than December 15th of their senior year. The district will pay for the processing and framing of the composite and will proudly display it for future generations to enjoy.

### **SPORTSMANSHIP**

Halfway Junior/Senior High School values good sportsmanship and spirited support for our school. We support the Missouri State High School Activity Association's (MSHSAA) mission, which "promotes the value of participation, sportsmanship, team play, and personal excellence to develop citizens who make positive contributions to their community and support democratic principles of our state and nation." We expect our players, coaches, students, parents, and fans to display high standards of dignity and respect at all activities. Student conduct must be in accordance with the rules and expectations outlined in the Student/Parent Handbook. We hope that everyone will maintain pride in self and school. Offensive and embarrassing behavior will not be tolerated. Those who violate this rule will lose their privilege to attend school-sponsored games and



activities.

### **STATE ASSESSMENT**

The Halfway R-III School District participates in Missouri Assessment Program (MAP) and End of Course (EOC) testing. All students who are enrolled in a grade level that takes an assessment are required to participate in the testing program. Any student who has an Individualized Education Plan (IEP) will take the assessment with the necessary modifications that are stated in the IEP.

### **SUMMER SCHOOL**

Summer school courses may be available for high school students. Summer school may be available for students who need credit recovery in courses they have failed during the regular school year. Two ½ credits (or one full credit) may be granted each summer if credit recovery courses are completed successfully.

### **SURVEILLANCE IN THE SCHOOL**

Students in school are subject to observation at every place in the school at all times and in all reasonable fashions. This includes, but is not limited to video cameras, computer checks, and locker searches.

### **TARDIES TO CLASS**

A student is considered tardy if he or she is not seated in their assigned seat before the tardy bell begins to ring. Teachers may use discretion in special circumstances. Once a student has received his or her third tardy to any class, that student will be sent to the office for disciplinary actions.

3<sup>rd</sup> Tardy – Eighth Hour, Parent Notified

4<sup>th</sup> Tardy – Two Eighth Hours, Parent Notified

5<sup>th</sup> Tardy – ISS, Parent Notified

6<sup>th</sup> Tardy – Two Monday Schools, Parent Notified

7<sup>th</sup> Tardy – One day Out of School Suspension (Parent/Principal Conference)

For each eighth hour missed, the student will have to make-up the original eighth hour plus one more or may receive ISS or Monday School. If a student fails to serve either eighth hour at this point, a Monday School will be imposed. Failure to attend an assigned Monday School for tardies will result in one day of OSS plus the Monday School still must be served. Students are expected to be punctual every period. For disciplinary purposes, tardies will start over at mid-term.

Students who arrive to class more than 5 minutes late must have a written excuse from a teacher, or they will be considered "Not at Assigned Location" and will face disciplinary actions.

### **TEACHER/OFFICE AIDES**

The opportunity to be a teacher/office aide will be reserved only for seniors who have enough credits to graduate, have a proven record of leadership, trustworthiness, dependability, responsibility and integrity. The school counselor and principal will determine assignment/placement. Students will be limited to one aiding experience and must maintain a 2.0 grade point average and maintain 93% attendance in the previous school year. One unit of credit may be earned as an elective if all requirements are fulfilled.

### **TECHNOLOGY USAGE**

Students must have a signed technology agreement in order to be granted access to the district's technology resources. Technology is an integral part of the education experience but safeguards must be in place to insure safety and integrity of the systems. See attached Technology Usage Board Policy EHB-R

### **TECHNOLOGY MISCONDUCT**

A. 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 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.

1<sup>st</sup> offense – restitution, principal-student conference, loss of user privileges, detention, ISS, 1-180 days OSS

2<sup>nd</sup> offense – restitution, loss of user privileges, 1-180 days OSS, expulsion

B. 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.

1<sup>st</sup> offense – confiscation, principal-student conference, detention, ISS

2<sup>nd</sup> offense – confiscation, principal-student conference, detention, ISS, 1-180 days OSS, expulsion

C. Violation other than those listed in A and B or of Board Policy EHB and procedure EHB-AP

1<sup>st</sup> offense – restitution, principal-student conference, detention, ISS, 1-180 days OSS

2<sup>nd</sup> offense – restitution, loss of user privileges, 1-180 days OSS, expulsion

## **TELEPHONES**

Student use of classroom telephones is prohibited. Students may use the office telephones any time classes are not in progress or at any time if there is an emergency. All telephone calls require administrative or secretarial approval. If a student receives a telephone message during the day, the message will be delivered during transition between classes, at lunch, or at a convenient time for the messenger.

Cellular telephones, pagers, beepers and other telecommunication devices are not to be used or visible during the school day without administrative approval.

## **TOBACCO/TOBACCO RELATED SUBSTANCES**

All “snuff,” “dip,” “chew,” smoking and/or vaping and similar substances will be treated as tobacco regardless of chemical composition.

## **TRANSFER CREDITS**

Transfer credits will be evaluated and interpreted by the high school counselor. The Halfway R-III School District recognizes units of credit obtained through accredited schools, including credits earned through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer-driven or online courses. For the 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 (NCA), the Independent Schools Association of the Central States (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 that state’s or country’s department of education, NCA, ISACS or the equivalent agencies.

Acceptance of transfer credits for correspondence courses delivered through these approved sources but taken outside of regular school hours will be limited to core subject areas only, with a maximum of 2.0 correspondence credit will be accepted. The courses must have been taken during the student’s high school career. All MoVIP courses will be accepted as mandated by law.

## **TRUANCY**

Students who are absent from school without the knowledge and consent of their parent/guardian and the administration, or students who leave school during the day without administrative consent, shall be considered truant from school. Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians. Any work missed during truancy may not be completed for credit (JEDA Critical). If a pattern of truancy develops, the local juvenile authorities will be contacted immediately. See ATTENDANCE POLICY.

## **VANDALISM**

Incidents of willful or malicious abuse, destruction, defacing, damage and/or theft of the school's property are clearly contrary to the best interest of the school district and injurious to the rights and welfare of the entire community. The Board shall seek all legal redress against persons found to have committed such acts. Students found guilty of willfully defacing, damaging, abusing, destroying, or stealing any school property will pay for all damages caused thereby, and may be suspended or expelled as provided by law. Depending upon the seriousness of the vandalism or theft, the action may be reported to the local law enforcement agencies (ECA Critical).

### **VISITORS**

Any person not enrolled as a student in this school or employed as a staff member must report to the office upon entering the building. All classroom visitors must have prior administrative approval. No school age visitors will be allowed during school hours. Parents and patrons of the district are always welcome in our schools. They should check in with the office upon arrival. It is always best to schedule an appointment with the teacher(s) or principal ahead of time.

### **WEBSITE INFORMATION**

The Halfway R-III School has a website that provides information about the school, staff, and activities. The website is located at <http://www.halfwayschools.org>.

### **WEIGHTED COURSES**

Weighted courses provide students with an incentive to take advanced classes during high school. The grades are weighted as 1.20 instead of the usual 1.0. For example, a grade of B (3.0 on a regular scale) becomes a 3.6 on the weighted grading scale.

For a list of offered weighted courses, please check with the school counselor. All dual enrollment courses will be considered weighted classes. These courses were determined to be advanced courses that required intense study and critical thinking skills. In addition, the courses are predominately available to juniors and seniors. (revised by school board, 1-17-18) When offered, a student may take a dual credit course for high school credit only and will receive weighted credit.

### **WORK RELEASE**

Students may earn a maximum of two credits towards graduation under the work release program. The work release program is open to seniors only unless approved by the board. Students must average a minimum of 10 hours of work per week per credit for the entire duration of the school year. All students in the work release program must be taking an approved Career Education class directly connected to their employment in order to be eligible for the work release program. All work release students will be under the supervision of the work release teacher-supervisor and their employer. All students who plan to participate in the work release program must plan their underclass schedules carefully (see GRADUATION REQUIREMENTS). They must also have maintained a 93% attendance rate in the previous school year. All grades will be assigned by the work release teacher-supervisor and will be based upon reports received from employers. Students involved in the work release program will not be permitted to stay on campus during their work release schedules without administrative approval. Work release students must either report to work or report home during their work release schedule. Being on school premises without administrative approval during work release time may result in loss of work release privileges. Should a student become unemployed during work release, he/she will be required to return to school and enroll in regular classes during the second semester and will not be granted work release again. If the unemployment occurs due to no fault of the student, the student may re-apply for work release for the next semester. Work release students are required to be gainfully employed in a career-oriented job that pays state and federal taxes and is covered by Workers' Compensation. If Workers' Compensation is not provided by the employer, the student and/or parents will be required to sign a waiver of liability for the district.

## **Additional Prohibited Conduct**

**Lighters or other Ignition Sources** – Bringing to school and/or using a lighter or other ignition source for any purpose while on school grounds or at school activities.

**1<sup>st</sup> offense** – Confiscation, detention, Monday School, ISS, and/or 1-10 days OSS

**Subsequent offenses** – Confiscation, Monday School, ISS, and/or 1-180 days OSS

**Live Ammunition and/or Explosives** - Possession and/or use of any instrument or device which is deemed live ammunition or other explosive device, including any type of fireworks

**1<sup>st</sup> offense** – Confiscation, Monday School, ISS, 1-180 days OSS, expulsion, and/or notification of law enforcement

**Subsequent offenses** – 10-180 days OSS, expulsion, and/or notification of law enforcement

**Not Being Present at Assigned Location** – Absence from assigned location without teacher permission while still present on school grounds

**1<sup>st</sup> offense** – principal/student conference, detention, 1-3 days ISS, and/or Monday School

**Subsequent offenses** – 1-3 days ISS, Monday School, and/or OSS

**Pocketknife** – Possession and/or use of a pocketknife. A pocketknife as defined by RSMo 571.010 is “any ordinary pocketknife with no blade more than four inches in length.” (For all other knives, see “Weapons” section).

**1<sup>st</sup> offense** – Confiscation, principal/student conference, detention, ISS, 1-180 days OSS, and/or expulsion

**Subsequent offense** – Detention, ISS, 1-180 days OSS, and/or expulsion

The principal and/or superintendent are authorized to modify or even waive these steps depending upon the severity of the offense. The above-mentioned consequences are merely a guideline for imposing reasonable consequences. The rules listed above are not intended to include every violation. Incidents not listed above will be handled on an individual basis.

## **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on district property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off district property. The district may also discipline students for off-campus conduct that negatively impacts the educational environment, to the extent allowed by law.

### **Reporting to Law Enforcement**

It is the policy of the Halfway R-III School District to report all crimes occurring on district property to law enforcement including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

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 days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

### **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the

superintendent or designee. In addition, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school, if appropriate.

In accordance with law, any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates the prohibitions in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below.

### **Impact on Grades**

As with any absence, absences due to an out of school suspension may result in the student earning a lower grade in accordance with the district's policy on absences.

### **Prohibited Conduct**

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

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

First Offense:	No credit for the work, grade reduction, replacement assignment, detention or out-of-school suspension.
Subsequent Offense:	No credit for the work, grade reduction, course failure, removal from extracurricular activities, detention or out-of-school suspension.

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

First Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate. Report to Law Enforcement if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Restitution if appropriate. Report to Law Enforcement if appropriate.

**Assault**

- Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to Law Enforcement if appropriate.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to Law Enforcement if appropriate.

- Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10-180 days out-of-school suspension or expulsion. Report to Law Enforcement if appropriate.
Subsequent Offense:	Expulsion. Report to Law Enforcement if appropriate.

**Automobile/Vehicle Misuse** - Uncourteous or unsafe driving on or around district 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 district property.

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension. Towing at owner's expense if necessary.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension. Towing at owner's expense if necessary.

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

First Offense:	Detention, in-school suspension, or 1-180 days out-of-school suspension. Report to Law Enforcement if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Report to Law Enforcement if appropriate.

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



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

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

**Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)** - Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

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

**Drugs/Alcohol (see Board policies JFCH and JHCD)**

1. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation, **including performance enhancing substances.**

First Offense:	In-school suspension or 1-180 days out-of-school suspension. Report to Law Enforcement if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Report to Law Enforcement if appropriate.

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

First Offense:	In-school suspension or 1-180 days out-of-school suspension. Report to Law Enforcement if appropriate.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion. Report to Law Enforcement if appropriate.

3. Sale, purchase or distribution of any prescription drug, alcohol, **performance-enhancing substance**, 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:	1-180 days out-of-school suspension or expulsion. Report to Law Enforcement if appropriate.
Subsequent Offense:	11-180 days out-of-school suspension or expulsion. Report to Law Enforcement if appropriate.

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

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

**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension. Report to Law Enforcement if appropriate.
Subsequent Offense:	Restitution. Detention or in-school suspension. Report to Law Enforcement if appropriate.

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

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

First Offense:	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

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

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

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report to Law Enforcement if appropriate.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to Law Enforcement if appropriate.

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

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

**Harassment, including Sexual Harassment (see Board policy AC)**

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

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to Law Enforcement if appropriate.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to Law Enforcement if appropriate.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to Law Enforcement if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Report to Law Enforcement if appropriate.

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

First Offense:	In-school suspension or 1-180 days out-of-school suspension. Report to Law Enforcement if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Report to Law Enforcement if appropriate.

**Incendiary Devices or Fireworks** - Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

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

**Nuisance Items** - Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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

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

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

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** - Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension. Report to Law Enforcement if appropriate.
Subsequent Offense:	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to Law Enforcement if appropriate.

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report to Law Enforcement if appropriate.
Subsequent Offense:	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to Law Enforcement if appropriate.

**Technology Misconduct (see Board policies EHB and KKB and procedure EHB-AP)**

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

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

2. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including class change time, mealtimes or instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

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.

3. Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

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.

4. Use of audio or visual recording equipment in violation of Board policy KKB.

First Offense:	Confiscation. Principal/Student conference, detention, or in-school suspension. Report to Law Enforcement if appropriate.
Subsequent Offense:	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. Report to Law Enforcement if appropriate.

**Theft** - Theft, attempted theft or knowing possession of stolen property.

First Offense:	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report to Law Enforcement if appropriate.
Subsequent Offense:	Return of or restitution for property. 1-180 days out-of-school suspension or expulsion. Report to Law Enforcement if appropriate.

**Threats or Verbal Assault** - Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

First Offense:	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to Law Enforcement if appropriate.
Subsequent Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to Law Enforcement if appropriate.

### **Tobacco**

1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

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

2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.



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 JED and procedures JED-AP1 and JED-AP2)** - Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district.

First Offense:	Principal/Student conference, detention, or 1-3 days in-school suspension. Report to Law Enforcement if appropriate.
Subsequent Offense:	Detention or 3-10 days in-school suspension, and removal from extracurricular activities. Report to Law Enforcement if appropriate.

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension. Report to Law Enforcement if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Report to Law Enforcement if appropriate.

**Vandalism (see Board policy ECA)** - Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

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

**Weapons (see Board policy JFCJ)**

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

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to Law Enforcement if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Report to Law Enforcement if appropriate.

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

First Offense:	One calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent. Report to Law Enforcement if appropriate.
Subsequent Offense:	Expulsion. Report to Law Enforcement if appropriate.

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

First Offense:	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to Law Enforcement if appropriate.
Subsequent Offense:	1-180 days out-of-school suspension or expulsion. Report to Law Enforcement if appropriate.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Board Policy JG-R  
Page 15

Adopted: September 15, 2004

Revised: February 20, 2008  
January 19, 2011  
March 13, 2013

MSIP Refs: 6.6

Halfway R-III School District, Halfway, Missouri

## CORPORAL PUNISHMENT

Corporal punishment, as a measure of correction or of maintaining discipline and order in schools, is permitted. However, it shall be used only when all other alternative means of discipline have failed, and then only in reasonable form and upon the recommendation of the principal. If found necessary, it should be administered by a school administrator in the presence of a certified staff member. It should never be inflicted in the presence of other pupils, nor without a witness.

Corporal punishment shall be administered only by swatting the buttocks with a paddle. When it becomes necessary to use corporal punishment, it shall be administered so that there can be no chance of bodily injury or harm. Striking a student on the head or face is not permitted.

The administrator shall submit a report to the superintendent, explaining the reason for the use of corporal punishment as well as the details of the administration of the same.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of the student or other persons or to protect property of the school district. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: November 20, 2001

Revised: January 19, 2011

Cross Refs: JG, Student Discipline  
JHG, Reporting and Investigating Child Abuse/Neglect

Legal Refs: §§ 160.261, 171.011, 563.061, RSMo.

Halfway R-III School District, Halfway, Missouri

## **TECHNOLOGY USAGE** *(Technology Safety)*

### **Student Users**

No student will be given access to the district's technology resources until the district receives a *User Agreement* signed by the student and the student's parent(s), guardian(s) or person(s) standing in the place of a parent. Students who are 18 or who are otherwise able to enter into an enforceable contract may sign the *User Agreement* without additional signatures. Students who do not have a *User Agreement* on file with the district may be granted permission to use district technology by the superintendent or designee.

### **Employee Users**

No employee will be given access to the district's technology resources before the district has a signer *User Agreement* on the file. Authorized employee may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies, regulations or procedures, hinder the use of the district's technology for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology is considered unreasonable. Any use that interferes with the effective and professional performance of the employee's job is considered unreasonable.

Because computers are shared resources, it is not appropriate for an employee to access, view, display, store, print or disseminate information via district resources, including e-mail or Internet access, that students or other users could not access, view, display, store, print or disseminate without authorization by the district.

### **Board Member Users**

Members of the school Board may be granted user privileges, including an e-mail address, upon completion of a *User Agreement*. Board members will set an example of responsible use and will abide by district policies, regulations and procedures. Board members will comply the Missouri Sunshine Law.

### **External Users**

Consultants, counsel, independent contractors and other persons having professional business with this school district may also be granted user privileges at the discretion of the superintendent or designee, subject to completion of a *User Agreement* and for the sole, limited purpose of conducting business with the school. External users must abide by all laws, district policies, regulations and procedures.

### **Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources.

All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and students technology usage. Electronic communications, all data stored on the district's technology resources and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

### **Violations of Technology Usage Policies and Procedures**

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

### **Damages**

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

### **General Rules and Responsibilities**

The following rules and responsibilities will be followed by all users of the district technology resources:

1. Applying for a user ID under false pretenses is prohibited.
2. Using another person's user ID and/or password is prohibited.
3. Sharing one's user ID and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the ID or password assigned to the user.
4. Deleting, examining, copying or modifying files and/or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Unless authorized by the district, noneducational Internet usage is prohibited.
7. Use of district technology for soliciting, advertising, fundraising, commercial purposes or for financial gain is prohibited, unless authorized by the district.
8. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.
9. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
10. Accessing, viewing or disseminating information using district resources, including e-mail or Internet access, that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, pervasively indecent or vulgar, or advertising any product or service not permitted to minors is prohibited.
11. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
12. Accessing, viewing or disseminating information using school or district resources, including e-mail or Internet access, that constitutes insulting or fighting words, the

very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful school regulations is prohibited.

13. Any use that has the purpose or effect of discriminating or harassing any person or persons on the basis of race, color, religion, sex, national origin, ancestry, disability, age, pregnancy or use of leave protected by the Family and Medical Leave Act or the violation of any person's rights under applicable laws is prohibited. See policy AC and regulation AC-R.
14. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction is prohibited, regardless of the location or the duration of the disruption.
15. Users may only install and use properly licensed software, audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
16. At no time will district technology or software be removed from the district premises, unless authorized by the district.
17. All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission from an administrator. All users will be held accountable for any damage they cause to district technology resources.
18. All damages incurred due to the misuse of the district's technology will be charged to the user. The district will hold all users accountable for the damage incurred and will seek both criminal and civil remedies, as necessary.

#### **Technology Security and Unauthorized Access**

All users shall immediately report any security problems or misuse of the district's technology resources to a teacher or administrator.

No person will be given access to district technology if he or she is considered a security risk by the superintendent or designee.



Use of district technology resources in attempting to gain or gaining unauthorized access to any technology system or the files of another is prohibited.

Use of district technology to connect to other systems, in evasion of the physical limitations of the remote system, is prohibited.

The unauthorized copying of system files is prohibited.

Intentional or negligent attempts, whether successful or unsuccessful, to interfere with the ability of others to utilize any district technology are prohibited.

Any attempts to secure a higher level of privilege on the technology resources without authorization are prohibited.

The introduction of computer viruses, hacking tools or other disruptive/destructive programs into a school or district computer, network or any external networks is prohibited.

**Online Safety – Disclosure, Use and Dissemination of Personal Information**

1. All students will be instructed on the dangers of sharing personal information about themselves or others over the Internet.
2. Student users are prohibited from sharing personal information about themselves or others over the Internet, unless authorized by the district.
3. Student users shall not agree to meet with someone they have met online without parental approval.
4. A student user shall promptly disclose to his or her teacher or another school employee any message the user receives that is inappropriate or makes the user feel uncomfortable.
5. Users shall receive or transmit communications using only district-approved and district-managed communication systems. For example, users may not use web-based e-mail, messaging, videoconferencing or chat services, except in special cases where arrangements have been made in advance and approved by the district.
6. All district employees will abide by state and federal law, Board policies and district rules including, but not limited to, policy JO and regulation JO-R when communicating information about personally identifiable students.

7. Employees shall not transmit confidential student information using district technology, unless designated for that use. Employees will take precautions to prevent negligent disclosure of student information or student records.
8. No curricular or noncurricular publication distributed using district technology will include the address, phone number or e-mail address of any student without permission.

### **Electronic Mail**

A user is responsible for all e-mail originating from the user's ID or password.

1. Forgery or attempted forgery of e-mail messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify e-mail of other users are prohibited.
3. Users are prohibited from sending unsolicited electronic mail to more than (1) addresses per message, per day, unless the communication is a necessary, employment-related function or an authorized publication.
4. All users must adhere to the same standards for communicating online that are expected in the classroom and that are consistent with district policies, regulations and procedures.

### **Exceptions**

Exceptions to district rules will be made for district employee or agents conducting an investigation of a use that potentially violates the law, district policies, regulations or procedures. Exceptions will also be made for technology administrators who need access to district technology resources to maintain the district's resources or examine and delete data stored on district computers as allowed by the district's retention policy.

### **Waiver**

Any user who believes he or she has a legitimate reason for using the district's technology in a manner that may violate any of the district's adopted policies, regulations and procedures may request a waiver from the building principal, superintendent or their designee. In making the decision to grant a waiver to a student, the administrator shall consider the purpose, age, maturity and level of supervision involved.

### **No Warranty/No Endorsement**

The district makes no warranties of any kind, whether expressed or implied, for the services, products or access it provides. The district's technology resources are available on an "as is, as available" basis. The district is not responsible for loss of data, delays, non-deliveries, misdeliveries or service interruptions. The district does not guarantee the accuracy or quality of information obtained from the Internet or use of its technology resources. Access does not include endorsement of content or the accuracy of the information obtained.

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**Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.**

Approved: July 17, 2003

Revised:

Legal Refs: §§ 170.051, 171.011, 182.827, 431.055, .056, 537.525, 542.402, 569.095 - .099, 610.010 - .028, RSMo.

Chapter 573, Revised Statutes of Missouri (*passim*)

Children's Internet Protection Act, 47 U.S.C. 254(h)

Electronic Communications Privacy Act, 18 U.S.C. §§ 2510-2502

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232(g)

Federal Wiretap Act, 18 U.S.C. §§ 2511 *et.seq.*

Stored Communications Act, 18 U.S.C. §§ 2701 *et.seq.*

*Reno v. ACLU*, 521 U.S. 844 (1997)

*Ginsberg v. New York*, 390 U.S. 629 (1968)

*FCC v. Pacifica Foundation*, 438 U.S. 726 (1978)

*Hazelwood v. Kuhlmeier*, 484 U.S. 260 (1988)

*Bethel Sch. District No. 403 v. Fraser*, 478 U.S. 675 (1986)

*Sony Corporation of America v. Universal City Studios, Inc.*, 464 U.S. 417 (1984)

*Henerey by Henerey v. City of St. Charles School District*, 200 F.3d 1128 (8<sup>th</sup> Cir. 1999)

*Bystrom v. Fridley High Sch. Ind. Sch. Dist.*, 822 F.2d 747 (8<sup>th</sup> Cir. 1987)

*Urofsky v. Gilmore*, 216 F.3d 401 (4<sup>th</sup> Cir. 2000)

*J.S. v. Bethlehem Area Sch. Dist.*, 757 A.2d 412 (Pa. Comw. 2000)

*Beussink v. Woodland R-IV Sch. Dist.*, 30 F. Supp. Ed 1175 (E.D. Mo 1998)

Halfway R-III School District, Halfway, Missouri

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one 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 (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. 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, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

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

Halfway R-III Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Halfway R-III Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Halfway R-III Schools will also directly notify, such as through U.S. Mail or email, 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 of the specific activity or survey. Halfway R-III Schools 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. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

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

**PUBLIC NOTICE**  
**CONCERNING SPECIAL EDUCATION AND RELATED SERVICES TO CHILDREN AGES THREE TO**  
**TWENTY-ONE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. Halfway R-III Schools assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

Halfway R-III Schools 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.

Halfway R-III Schools 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 (FERPA).

Halfway R-III Schools 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 in Superintendent's Office during regular school days.

This notice will be provided in native languages as appropriate.

## 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, misapplies, 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: (insert your individual district's policy here such as submitting to the superintendent, board president, etc.)

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, misapplies, 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.

## NONDISCRIMINATION AND ANTI-HARASSMENT

### **A. Anti-Discrimination Law Compliance**

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

### **B. Collateral Prohibitions**

As part of this obligation, the Board is also prohibited from, and declares a policy against:

- (1) Retaliatory actions based on making complaints of prohibited discrimination or participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination;
- (2) Aiding, abetting, inciting, compelling or coercing discrimination; and
- (3) Discrimination against any person because of such person's association with a person protected from discrimination due to one or more of the above-stated characteristics.

### **C. Compliance Officer Appointment**

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy districtwide:

Superintendent  
2150 Highway 32  
Halfway, MO 65663  
Phone: 417-445-2351  
Fax: 417-445-2026

**D. Reporting and Complaint**

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the coordinator. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to: (Name of Office, Address, Phone, Fax), who will assume the coordinator's duties for the purpose of that complaint.

**E. Grievance Procedure and Resolution of Complaints**

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

**F. Confidentiality and Records**

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance coordinator and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution, only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

**G. Public Notice and Dissemination**

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

**H. Limitations**

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis estop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

\* \* \* \* \*



**Note:** *The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: September 15, 2003

Revised:

Cross Refs: EHB, Technology Usage

GBCB, Staff Conduct

GBEBB, Employee Alcohol and Drug Testing

GBH, Staff/Student Relations

GBM, Staff Complaints and Grievances

GCD, Professional Staff Recruiting and Hiring

GDC, Support Staff Recruiting and Hiring

IGBA, Programs for Students with Disabilities

IGBCB, Programs for Migrant Students

IGBH, Programs for Limited English Proficient/Language Minority Students

IGD, District-Sponsored Extracurricular Activities and Organizations

IGDJ, Interscholastic Athletics

JFCF, Hazing and Bullying

JFH, Student Complaints and Grievances

KL, Public Complaints

Legal Refs: P.L. 92-318, Education Amendments of 1972, Title IX 45 CFR, Parts 81, 86 (*Federal Register*, June 4, 1975; August 11, 1975)

"Notice of Nondiscrimination," Office of Civil Rights, U.S. Dept. of Ed., September 1996

Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d *et seq.*

Title VII of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000e *et seq.*

Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213

Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681

Rehabilitation Act of 1973, 29 U.S.C. § 794

Family and Medical Leave Act, Prohibited Acts, 29 U.S.C. § 2615

Fair Labor Standards Act, Equal Pay Provisions, 29 U.S.C. § 206(d)

Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487

Age Discrimination in Employment Act, 29 U.S.C. §§ 621 *et seq.*

Age Discrimination Act of 1975, 42 U.S.C. §§ 6101 *et seq.*

Missouri Human Rights Act, §§ 213.010 *et seq.*, RSMo.

Female Employees' Wages, §§ 290.400 *et seq.*, RSMo.

*Gebser et al. v. Lago Vista Ind. School Dist.*, 118 S.Ct. 1989 (1998)

*Faragher v. City of Boca Raton*, 118 S.Ct. 2275 (1998)

*Burlington Industries v. Ellerth*, 118 S.Ct. 2257 (1998)

*Oncale v. Sundowner Offshore*, 118 S.Ct. 998 (1998)

*Harris v. Forklift Systems, Inc.*, 510 U.S. 17 (1993)

*Davis v. Monroe County Bd. of Ed.*, 120 F.3d (11th Cir. 1997), *Cert. granted*, S.Ct. (1998)

Halfway R-III School District, Halfway, Missouri

## PROGRAMS FOR ENGLISH LANGUAGE LEARNERS

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs. Identifying students who are English language learners (ELL) and ensuring them equal access to appropriate programs are the first steps to improving their academic achievement levels.

### Definitions

*Language Minority (LM)* -- Refers to a student whose linguistic background, such as country of birth or home environment, includes languages other than English. Language minority is based solely on the student's language background and not on proficiency.

*Limited English Proficiency (LEP)* -- Proficiency in reading, writing, listening or speaking English that is below grade- and age-level peers. Limited English proficiency is based on the assessment of a student's English language proficiency.

*English Language Learner* -- Refers to an LM student with limited English proficiency.

*English for Speakers of Other Languages (ESOL)* -- An instructional approach that can include structured ESOL immersion, content-based ESOL and pull-out ESOL instruction.

1. Structured ESOL immersion involves a bilingual teacher and a self-contained classroom.
2. Content-based ESOL allows the student to remain in the regular classroom and focuses on delivering content in an adapted English format.
3. Pull-out ESOL periodically removes students from the regular classroom for instruction in English.

*Bilingual Education* -- An instructional approach that explicitly includes the student's native language in instruction. This approach requires an instructor fluent in the student's native language and proficient in content areas and is often used where many ELL students share the same language and where qualified bilingual teachers are available.

*Child* -- Any individual age 3-21.

*Parent* -- Parent, legal guardian or person otherwise responsible for the child.

*Language Instruction Education Program* -- An instructional course in which an ELL child is placed for the purpose of developing and attaining English proficiency while meeting challenging state academic achievement standards as required by law. The program may make instructional use of both English and a child's native language and may include the participation

of English proficient children if such course is designed to enable all participating children to become proficient in English and a second language.

The district's coordinator for ELL programs is Katie Henderson.

The Board directs the coordinator to develop and implement language instruction programs that:

1. Identify language minority students through the use of a Student Home Language survey (see IGBH-AF1). The building administrator will develop procedures to ensure that all new and currently enrolled students complete the Home Language survey.
2. Identify LM students who are also English language learners. Any student who indicates the use of a language other than English will be assessed for English proficiency using the state-provided assessment instrument.
3. Determine the appropriate instructional environment for ELL students.
4. Annually assess the English proficiency of ELL students and monitor the progress of students receiving ESOL or bilingual instruction in order to determine their readiness for the mainstream classroom environment.
5. Provide parents with notice of and information regarding the instructional program as required by law. Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: October 20, 2004

Revised: February 20, 2008

Cross Refs: AC, Prohibition Against Illegal Discrimination and Harassment  
CGC, State and Federal Programs Administration

MSIP Refs: 8.3.1

Legal Refs: Equal Educational Opportunities Act, 20 U.S.C. § 1703(f)  
English Language Acquisition, Language Enhancement, and Academic Achievement  
Act, 20 U.S.C. §§ 6811 - 6871

Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d

34 C.F.R. Part 100

*Plyler v. Doe*, 457 U.S. 202 (1982)

*Lau v. Nichols*, 414 U.S. 563 (1974)

*Castaneda v. Pickard*, 648 F.2d 989 (5th Cir.1981)

Halfway R-III School District, Halfway, Missouri

## **PROGRAMS FOR HOMELESS STUDENTS**

The Halfway R-III School District Board of Education recognizes that homelessness alone should not be sufficient reason to separate students from the mainstream school environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the school district have access to a free and appropriate public education.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one (1) of the above-described circumstances.

### **Enrollment/Placement**

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. To the extent feasible, and in accordance with the homeless student's best interest, the homeless student should continue his or her education in the school of origin, except when contrary to the wishes of the parent or guardian. If the homeless student is unaccompanied by a parent or guardian, the homeless coordinator will consider the views of the homeless student in deciding where he or she will be educated. The choice regarding placement shall be made regardless of whether the homeless student lives with the homeless parents or has been temporarily placed elsewhere.

The school selected shall immediately enroll the homeless student even if he or she is unable to produce records normally required for enrollment, such as previous academic records, immunization records, proof of residency or other documentation. However, the district may require a parent or guardian of a homeless student to submit contact information.

The district must provide a written explanation, including a statement regarding the right to appeal, to the homeless student's parent or guardian, or to the homeless student if unaccompanied, if the district sends him or her to a school other than the school of origin or other than a school requested by the parent or guardian.

If a dispute arises over school selection or enrollment in a school, the homeless student shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute. The homeless student, parent or guardian shall be referred to the district homeless coordinator, who will carry out the dispute resolution process as expeditiously as possible.

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled.

### **Services**

Each homeless student shall be provided services comparable to services offered to other students in the district including, but not limited to, transportation services; educational services for which the student meets the eligibility criteria, such as educational programs for disadvantaged students, students with disabilities and gifted students; vocational programs and technical education; school meals programs; preschool programs; before- and after-school care programs; and programs for students with limited English proficiency. Homeless students will not be segregated in a separate school or in a separate program within a school based on the students' status as homeless.

### **Transportation**

If the homeless student's school of origin and temporary housing are located in the Halfway R-III School District, the district will provide transportation to and from the school of origin at the request of the parent, guardian or homeless coordinator, provided it is in the best interest of the student. If the homeless student's school of origin and temporary housing are located in two (2) different school districts, the districts will equally share the responsibility and costs for transporting the student.

### **Records**

Any records ordinarily kept by the school for each homeless student, including immunization records, academic records, birth certificates, guardianship records and evaluations for special services or programs shall be maintained so that appropriate services may be given the student, so that necessary referrals can be made and so that records may be transferred in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents in accordance with the Family Educational Rights and Privacy Act (FERPA).

### **Coordinator**

The Board designates the following individual to act as the district's homeless coordinator:

Elementary Principal  
2150 Highway 32, Half Way, MO  
Phone 417-445-2215

The district shall inform school personnel, service providers and advocates working with homeless families of the duties of the district homeless coordinator. The homeless coordinator will ensure that:

1. Homeless students are identified by school personnel and by other entities and agencies with which the school coordinates activities.
2. Homeless students enroll and have a full and equal opportunity to succeed in schools in the district.
3. Homeless families and students receive educational services for which they are eligible, including Head Start, Even Start and preschool programs administered by the district, as well as referrals to health care services, dental services, mental health services and other appropriate services based on their assessed needs.
4. The parents or guardians of homeless students are informed of the educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children.
5. Public notice of the educational rights of homeless students is disseminated where such students receive services, such as schools, family shelters and soup kitchens.
6. Enrollment disputes are mediated in accordance with law.
7. The parent or guardian of a homeless student and any unaccompanied student is fully informed of all transportation services, including transportation to the school of origin, and is assisted in accessing transportation to the school selected.
8. Unaccompanied students will be assisted in placement or enrollment decisions, their views will be considered and they will be provided notice of the right to appeal.
9. Students who need to obtain immunizations, or immunization or medical records, will receive assistance.

### **Resolving Grievances**

*Level I* -- A complaint regarding the placement or education of a homeless student shall first be presented orally and informally to the district's homeless coordinator. If the complaint is not promptly resolved, the complainant may present a formal written complaint (grievance) to the homeless coordinator. The written charge must include the following information: date of filing, description of alleged grievances, the name of the person or persons involved and a recapitulation of the action taken during the informal charge stage. Within five (5) business days after receiving the complaint, the coordinator shall state a decision in writing to the complainant, with supporting evidence and reasons. In addition, the coordinator will inform the superintendent of the formal complaint and the disposition.

*Level II* -- Within five (5) business days after receiving the decision at Level I, the complainant may appeal the decision to the superintendent by filing a written appeals package. This package shall consist of the complainant's grievance and the decision rendered at Level I. The superintendent will arrange for a personal conference with the complainant at his or her earliest mutual convenience. Within five (5) business days after receiving the complaint, the superintendent shall state a decision in writing to the complainant, with supporting evidence and reasons.

*Level III* -- If a resolution is not reached in Level II, a similar written appeals package shall be directed through the superintendent to the Board of Education requesting a hearing before the Board at the next regularly scheduled or specially called meeting. Within 30 business days after receiving the appeals package, the Board shall state its decision and reply in writing to the parties involved. For district purposes, the decision of the Board of Education is final.

*Level IV* -- If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons for dissatisfaction may be filed with the State Homeless Coordinator, Federal Discretionary Grants, P. O. Box 480, Jefferson City, MO, 65102-0480. An appeal of this decision can be made within ten (10) days to the Deputy Commissioner of Education.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: September 15, 2003

Revised:

Cross Refs: EEA, Student Transportation Services  
JEC, School Admissions  
JECA, Admission of Resident Students  
JECB, Admission of Nonresident Students  
JECC, Assignment of Students to Grade Levels/Classes

Legal Refs: §§ 167.020, .181, 210.003, RSMo.  
19 CSR 20-28.010

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g  
34 C.F.R. Part 99

McKinney-Vento Homeless Education Assistance Improvements Act of 2001, 42  
U.S.C. § 11431 *et seq.*

Halfway R-III School District, Halfway, Missouri

## PROGRAMS FOR MIGRANT STUDENTS

The Board of Education of the Halfway R-III School District directs the administration to identify migratory children in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory children the district will:

1. Identify migratory students and assess the educational and related health and social needs of each identified student.
2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.
3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all children are expected to meet.
4. To the extent feasible, provide advocacy and outreach programs to migratory children and their families and professional development for district staff.
5. Provide parents an opportunity for meaningful participation in the program.

If a migrant student is identified by the district, the superintendent or designee will notify the State Director and request assistance if needed.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: July 17, 2003

Revised:

Cross Refs: AC, Nondiscrimination and Anti-Harassment

CGC, State and Federal Programs Administration

IGBC, Parent/Family Involvement in Instructional and Other Programs

IGBCA, Programs for Homeless Students

IGBH, Programs for Limited English Proficient/Language Minority Students

JEC, School Admissions

Legal Refs: No Child Left Behind Act of 2001, P.L. 107-110

34 C.F.R. §§ 200.40 - .45

Halfway R-III School District, Halfway, Missouri



## **ASSESSMENT PROGRAM**

The district will use assessments as one (1) indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will annually review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

### **District Assessment Plan**

The superintendent or designee shall ensure that the district has a written assessment plan that will test competency in the subject areas of English, reading, language arts, science, mathematics, social studies and civics, as required by law.

The purposes of the district wide assessment plan are to facilitate and provide information for the following:

1. *Student Achievement* - To produce information about relative student achievement so that parents/guardians, students and teachers have a baseline against which to monitor academic progress. Within the limitations of group testing instruments, the information should be useful to serve as a validation device for other measures of student progress.
2. *Student Guidance* - To serve as a tool for implementing the district's student guidance program.
3. *Instructional Change* - To provide data that will assist in the preparation of recommendations for instructional program changes to:
  - a. Help teachers with instructional decisions, plans and changes regarding classroom objectives and program implementation.
  - b. Help the professional staff formulate and recommend instructional policy.
  - c. Help the Board of Education adopt instructional policies.
4. *School and District Evaluation* - To provide indicators of the progress of the district toward established goals.

5. *Adequate Yearly Progress* - To determine student progress toward meeting the goals established by the Missouri State Board of Education pursuant to the No Child Left Behind Act.

There shall be broad-based involvement in the development of the assessment program and its implementation. Instructional staff will be given training and responsibilities in coordinating the program. Every effort will be made to ensure that testing contributes to the learning process rather than detracts from it. Efforts shall also be made to incorporate necessary culture-free and culture-fair tests to assure that measurements are reasonably accurate.

### **Reading Assessment**

The district will administer a reading assessment to students in third, fourth, fifth and sixth grades to determine whether additional reading instruction and retention are needed, as required by law. The district will also administer a reading assessment to all students who transfer to the district in grades four, five or six, and to all students attending summer school due to a reading deficiency, as required by law.

The reading assessment will be a recognized method, or combination of methods, of assessing a student's reading ability. Results of assessments will be expressed as reading at a particular grade level. The superintendent or designee will determine which methods of reading assessment the district will utilize.

### **English Proficiency Assessments**

The district will annually assess the English reading, writing and oral language skills of its students with limited English proficiency.

### **Statewide Assessments**

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the Show-Me Standards, as set forth by the Missouri State Board of Education.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an Individualized Education Program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

The district's policy on student participation in statewide assessments shall be provided at the beginning of the school year to each student and the parent, guardian or other person responsible for every student under 18 years of age. The policy will also be kept in the district office and be available for viewing by the public during business hours of the district office.

### **National Assessment of Educational Progress**

If chosen, the district will participate in the National Assessment of Educational Progress (NAEP) as required by law.

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*Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.*

Adopted: September 15, 2004

Revised: May 18, 2005  
March 17, 2010

Cross Refs: JHD, Student Guidance and Counseling  
JO, Student Records  
KB, Public Information Program

MSIP Refs: 6.2

Legal Refs: §§ 160.257, .518, .570, 167.645, RSMo.  
Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g  
No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 - 7941

Halfway R-III School District, Halfway, Missouri

## **STUDENT RECORDS**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

### **Health Information**

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

### **Directory Information**

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

**Students in kindergarten through sixth grade** – Student’s name; parent’s name; birthday; grade level; participation in school-based activities and sports; honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

**Seventh through Twelfth grade students** – Student’s name; parent’s name; grade level; participation in school-based activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

### **Parent and Eligible Student Access**

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student once the student turns 18, or attends an institution of postsecondary education, in accordance with law.

If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

The district will annually notify parents and eligible students of their rights in accordance with law.

### **Law Enforcement Access**

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in 20 U.S.C. § 1232g (b)(1)(E).

If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime.

Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

### **Children's Division Access**

The district may disclose education records to representatives of the Children's Division (CD) of the Department of Social Services when reporting child abuse and neglect in accordance with law. Once the CD obtains custody of a student, CD representatives may also have access to education records in accordance with law. CD representatives may also have access to directory information and may obtain access to student education records in emergency situations, as allowed by law.

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***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: February 21, 2001

Revised: October 12, 2005  
July 15, 2009

Cross Refs: EFB, Free and Reduced-Cost Food Services  
EHB, Technology Usage  
GBCB, Staff Conduct  
IGBA, Programs for Students with Disabilities  
IGDB, Student Publications  
IIAC, Instructional Media Centers/School Libraries  
IL, Assessment Program  
KB, Public Information Program  
KBA, Public's Right to Know  
KDA, Custodial and Noncustodial Parents  
KI, Public Solicitations/Advertising in District Facilities  
KNAJ, Relations with Law Enforcement Authorities

Legal Refs: §§ 167.020, .022, .115, .122, .123, 210.115, .865, 452.375, .376, 610.010 –  
.028, RSMo.

Americans with Disabilities Act, 42 U.S.C. §§ 12101 - 12213

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g

Protection of Pupil Rights Amendment, 20 U.S.C. § 1232h

Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487

No Child Left Behind Act of 2001, 20 U.S.C. §§ 6301 – 7941

The Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794

Halfway R-III School District, Halfway, Missouri

## **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 unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

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

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

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

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

### **Prepare a Home Earthquake Plan**

- Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.

- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

### **Eliminate Hazards**

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.

### **Prepare a Disaster Supplies Kit for Home and Car**

- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags.
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members.
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

### **Know What to Do When the Shaking BEGINS**

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.
- In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

### **Know What to Do AFTER the Shaking Stops**

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)
- Listen to the radio for instructions
- Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!
- Inspect your home for damage. Get everyone out if your home is unsafe.
- Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website [http://www.redcross.org/services/prepare/0,1082,0\\_241\\_00.html](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



## **ASBESTOS PUBLIC NOTICE**

Halfway R-III Schools has asbestos in the following locations:

**Floor Tile:**

North wing of high school (1975 addition) Tested +  
West wing of elementary (1964 addition) Tested +

**Baseboard and Floor Tile Adhesives Assumed**

North wing of high school (1975 addition)  
West wing of elementary (1964 addition)

**Textured Paint (ceiling) Assumed**

Rm 1B above drop ceiling

**Fire Doors:**

North wing of high school (1975 addition) Assumed  
West wing of elementary (1964 addition)

**Thermal Insulation:**

Old high school above drop ceiling, on north end of the east hallway Tested +

All of the asbestos is all non-friable and does not pose a health threat as long as it is undisturbed. The district has an asbestos management plan located at 2150 Hwy 32, Halfway, MO 65663. If you have any questions, please contact Mike Watkins, maintenance supervisor for Halfway R-III Schools at 445-2211.

Last updated: May 27, 2009

## **INTERROGATIONS, INTERVIEWS AND SEARCHES**

### **Searches by School Personnel**

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

### **School Resource Officers**

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

### **Interview with Police or Juvenile Officers/Other Law Enforcement Officials**

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

### **Removal of Students from School by Law Enforcement Officials**

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

### **Interview with the Children's Division**

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

### **Contacts by Guardian Ad Litem and Court-Appointed Special Advocate**

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court

order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

\* \* \* \* \*

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: August 20, 2003

Revised: September 15, 2004

Amended: April 20, 2005

Cross Refs: ECD, Traffic and Parking Controls  
KNAJ, Relations with Law Enforcement Authorities

Legal Refs: §§ 167.166, 210.145, 544.193, RSMo.  
*New Jersey vs. T.L.O.*, 469 U.S. 325 (1985)

Halfway R-III School District, Halfway, Missouri

## AUDIO AND VISUAL RECORDING

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 education process.

### **Definitions**

*Visual Recording* - Registering visual images on film, tape, digitally or by other mechanical or electronic means.

*Audio Recording* - Registering sounds on tape, digitally or by other mechanical or electronic means.

*Outside Entity* - Any individual, group, organization or corporation other than the administration, officers, staff or students of the Halfway R-III School District or individuals authorized to act for the district.

### **Recording by Outside Entities**

The Halfway 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. This prohibition shall not apply to:

1. Performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
2. Recording of staff for the sole purpose of professional training or development.
3. Open meetings of the Halfway R-III School District Board of Education or committees appointed by or at the direction of the Board.
4. Outside entities, including student-initiated groups, using or renting district facilities in accordance with Board policies and established administrative procedures.

### **Recording by District Personnel**

The district may make audio or visual recordings to provide security, to maintain order, for professional staff development use or for other purposes related to furthering the educational mission of the district. This may include the use of video equipment in school buildings and on district transportation. No recording equipment will be placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms. Recordings by or on behalf of district personnel that include students will be considered student Board

records and will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws.

### **Recording by Students**

The Halfway R-III School District prohibits the use of video or audio recording equipment on district property or at district activities by students except:

1. If required by a school-sponsored class or activity.
2. At performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

### **Recording of Meetings**

The Board of Education prohibits the use of audio, video or other recording devices at meetings held pursuant to the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973, as well as other meetings between district employees and parents/guardians. Exceptions to this prohibition will be made only in accordance with Board policy and law. Requests for such exceptions must be made within a reasonable period of time prior to the scheduled meetings. This prohibition does not apply to conversations held within view of district security cameras.

***Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.***

Adopted: February 20, 2008

Revised:

Cross Refs: BDA, Board Meetings

BDC, Closed Meetings, Records and Votes

BDDL, Release of Information

ECA, Buildings and Grounds Security

IGDA, Student-Initiated Group Use of District Facilities

JO, Student Records

Legal Refs: §§ 610.010 - .035, RSMo.

The Individuals with Disabilities Education Act, 20 U.S.C. §§ 1400 - 1487

34 C.F.R. Part 300

The Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g

34 C.F.R. Part 99

Halfway R-III School District, Halfway, Missouri

**HALFWAY R-III SCHOOL DISTRICT**

## **EXTRACURRICULAR, CO-CURRICULAR ACTIVITY AND STUDENT DRIVER STUDENT DRUG TESTING POLICY**

The Board of Education recognizes that drug use is a serious problem confronting our community and, in an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students of the Halfway R-III School District, adopts the following policy for drug testing of students participating in extracurricular and/or co-curricular activities.

### **Statement of Purpose and Intent**

It is the desire of the Board of Education, administration, and staff that every student in the Halfway R-III School District refrains from using, possessing, or distributing illegal drugs. The sanctions of this policy relate solely to limiting the opportunity of any student in violation of this policy to participate in extracurricular and/or co-curricular activities. This policy is intended to supplement and complement all other policies, rules, and regulations of the Halfway R-III School District regarding possession or use of illegal drugs.

Participation in school sponsored extracurricular and/or co-curricular activities at the Halfway R-III School District is a privilege. Accordingly, students in extracurricular and/or co-curricular activities carry a responsibility to themselves, their fellow students, their parents and/or guardians and their school to set the highest possible examples of conduct, which includes avoiding the use of illegal drugs.

The purpose of this policy is to prevent and deter illegal drug use and to strive within the school district for an environment free of illegal drug use and abuse. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of this policy to participate in extracurricular and/or co-curricular activities. If the discipline policy of the Halfway R-III School District is violated with respect to alcohol and drugs, the student will be subject to the penalties of the discipline policy. The violation will also be counted as a violation of this policy.

Use of illegal drugs (as defined below) is incompatible with participation in extracurricular and/or co-curricular activities of the Halfway R-III School District. For safety, health and well-being of the students of the school district, the district has adopted this policy for use by all students participating in extracurricular and/or co-curricular activities in grades 7-12.

### **Drug testing Guidelines**

Each student participating in extracurricular and/or co-curricular activities as well as student drivers, shall receive copies of the "Student Extracurricular/Co-Curricular Activity/Student Driver Drug Testing Policy" and "Student Extracurricular/Co-Curricular Activity Student Drug Testing Consent" form which shall be read, signed, and dated by the student, parent and/or guardian. In order to participate in extracurricular, co-curricular activities and or drive to school, students must provide the "Student Extracurricular/Co-Curricular Activities Testing Consent" form to the high school office by the deadline stated on the form. Any student who does not turn in the required forms by the deadline will not be eligible to drive to school or participate in any extracurricular and/or co-curricular activity during the remainder of the school year, including the months of May through August when school may or may not be in session.

Transfer students who intend to participate in extracurricular and/or co-curricular activities have 10 school days from enrolling in the district to turn in to the high school office the "Student Extracurricular/Co-Curricular Activity, Student Driver Drug Testing Consent" form. Once a transfer student turns in the form, he/she will be placed in the testing pool within one week. If the transfer student fails to turn in the form within the required 10-day period, he/she will not be eligible to participate in any extracurricular and/or co-curricular activity during the remainder of the school year, including the months of May through August when school may or may not be in session. Students in extracurricular and co-curricular groups to be drug tested include, but are not limited to the following: interscholastic sports, cheerleading, band, speech, drama, debate, FFA, FCCLA, FBLA, Skills USA, choir, academic teams, student council, school/club field trips, school dances/prom and academic clubs.

### **Definitions**

**Co-curricular activities**-activities that students participate in outside of the classroom as a result of being enrolled in a school-offered class.

**Extracurricular activities** - activities that take place outside the regular course of study in school.

**Drug Use Test** - scientifically substantiated method to test for the presence of illegal drugs in a person's urine. The district may use alternative methods of testing as it deems appropriate (saliva, hair).

**DSO** – Designated School Official

**Illegal Drugs** - the use, possession, distribution, sale or solicitation of alcohol, drugs (their imitators), unauthorized prescription or

non-prescription drugs, drug-related paraphernalia, narcotic substances, marijuana or other intoxicants and any other substances, which an individual may not sell, possess, use, distribute, or purchase under either federal or Missouri law.

**MRO-** Medical Review Officer

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

**Reasonable Suspicion** — a suspicion based on specific personal observations concerning the appearance, speech, or behavior of a participating student, and reasonable inferences drawn from those observations in the light of experience. Information provided by a reliable source, if based on personal knowledge, shall constitute reasonable suspicion.

### **Procedure**

Students will be required to provide urine samples as follows: (In cases where a student fails to provide a urine sample, a swab test of the inside of the mouth may be used.)

1. Randomly selected based upon the frequency the district deems appropriate.
2. At any time requested based on reasonable suspicion

Any drug test required by the Halfway R-III School District under the terms of the policy will be administered by or at the direction of a professional laboratory chosen by the school district using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing. All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize the intrusiveness of the procedure. If a student fails to provide a urine sample over a reasonable amount of time, the technician may use a swab test where the inside of the cheek is swabbed for a sample.

The specific procedure will be as follows:

1. Each student is assigned an identification number for random selection. The testing agency will randomly select identification numbers from all students in the pool and provide them to the school district. The district will identify students based on these identification numbers provided and proceed with testing. Upon receiving a notice from the designated school official that the student has been selected for a random drug test, the student will go to the testing site. Appropriate steps will be taken to respect the privacy of students while, at the same time, preventing the falsification of testing. Upon entering the testing site, the student will be asked to provide the identification number given to him/her by the DSO. The student will then be asked to remove the contents of his/her pockets and remove outer garments. Next, the student will be asked to wash his/her hands. The collection technician will secure the bathroom by putting blue dye in the stool, taping off water supplies, removing trash cans, etc. The collection technician will then open a collection container in the presence of the student, remove the contents and hand the collection cup to the student, explaining that the student is to provide a urine specimen in the collection cup and then place the cup on a pre-designated flat surface upon completion of the void. The student will also be reminded not to flush the toilet or use the faucet until the collection is completed. The collection technician will step outside the bathroom and shut the door, allowing the student to provide a specimen in private.

Once the student has completed the specimen and opened the bathroom door, the collection technician will check the specimen for appropriate temperature, foreign color and odor. If the specimen does not show signs of tampering, the student will be allowed to wash his/her hands while the collection technician initiates a preliminary drug screen of the specimen. The collection technician will conduct all procedures in accordance with accepted industry practices.

2. If the initial screening test indicates the presence of a tested drug, or if the collection technician is conducting an internal self-audit of a testing device, the specimen collected will be poured into the specimen vials that came in the collection cup. The collection technician will initiate a split-specimen using a Custody and Control Form, that, when completed, will be sent (along with the specimen) to a SAMHSA-certified laboratory for a second screening test. If the second screening test is also non-negative, the laboratory will conduct a more in depth test by means of a gas chromatography/mass spectrometry (GC/MS) analysis.

If the GC/MS test is non-negative, the results will be forwarded to the Designated School Official (DSO). The DSO will contact the student's parent/legal guardian and ask for a meeting. At the meeting, the DSO will inform the parent/legal guardian of the non-negative result and ask for permission to forward the results to a Medical Review Officer (MRO). If permission is granted, the DSO will obtain the parent/legal guardian's name, ID # and contact phone # and forward that information to Employee Screening Services, who will then forward the information to the MRO. If permission is not granted, or the parent/legal guardian



will not meet with the DSO, the lab results will be accepted as the final results.

When the MRO receives the above information, he will contact the parent/legal guardian, verify identification and then discuss the medications the student is taking. If any of the medications being taken by the student could explain the non-negative result, the MRO will verify with the prescribing physician that there is a legitimate prescription in the student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test results. Those results will be forwarded to ESS, who will then forward them to the DSO.

If the parent/legal guardian contests the MRO's decision, the parent/legal guardian may request, within 72 hours of the MRO's decision, to have the split specimen sent to the same or a different laboratory for a second-opinion analysis. The cost of the split specimen test will be at the parent/legal guardian's expense and may be required prior to the test being conducted.

If a student does not provide a specimen within a reasonable amount of time, the student will have up to 5 days to provide a valid medical reason for failing to provide a specimen within the reasonable time period. The MRO will determine the validity of the medical reason provided.

#### **Retesting After Service of Suspension**

A student who has tested positive or has refused to test and has served the required suspension period will be required to undergo one or more additional drug-use tests before he or she may rejoin an extracurricular and/or co-curricular activity. These students must produce a negative test in order to become eligible.

#### **Confidentiality**

Test results shall be kept in confidential separate files separate from a student's other educational records and released to school personnel only when absolutely necessary.

#### **Violations**

Any students who test positive in a drug-use test under this procedure shall be subject to the following restrictions:

##### **First Offense**

1. The student shall be suspended from driving to school and from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions, for 45 days. During this time, it is recommended that the parent/guardian obtain a substance abuse evaluation and education/counseling for the student. Students who obtain counseling from a school approved professional may appeal to the administration to reduce suspension to 30 days. Students who are enrolled in a class which involves co-curricular activities will remain in the class during the suspension and may participate in classroom activities, but may not participate in any activities outside of the regularly scheduled class time.

If because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.

##### **Second Offense**

2. The student shall be suspended from driving to school and from participation in all extracurricular and/or co-curricular activities including all meeting, practices, performances, and competitions for 52 continuous and successive weeks (365 days) from the date of the initial report of the second offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.

##### **Third Offense**

3. The student shall be suspended from driving to school and from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for the length of the student's enrollment at the school district from the date of the initial report of the third offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.

#### **Refusal to Submit to Drug Use Test or Failure to Comply with Drug Testing Procedures**

Students who refuse to submit to a drug -use test authorized under this policy will be subject to the following restrictions. Students who fail to comply with the testing agent's instructions will also be subject to the following consequences. This includes students who attempt to provide a false sample or a sample that has been tampered with:

**First Offense**

The student shall be suspended from driving to school and from participating in any extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 45 days and until such time that a drug-use test has been administered and passed. After the 45 days, the participating student shall again be subject to the School District Drug Testing Policy.

**Second Offense**

The student shall be suspended from driving to school and from participation in all extracurricular and/or co-curricular activities including all meeting, practices, performances, and competitions for 52 continuous and successive weeks (365 days) from the date of the initial report of the second offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.

**Third Offense**

The student shall be suspended from driving to school and from participation in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for the length of the student's enrollment at the school district from the date of the initial report of the third offense as stated in this procedure.

If, because of the suspension, the student is unable to participate in an activity, which constitutes a portion of the student's grade, the student will be given the opportunity to complete alternative assignments so that the student can earn the same grade as he would have had he been allowed to participate in the activity.