

**Harrisonville Cass R-IX  
School District  
Administration Office  
503 S. Lexington  
Harrisonville, MO 64701  
(816) 380-2727**

**Student/Parent Handbook  
2023-2024**



**Adopted by the Board of Education: July 1, 2023**

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7:35 a.m. ....	10
2:40 p.m. ....	10
11:05 p.m. ....	10
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7:35 a.m. ....	10
2:40 p.m. ....	10
11:05 p.m. ....	10
Harrisonville Middle School .....	10
7:25 a.m. ....	10
2:32 p.m. ....	10
10:55 a.m. ....	10
McEowen Elementary School .....	10
8:40 a.m. ....	10
3:49 p.m. ....	10
12:30 p.m. ....	10
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## Mission

The mission of the Harrisonville Cass R-IX School District is to achieve excellence in education.

## School Board Members

Nancy Shelton, President  
Douglas Meyer, Vice President  
Doug Alexander  
Michael Culpepper  
Ashley Franklin  
Emily Stone  
Jenny Wagoner

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

## School Building Information and Contact Information

### **Harrisonville School District Administration Office**

503 S. Lexington  
Harrisonville, MO 64701  
Phone: (816) 380-2727  
Fax: (816) 380-3134

### **Early Childhood Center - Grades PK-K**

Principal – Becky Campbell  
500 Polar Lane  
Harrisonville, MO 64701  
Phone: (816) 380-4421  
Fax: (816) 884-2148

### **Harrisonville Elementary School – Grades 1-3**

Principal – Dr. Tricia Falke  
101 Meghan Drive  
Harrisonville, MO 64701  
Phone: (816) 380-4131  
Fax: (816) 884-2938

### **McEowen Elementary School – Grades 4-5**

Principal – Beth Love

1901 S. Halsey  
Harrisonville, MO 64701  
Phone: (816) 380-4545  
Fax: (816) 884-3046

**Harrisonville Middle School – Grades 6-8**

Principal – Chris Grantham  
601 S. Highland Drive  
Harrisonville, MO 64701  
Phone: (816) 380-7654  
Fax: (816) 884-5733

**Harrisonville High School – Grades 9-12**

Principal – Mark Rorvig  
1504 E. Elm  
Harrisonville, MO 64701  
Phone: (816) 380-3273  
Fax: (816) 380-5853

**Cass Career Center**

Director – Dr. Anne Hickman  
1600 E. Elm  
Harrisonville, MO 64701  
Phone: (816) 380-3253  
Fax: (816) 884-3179

Harrisonville School District Website:  
[www.harrisonvilleschools.org](http://www.harrisonvilleschools.org)

District Administration

Superintendent – Dr. Josh Chastain

Assistant Superintendent of Human Resources and Operations – Dr. Joe Parkhurst

Assistant Superintendent of Academic and Student Services – Annie Knox

Director of Communications – Jill Filer

Director of Technology – Mike Diggs

Director of Business Services – Deb Athey

## Academic Calendar I-100-S

The District's Academic Calendar approved by the Board of Education is also [available here](#).



### Harrisonville Schools

### 2023-2024 School Calendar

July 2023						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

August 2023						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9 student days

September 2023						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19 student days

October 2023						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

20 student days

November 2023						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16 student days

December 2023						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15 student days

Key:		No School
		Snow Day
		Work Day
		Prof Dev Day
		New Teachers
		End of quarter
		Begin School
		End School

#### August

- 17 Meet the Teacher
- 21 First Day of School
- Full Day for grades K-12

#### September

- 4 No School – Holiday
- 18 No School – Staff Collaboration

#### October

- 2 No School – Staff Collaboration
- 23 No School – Staff Collaboration

#### November

- 1-2 No School – Parent/Teacher Conferences
- 3 No School

- 22-24 No School - Holiday

#### December

- 21 Early release for students
- 22-29 No School – Winter Break

#### January

- 1-2 No School – Winter Break
- 3 No School – ½ PD; ½ work day
- 15 No School – Holiday
- 29 No School – Staff Collaboration

#### February

- 12 No School – Staff Collaboration
- 19 No School - Holiday

#### March

- 11 No School – Staff Collaboration
- 25-29 No School – Spring Break

#### April

- 1 No School – Staff Collaboration
- 15 No School – Staff Collaboration

#### May

- 10 Graduation
- 16 Last Day of School – Early release for students

Alternative Method of Instruction (AMI) days (virtual learning) will be used for the first 5 inclement weather days. Additional inclement weather days will be added to the end of the year

January 2024						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

18 student days

February 2024						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

19 student days

March 2024						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

15 student days

April 2024						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

20 student days

May 2024						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12 student days

June 2024						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Approved by the Board of Education:

2/21/2023

163 student days

177 teacher days



## Welcome Letter

Dear Wildcat Family,

Welcome to the Harrisonville Cass R-IX School District. We believe that through our halls walk the finest students and staff in the world. I hope that you feel welcomed as a part of the Wildcat family.

The partnership that exists between families and our schools is vital to ensuring a safe, positive educational experience for all students. Working together, we can overcome and persevere so that each student has access to exceptional educational experiences that will form the backbone of their future. We are here for you and want you to know that we are in this together for the purpose of making it the best school year possible for all of our students!

This handbook provides a guide for parents and students to navigate the policies that direct the decision-making process for our schools. As with all aspects of life, communication is key to a successful partnership. Your child's education and safety is our top priority. I would ask that you become familiar with the procedures and expectations within this document. Teachers and administrators are always available to assist you with any questions you may have.

We look forward to working with each of you during this upcoming school year. Thank you for choosing Harrisonville. It is a GREAT day to be a Wildcat!

Sincerely,

Josh Chastain, Ed.D., Superintendent

HARRISONVILLE CASS R-IX SCHOOL DISTRICT

School Start/End Times & Early Release

**2023-2024**

<b><u>School</u></b>	<b><u>Start Time</u></b>	<b><u>End Time</u></b>	<b><u>Early Release</u></b>
<u>Harrisonville High School</u>	<u>7:35 a.m.</u>	<u>2:40 p.m.</u>	<u>11:05 p.m.</u>
<u>Cass Career Center</u>	<u>7:35 a.m.</u>	<u>2:40 p.m.</u>	<u>11:05 p.m.</u>
<u>Harrisonville Middle School</u>	<u>7:25 a.m.</u>	<u>2:32 p.m.</u>	<u>10:55 a.m.</u>
<u>McEowen Elementary School</u>	<u>8:40 a.m.</u>	<u>3:49 p.m.</u>	<u>12:30 p.m.</u>
<u>Harrisonville Elementary School</u>	<u>8:40 a.m.</u>	<u>3:49 p.m.</u>	<u>12:30 p.m.</u>
<u>Early Childhood Center</u>	<u>8:40 a.m.</u>	<u>3:49 p.m.</u>	<u>12:30 p.m.</u>

### *Class Schedules/Bell Schedules*

Class schedules/bell schedules can be accessed through the following links:

[Early Childhood Education Program](#)

[Elementary Students](#)

[High School Students](#)

[Cass Career Center Students](#)

### Attendance and Absence Procedures S-115-S

#### *Expectations for Attendance*

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence, at the discretion of the teacher. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is verified or unverified.

#### *Excused/Verified Absences*

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable for an absence to be verified. It is the responsibility of the student to make up work with teacher support when a student's absence is verified. The timelines for turning in make-up work will be determined with the teacher. Excused/verified absences still count against perfect attendance.

Parents must report a student's absence on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is verified. Verified absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions

- An absence that has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.

### *Unexcused/unverified Absences*

Absence for reasons other than the categories of excused/verified reasons, or that does not have the proper documentation for a verified absence as determined by the principal, will be considered unexcused. Students who have an unexcused absence are encouraged to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

### *Late Arrival/Tardiness*

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence. When buses are late, students are not counted tardy. If any student is tardy or signed out early more than six (6) days per quarter, a conference may be held with the parent/guardian, teacher and principal to determine the status of the student's progress.

### *Early Check-out/Release*

When a student needs to leave school at a specified time (medical, dental appointments, etc.), the parent/guardian will need to "sign-out" the student on the student sign in/sign out log. **Students will not be called from class prior to the parents arriving at the school to pick up the student.** Please make adjustments to your pick-up time for scheduled appointments for your student. Should the student return to school that same day, they must check in through the office, present their excuse, and a pass will be issued to class. **(Students will only be released to those individuals listed on their emergency contacts in SIS and who provide photo identification when picking up said student.)**

### *Excessive Absences*

Excessive absence is defined as an attendance rate of 85% or below. When a student falls below 90%, school administration will begin home visits. Once attendance hits 85% or below, it will be reported to the authorities which include: Cass County Juvenile, Cass County Family Court, or The Department of Family Services.

### *Truancy*

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been

pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant are encouraged to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher. Families are entitled to appeal assigned consequences to the Superintendent or designee.

**More detailed attendance procedures are found later in this Handbook and can be accessed through the following links:**

[Elementary Students](#)  
[Middle School Students](#)  
[High School Students](#)  
[Cass Career Center Students](#)

#### Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

#### *Dress Code Expectations and Prohibitions*

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See-through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outerwear;
6. Clothing that does not reach to mid-thigh;
7. Holes in pants that are above mid-thigh unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn, although exceptions will be made by the principal

- for head coverings that have a religious significance, are worn for medical reasons, or are for a specific, school-sponsored event;
13. Anything that constitutes an education distraction.

#### *Additional Dress Code Information*

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hairstyle for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

#### Food Service Program F-285-S

The School Food Service Department uses a computerized register system whereby students can make food purchases using a PIN or their school ID. The cafeteria offers several meal combinations as well as a variety of a la carte items at minimal cost for breakfast and lunch. Additional information regarding meal prices, menus, and applications for free or reduced meal rates are available online at [www.harrisonvilleschools.org](http://www.harrisonvilleschools.org), at the District food service office, or any school campus office.

**More detailed food service information is found later in this Handbook and can be accessed through the following links:**

[Middle School Students](#)  
[High School Students](#)

#### Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

#### *Building-Wide and Classroom Approaches*

It is the policy of the Harrisonville Cass R-IX School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart

Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day. Each class will be allowed five classroom celebrations or activities that are exempt from the Smart Snacks standards per school year.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings, along with prefilled auto syringes of epinephrine and asthma-related medications available throughout the building.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods, including food sold in vending machines, are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities.

### *Individual Approaches*

The District will evaluate and determine whether a student's allergies rises to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications,

restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

### Health Services S-215-S

Nurses provide care and direct all health services in the school health room. This service is under the supervision of the district school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may not be physically present at all times in a specific building, a nurse is always on call during school hours and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

*Illnesses:* For the health and wellness of all, students should not be at school when they have a fever over 100 degrees, vomiting, diarrhea, or other symptoms of an acute communicable disease/condition. Students who become ill during the school day are to get a pass signed by their teacher and report to the health room. If the nurse or aide feels that a student is too ill to remain in school, an attempt will be made to contact parents/guardians to make arrangements for the child's transportation home. A student will not be sent home if there is no one at home and the parent/guardian or emergency contact cannot be reached. In case of severe illness, school officials will see that the student receives immediate medical attention.

*Returning to School after Illness:* A student returning to school following an illness must be without fever (not on fever reducing medication), vomiting and/or diarrhea for 24 hours before returning to school. A doctor's note is required for continued symptoms of a possible contagious condition, stating that the student has started treatment (i.e. has been on antibiotics for 24 hours) or has been evaluated and the diagnosed condition is not contagious and may return to school. Instruction from the Health Department Epidemiologist and the DHSS Prevention and Control of Communicable Diseases in the School Setting will be followed for communicable diseases.

*Injury during the School Day:* The school attempts to provide an environment in which the students will be safe from accidents. If an accident or injury occurs during the school day, it will immediately be reported to the building nurse. If a minor accident occurs, first aid will be administered. Parents will be notified of minor injuries at the discretion of the nurse. In case of severe injury, school officials will see that the student receives immediate medical attention and parents will be notified.

*Returning to school after injury:* When a student returns to school while still recovering from an injury and has physical limitations (e.g. needs interim use of the school elevator), restrictions (e.g. no PE or recess) or needs treatment during school hours, a doctor's note is required outlining the above.

*Exclusion for Head Lice:* If a student has live head lice, the nurse will contact the parent/guardian and the student will be sent home the same day for treatment. Upon returning to school, the student will be examined by the school nurse. If treatment was ineffective and live head lice are found at that time, the parent/guardian will again be called and reinstructed concerning treatment and the student sent home for



appropriate treatment. This process will continue until the student is free of live head lice.

*Health Screenings:* Student health screenings, such as height/weight, vision, hearing and dental will be conducted at the start of the school year at the kindergarten, 1st and 3rd grade levels. Parents will receive screening results following the screens. They will also be notified if further evaluation is needed. Parents/Guardians may excuse their child from participating in grade level screenings by contacting the building nurse prior to the screening date. As always, dental, vision and hearing screening requests may be made by parents for their child in any grade, and by teacher or student self-referral anytime during the year.

#### Administration of Medication S-135-S

When medication is needed, it should be administered at home when possible. All medicine administered at school must be FDA approved and in its original OTC manufacturer labeled or prescription labeled container. All medicine, prescription or over the counter medication, must be brought to the office and placed in the care of the nurse by a parent or guardian. Students cannot transport any kind of medication to and/or from school. Students who fail to comply may receive a suspension in accordance with the District's Discipline Policy. If a student has a chronic illness or life threatening condition that requires self carry/self administration of their medication (e.g. diabetes or life threatening allergies) an official protocol must be written (i.e. 504 plan, IEP, or IHP) and on file in the health office to comply with District Policy.

#### Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline in accordance with the discipline code, and state and federal law.

#### *Immunizations and Vaccinations*

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law. Parents/guardians should obtain the additional vaccinations for their child as required by state law to attend school. A copy of their child's up to date immunization record or an official religious or medical exemption card are required at the time of enrollment.

#### Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

A copy of the Management Plan and inspection reports are available for review at 1200 Eastwood Road, Harrisonville, MO 64701 as well as each school office. Questions regarding asbestos or the management plan may be directed to Facilities Manager, Steve Cogan at (816) 380-2727.

#### Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies. The school can provide information about the Missouri sponsored insurance (MO HealthNet). Parents are encouraged to take advantage of this service.

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: <https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

#### Student Records S-125-S

##### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the registrar at the student's building. Requests to amend education records may be directed to the registrar at the student's building to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1<sup>st</sup> of each school year.

The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information:* In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by

the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

#### *School Officials with a Legitimate Educational Interest*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

#### *Release of Records to Other Agencies or Institutions*

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

#### *Military and Higher Education Access*

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

#### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the registrar at the student's building.

#### *Notice*

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

To obtain a transcript from Harrisonville High School, go to:

<https://www.parchment.com/u/registration/15830/account>

#### Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.
- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by paraprofessionals and if so, their qualifications.

In addition to the information that parents may request, a building receiving Title I.A funds must provide to each individual parent:

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting: the Assistant Superintendent of Academic and Student Services.

#### Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.

3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

#### Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Title:	Assistant Superintendent of Human Resources & Operations
Phone #:	(816) 380-2727

#### Visitor Procedures C-155-S

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit 5 days in advance.

The Harrisonville Cass R-IX School District uses a visitor management system that will help the District electronically record and check the sex offender registry for anyone who visits and accesses our school buildings. If you plan to visit our schools for class parties, as a guest speaker, volunteer to have lunch with a student, contractor, etc. you will need to bring with you a state issued picture ID as a way to check in with our front offices. The Board and administration will not tolerate any person or persons whose presence disturbs classes of school activities or hinders the instructional process. If such persons will not leave the school premises upon request, the Superintendent, building principal or designee may contact the proper legal authorities, file a report or sign a complaint on behalf of the District.

If a court appointed guardian ad litem or special advocate wants to interview a student at school, the individual must present the valid court order appointing him or her, arrange the visit in advance with the principal, and follow all other visitor procedures applicable to the

building. At times, Children's Division or non-District law enforcement officials may want to interview a student at school. The principal will take appropriate measures to verify and record the identity of such individuals and make efforts to ensure the least disruption to the student's schedule.

The Board discourages using the school as a site for parents without custody to visit their children. The principal may deny the parent without full or joint legal or physical custody the opportunity to deliver packages, gifts, messages, etc. to the child and/or to see the child during the school day without the approval of the custodial parent or legal guardian.

### Volunteers

The District considers parent/community volunteers a very special resource. Parents, grandparents, and all others are encouraged to help in classrooms, programs, and extracurricular activities. Volunteers must successfully complete a fingerprint background check. Please call the office if you have time or skills you can share to make our school a better place for students to learn and grow.

### Transportation Services F-260-S

Transportation Office Contact Numbers: (816)380-2028, (816) 925-0448, or (816) 925-0463

Bus service is provided by the school district through a contractor. All kindergarten students are entitled to free bus transportation to and from school. All other students living one mile or more from their school will be entitled to free bus transportation to and from school. It is important that your child ride the bus consistently. We are required to keep an account of the actual days a pupil rides the bus.

### *Bus Conduct*

- The driver is responsible for the safety of the passengers.
- The student shall be at the designated loading point before the bus arrival time. Students will be notified of the approximate pickup time.
- Eating, drinking, and the use of tobacco products of any kind are prohibited.
- Knives, firearms, weapons, or facsimiles thereof are prohibited.
- Respectful communications among riders and driver shall be observed at all times.
- Riders shall observe the rule of "quiet" when the bus is approaching and crossing railroad tracks.
- Students must wait for the bus at their designated stop.
- A student who must cross the roadway to board or depart from the bus shall pass in front of the bus no closer than ten (10) feet, look in both directions, and proceed to cross the roadway only on signal from the driver.
- All students shall be received and discharged through the right front entrance door. The EMERGENCY door is for EMERGENCY USE ONLY.
- A student will depart from the bus at the designated point unless written permission to get off at a different scheduled point is given to the driver by the parents/guardians or school authorities. The appropriate school office must initial the permission notice.
- The driver may assign a student to a seat.

- Riders shall remain in a normal, seated position while the bus is in motion. Books and other belongings shall be kept out of the aisles.
- Permission to open windows must be obtained from the driver. All articles and objects shall remain within the walls of the bus until the student departs.
- The riders are provided waste containers on all buses for use. Putting trash on the floor of the bus is prohibited.
- Quiet talk and subdued laughter will help prevent the diversion of the driver's attention, thus averting the possibility of an unnecessary and serious accident.
- A student who damages seats or other equipment will be expected to pay the cost for repair and/or replacement.
- Throwing objects, standing while the bus is moving, putting trash on the floor, placing any part of the body out of windows, scuffling, loud talking, screaming, shouting, or examples of inappropriate behavior on the bus will not be permitted.
- Animals, glass containers and balloons are not permitted on buses. ALL balls must be inside a bag or backpack.

### *Students Riding an Alternate Bus*

Some buses are loaded to capacity and cannot accept extra passengers. Please check with the transportation service before requesting permission for your child to ride an alternate bus. Upon approval from the transportation service, a parent/guardian must contact the school office stating the alternate bus number and the address where the student will be going. Office personnel must approve all notes received.

The Administration has the right to apply administrative discretion and apply our rules and regulations to the conduct and discipline of students that ride Harrisonville Cass R-IX district buses.

### Student Discipline S-170-S

#### *Student Code of Conduct*

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to



self or others as determined by the principal, Superintendent, or the Board, or who is charged with a crime, in accordance with Section 167.171, RSMo.

All students who are suspended or expelled 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. 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. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

Any student who is suspended for any serious violation of the District's student discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

- (1)** Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (2)** Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
- (3)** Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
- (4)** Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

#### *Threats of Violence at School Sites*

When students under the age of 17 make threats of injury that if inflicted could cause permanent disabling or result in the death of one or more persons or make a threat to bring a lethal weapon to school and/or use it, the Cass County Juvenile Office and the Harrisonville Cass R-IX School District agree to the following protocol:

1. At the direction of the school principal, the assigned School Resource Officer will investigate and report findings to the principal who will determine whether a threat has been made and, if appropriate, will work with the officer who notifies the Chief Juvenile Officer or Supervisor of Delinquency Unit at the Cass County Juvenile Office of the circumstances.
2. If the juvenile office determines that the threat is of a serious nature, the student will be transported to the Cass County Juvenile Office.
3. The principal will notify the appropriate assistant superintendent for protocol approval.
4. The school police officer or the law enforcement agency having jurisdiction will transport the juvenile to the Cass County Juvenile Office. The school police officer will ensure that the parents of the juvenile have been notified and requested to appear at the juvenile office.
5. The school resource officer shall complete an interim report for the juvenile office to use in assessing the nature and circumstances of the threat. A detailed report will be completed and forwarded to the juvenile office using current procedures. Copies of both reports shall be forwarded to the principal and appropriate assistant superintendent.
6. The juvenile officer assigned to the referral will conduct a juvenile interview and investigate the concern.

#### *Standards of Conduct and Consequences*

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document. A detailed listing of the scope and sequence of offenses and

disciplinary actions is included later in this Handbook. The District reserves the right to take disciplinary actions other than those listed when the District determines the circumstances warrant a different response. **All detailed materials can be accessed through the following links:**

[District Discipline Scope and Sequence](#)

### *Definitions*

*Acts of violence or violent behavior* - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

*Buddy Room (Primarily at Elementary Schools)* – A classroom with a staff member present where a student may be sent to calm him/herself or to reflect on the prior decision that caused the student to get in trouble. The Buddy Room provides the student an opportunity to examine his/her actions, reflect on how the bad choice impacted self or others, and self-reflect on good choices in the future.

*Corporal Punishment* – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

*Detention* – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

*Expulsion* – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

*In-school suspension* – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

*Need to know* – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*Out-of-school suspension* – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

*Physical Restraint* – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an

assistive or protective device prescribed by an appropriately trained professional or professional team.

*Restitution* – The requirement of a student to return or pay for stolen goods or damaged property.

*Seclusion* – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

*Serious violation of the District's Student Discipline Policy* – Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

*Time Out* – A form of student discipline which removes the student from the environment where the problem has occurred to another area of the school, such as the office or another classroom.

#### **Bullying, Hazing, and Cyberbullying S-185-S**

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

##### *Definitions*

*Bullying* – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District

administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. Each building's anti-bullying coordinator is:

- Early Childhood Center: Becky Campbell; [becky.campbell@harrisonvilleschools.org](mailto:becky.campbell@harrisonvilleschools.org)
- Harrisonville Elementary School: Dr. Tricia Falke; [tricia.falke@harrisonvilleschools.org](mailto:tricia.falke@harrisonvilleschools.org)
- McEowen Elementary School: Beth Love; [beth.love@harrisonvilleschools.org](mailto:beth.love@harrisonvilleschools.org)
- Harrisonville Middle School: Chris Grantham; [chris.grantham@harrisonvilleschools.org](mailto:chris.grantham@harrisonvilleschools.org)
- Harrisonville High School: Mark Rorvig; [mark.rorvig@harrisonvilleschools.org](mailto:mark.rorvig@harrisonvilleschools.org)
- Cass Career Center: Dr. Anne Hickman; [anne.hickman@harrisonvilleschools.org](mailto:anne.hickman@harrisonvilleschools.org)
- District Coordinator: Dr. Joe Parkhurst; [joe.parkhurst@harrisonvilleschools.org](mailto:joe.parkhurst@harrisonvilleschools.org)

*School Day* – A day on the District calendar when students are required to attend school.

### *Reporting Bullying or Cyberbullying*

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

### *Investigation*

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

### *Retaliation*

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

### *Consequences of Bullying, Cyberbullying, or Retaliation*

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

### *Public Notice*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

### *Report Form*

The Bullying Incident Complaint form is available from the District and Building Anti-Bullying Coordinators.

### *Complaints or Concerns C-120-S*

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Title:	Assistant Superintendent of Human Resources & Operations
Phone #:	(816) 380-2727

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Title:	Superintendent
Phone #:	(816) 380-2727

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

## Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> <ol style="list-style-type: none"><li>1. What is a complaint under ESSA?</li><li>2. Who may file a complaint?</li><li>3. How can a complaint be filed?</li></ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"><li>4. How will a complaint filed with the LEA be investigated?</li><li>5. What happens if a complaint is not resolved at the local level (LEA)?</li></ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"><li>6. How can a complaint be filed with the Department?</li><li>7. How will a complaint filed with the Department be investigated?</li><li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li></ol>
<b>Appeals</b> <ol style="list-style-type: none"><li>9. How will appeals to the Department be investigated?</li><li>10. What happens if the complaint is not resolved at the state level (the Department)?</li></ol>	

### **1. What is a complaint?**

For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

### **2. Who may file a complaint?**

Any individual or organization may file a complaint.

### **3. How can a complaint be filed?**

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

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

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



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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

## **9. How will appeals to the Department be investigated?**

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

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

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

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Title: Assistant Superintendent of Human Resources & Operations  
Phone #: (816) 380-2727

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Title: Superintendent of Schools  
Phone #: (816) 380-2727

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate steps will be taken.

#### Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name: Dr. Joseph Parkhurst, Assistant Superintendent of Human Resources & Operations

Address: 503 S. Lexington, Harrisonville, MO 64701

Email Address: [joe.parkhurst@harrisonvilleschools.org](mailto:joe.parkhurst@harrisonvilleschools.org)

Phone #: (816) 380-2727

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

#### **Public Notice**

The Superintendent or designee will publicize this policy and will disseminate information about this policy to employees, parents/guardians, students, newly-enrolled students, newly-hired employees, and all unions or professional organizations holding collective bargaining or professional agreements with the District.

### Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student in grades 9-12 may request to use a hallway locker to store his or her belongings.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

### Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to a school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (See the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact the District Nurse.

### Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

### Instruction

#### *A+ Program S-130-S*

##### *A+ Program Description*

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four- year institutions are offering incentives for students who meet the A+ criteria.

##### *A+ Program Requirements*

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through on the District website [harrisonvilleschools.org](http://harrisonvilleschools.org) or the District A+ Coordinator HHS Assistant Principal Jason Farnsworth.

### *Assessment Program I-195-S*

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is available at: <https://www.harrisonvilleschools.org/Page/622>.

The testing program in this District consists of standardized achievement, performance assessment, readiness and intelligence tests. It also includes published tests that accompany textbook series and teacher-made tests.

In the spring, children throughout the state will be taking the MAP test in the following grade levels and subject areas:

Communication Arts	Grades three through eight
Science	Grades five and eight
Math	Grades three through eight

The MAP assessment requires students to use higher level thinking and problem solving skills to demonstrate their knowledge of the subject area. Writing to explain the answer is critical for students to perform well on the MAP. The traditional multiple-choice tests are expanded to include sections requiring students to develop constructed responses and to solve performance events. Both of these new assessment styles require students to provide more detailed, written responses. The goal of the MAP test is to provide a more accurate reflection of skills that students will need for the future workplace.

These tests are important to your child and to the Harrisonville Cass R-IX School District. The MAP test system is used to measure the effectiveness of schools throughout the state. Consequently, it is important that you encourage your child to do his/her best on all tests. In order to achieve the purposes of the student assessment program, the District requires all enrolled students to participate in all applicable aspects of the assessment program.

End of Course Exams will be given to students enrolled in designated testing areas.

### [High School Students](#)

### *Teaching About Human Sexuality I-120-S*

Students in grades 4-12 will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction.

### *Graduation Requirements I-190-S*

The following represents the minimum credit requirements for graduation from Harrisonville High School for all students in grades 9-12.

- 4 Units of communication arts including three credits of English, plus the additional year of English or one unit may be a combination of speech or debate.
- 3 Units of Social Studies (including American History 1 unit and Government .5 units)
- 3 Units of Mathematics
- 3 Units of Science
- 1 Unit of Fine Arts
- 1 Unit of Practical Arts
- 1 Unit of Physical Education
- .5 Units of Personal Finance
- .5 Unit of Health
- 8.5 Units of Elective Courses
  - 25.5 Total Units Required

\*Note: Many universities have additional credit requirements for admission.

\*Note: Passing both US and MO constitution tests are graduation requirements.

\*Note: All graduating seniors are required to attend all practices for graduation unless specifically excused by the principal or they will not be allowed to participate in the graduation activities.

### *Honor Graduate*

The “Honor Graduate” of Harrisonville High School will be awarded to the senior student at graduation with the highest cumulative grade point average over their four year high school career.

### *Graduation Exercises Attendance Procedures*

Students must maintain a cumulative 90% attendance record while attending Harrisonville High School in order to participate in graduation ceremonies. (Students not able to participate will still graduate and receive their diploma)

\*\*ONLY doctor’s notes with dated absences, or funeral notices will exempt an absence toward the school’s 90% attendance policy.\*\*

### *Students Eligible for Services under the IDEA*

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

#### Early Graduation—High School

A student who wishes to graduate from high school in less than the ordinary eight-semester, grade 9-12 sequence, may request permission to complete graduation requirements on an alternate schedule. The student and parents/guardians will consult with high school guidance personnel to develop a graduation plan. The student's intention to accomplish this shall be stated in writing to the principal.

The student completing requirements in less than the eight semesters of attendance may be waived under the following conditions:

- Completion of requirements in a regular school program, including dual credit courses offered by accredited colleges and universities, but excluding **and earning no more than one credit total through** summer school, night school, correspondence school, etc. or online classes outside of the school day.
- Completion and approval of an "Application for Senior Early Graduation (available in the guidance office). This should be done by October 15 of the senior year.
- Score in the advanced or proficient ranges of the Missouri Assessment Program (MAP) in all core areas.

The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies. In all other school activities the early-out graduate will be treated as a graduated student.

Students who request and select early graduation will not be eligible for the following senior honors: Honor Grad, Boy of the Year and Girl of the Year.

*\* Students may appeal to the building principal for waiver of this criterion in cases where hardship can be demonstrated.*

#### Section 504 I-125-S

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.



The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Assistant Superintendent of Academic and Student Services, 503 S. Lexington, Harrisonville, MO 64701, (816) 380-2727. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

#### *Special Education I-125-S*

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

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

The District assures that personally identifiable information collected, used, or maintained by the District 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).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the

agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed Monday – Friday (7:30 am – 4:00 pm) in the office of the Director Assistant Superintendent of Academic and Student Services, 503 S. Lexington, Harrisonville, MO 64701, (816) 380-2727. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

#### *Virtual/Online Courses I-160-S*

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://www.harrisonvilleschools.org/Page/1274> and District Policy.

#### Technology F-265-S

##### *Cell Phone Guidelines*

District students are not permitted to use any electronic device, including but not limited to cell phones, in a way that is disruptive to the educational process or which would violate District rules.

**More detailed cell phone/electronic device guidelines are found later in this Handbook and can be accessed through the following links:**

[Middle School Students](#)

[High School Students](#)

#### *Technology Devices and Acceptable Use Policy*

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

#### *Acceptable Use*

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and

student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

#### *Unacceptable Use*

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

#### *User Agreements*

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

#### *Safety and Cybersecurity*

The District monitors the online activities of students and operates a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

#### Building Information

##### Grading and Reporting System

#### [High School Students](#)

#### *Identification Cards/Badges*

Every student is provided with a picture ID card at the beginning of the school year. These ID's are used for lunch purchases, library book check-outs, checking in and out of the office, and school dances. ID's must be worn at all times while in the building. Students will be required to purchase a replacement card for \$2.00 if the ID is lost, stolen, altered, damaged, defaced, or mutilated in any way. Students will also be provided with a lanyard and plastic card holder. If you choose to purchase one different from the one we supply please be sure it is a breakaway lanyard. Additional holders and lanyards are available for purchase for \$1.00 each.

### *Missouri State High School Activities Association (MSHSAA) Activities*

The Missouri State High School Activities Association governs all interscholastic activities. The basic rules are posted within the school and issued to athletes in the form of brochures. You must be familiar with these regulations to protect your eligibility. A complete copy is on file and available if you have a question. Each school also has the authority to set additional requirements. Eligibility to participate in school athletics is a privilege granted if you meet these standards; it is not an inherent right.

### *Goal Statement*

The Harrisonville School District will strive to provide and maintain quality programs for all students to grow individually and as a team in pursuit of success and excellence. With that in mind, we strongly believe student participation in any part of our activity/athletic programs is a privilege which carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student participant. Activity/Athletic participation represents a year-round commitment that will help to develop the student physically, mentally, socially and emotionally.

### *Basic Guidelines for Participation*

Students are free to make their own selections as to activities in which they wish to participate. It is the Harrisonville Cass R-IX School District policy that when students face a conflict between two schools sponsored activities the sponsors of the activities shall meet to determine a resolution with the best interest of the student in mind. Certain school activities (to be determined by the administrators) will have priority. Students are not to be penalized by the activity not attended.

A student who has gone out for a sport but quits of his own accord will not be eligible to start practicing or pre-season conditioning for another sport before the end of the competition in the sport that was dropped unless the head coach (of the sport that was dropped) signs a release form and the head coach of the new sport involved accepts the athlete. EVERY ATHLETE SHOULD UNDERSTAND THIS POLICY.

- If it is necessary to be absent from practice, the student is expected to make arrangements with the coach/sponsor prior to the scheduled absence.
- Students must be in attendance all day the day of a scheduled activity. Exceptions are granted with pre-approval by the Activities Director or Administrators ONLY!
- If under out-of-school suspension (OSS), you will not be allowed to practice, participate in or attend any school activity until reinstated in school and approval to continue in an activity is granted by an Administrator.
- While under in-school suspension (ISS), you will not be allowed to participate in a game, meet or activity until the ISS is completed. You will, however, be allowed to practice.
- The use of tobacco, alcohol, or non-prescription drugs other than over the counter can be detrimental to the student as well as those around them. Use of these substances is strictly prohibited and disciplinary action will be taken should the

athlete choose to use any of the above substances. More detailed information can be found in the activities handbook. **THIS IS A YEAR-ROUND COMMITMENT.**

### *Sportsmanship*

As a participant representing the Harrisonville Cass R-IX School District, you have the responsibility for exhibiting good sportsmanship at all times. Sportsmanship is carried into how the game is played, not whether it is won or lost. Simple acts or gestures of respect such as displaying good conduct through self-control, cooperation with officials – accepting their decisions and abiding by them, accepting both victory and defeat with pride and compassion, and never being boastful or bitter will aid you and your team as well as exemplify the standards expected of you the School District. Acting in an unsportsmanlike manner could result in loss of eligibility.

As educators, fans and parents, we share the responsibility of setting positive examples. The values and integrity we strive to establish through our activities will serve our students throughout their lives. Unsportsmanlike conduct could result in your being barred from attending school contests/activities.

### *Extra-curricular Activities and Clubs*

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

From time to time, coaches and sponsors may be authorized by the District to contact students via electronic communication. The maintenance of professional boundaries between staff and students extends to all modes of electronic communication. For more information regarding these communications, please contact the District's Activities Director.

**More detailed information regarding extracurricular activities is found in the Activities/Athletics Handbook and on the District's website and can be accessed through the following links:**

[Activities/Athletics Handbook](#)

### *School Cancellations and/or Early Dismissal*

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the Blackboard system to notify students and parents/guardians via text, phone call, and email. Announcements will also be made on the District website, Facebook, Twitter, and Kansas City area stations. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

### *Class Schedules/Bell Schedules*

Class schedules/bell schedules can be accessed through the following links:

[Early Childhood Education Program](#)

[Elementary Students](#)

[Middle School Students](#)

[High School Students](#)

[Cass Career Center Students](#)

### *Parent Portal*

The Harrisonville Cass R-IX School District now offers Parent Portal, an on-line resource for parents. Through Parent Portal, you can access attendance information, lunch account balances, and discipline records for your child (ren).

You will access your child(ren)'s records by entering the school District website, [www.harrisonvilleschools.org](http://www.harrisonvilleschools.org) and clicking on Parent Portal on the home page.

In order to use Parent Portal, the District must have your email address in our student database. Please contact your child's school to gain access.

A user ID and password will be sent to you via e-mail by Parent Portal once we've entered your information into our system.

Upon entering Parent Portal through the District website, you will be asked to enter your user ID and password, so please keep this information on file. Also, please note that it will be your responsibility to keep this password private. We cannot issue any passwords via phone and passwords will not be issued to school children.

Information on Parent Portal will run one school day behind the current date. For example, if a parent sends in \$10 on Jan. 25 to be applied to a student's lunch balance, that credit will not

show on Parent Portal until Jan. 26. The same applies to attendance and discipline records. However, each building will be emailing attendance notices each morning for those students who are not in attendance and whose absence has not been verified by a parent/guardian. If the email is not returned, the school will then call the parent/guardian.

### *Deliveries*

Deliveries will be accepted at the front door of each building during the 2023-2024 school year.

### *Supply Lists*

School supply lists are available on the District website. Your student will need to bring a backpack or a book bag to school each day. Check young children's bags daily for important items such as notes from teachers, school events, etc.

### District Policy Information

#### *English Language Learners I-150-S*

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website.

For more information about the programs for students with LEP or assistance for families, please contact:

Title:	Director of Curriculum & Instruction
Address:	503 S. Lexington, Harrisonville, MO 64701
Phone #:	(816)-380-2727

#### *Physical Examinations and Screenings S-146-S*

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

#### *Surveying, Analyzing, and Evaluating Students S-150-S*

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the registrar at the student's building.

All District policies can be located at: <https://egs.edcounsel.law/harrisonville-cass-r-ix-school-district-policies/>

#### *School Nutritional Program F-290-S*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:



Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### *Student Transfers S-120-S*

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.
2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
4. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

### *Trauma-Informed Schools Initiative*

The Missouri Department of Elementary and Secondary Education (DESE) has established the “Trauma-Informed Schools Initiative” and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

### *Tobacco-Free Policy C-150-S*

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

### *Firearms and Weapons F-235-S*

Possession of weapons, including concealed weapons, on District property, on District transportation or at any District function or activity sponsored by the District is strictly prohibited unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

### Early Childhood Education Program Schedule

Preschool Morning Classes 8:40-11:20 a.m.

Preschool Afternoon Classes 12:50-3:49 p.m.

### Elementary Specific Provisions

#### Elementary Student Schedule

KINDERGARTEN 8:40 a.m. CLASSES BEGIN/TARDY BELL

ECC 3:49 p.m. DISMISSED

GRADES 1 – 3 8:40 a.m. CLASSES BEGIN/TARDY BELL

HES 3:49 p.m. DISMISSED

GRADES 4 – 5 8:40 a.m. CLASSES BEGIN/TARDY BELL

McEowen 3:49 p.m. DISMISSED

#### OFFICE HOURS

8:00 a.m. to 4:30 p.m. – Harrisonville Early Childhood Center

8:00 a.m. to 4:30 p.m. – Harrisonville Elementary School

8:00 a.m. to 4:30 p.m. – McEowen Elementary School

#### PUPILS LEAVING SCHOOL GROUNDS

Permission from the office must be secured each time a child leaves the building. Pupils are to remain on the school grounds during school hours unless they have prior permission from the parent and principal. Permission must be secured each time they leave. You will be asked to present proper identification before students are permitted to leave. ALL students must be signed out in the office.

For the protection and safety of pupils, written permission is required for students who plan to leave the school by any method or route other than their usual one. Children who are eligible to ride the bus must have the parent/guardian written permission to walk. Notification of transportation changes must be made by 2 p.m. the day of the change.

Early Childhood Center students may be picked up on Polar Lane.

Harrisonville Elementary students may be picked up on the south and north side of the building.

McEowen Elementary students may be picked up in the main parking lot. NOT in the bus lane.

#### DO NOT PARK IN THE BUS ZONES

Harrisonville Early Childhood Center 8:00 a.m. to 4:15 p.m.

Harrisonville Elementary School 8:00 to 9:00 a.m. and 3:00 to 4:15 p.m.

McEowen Elementary School 8:00 to 9:00 a.m. and 3:00 to 4:15 p.m.

NOTE: Report to school and the police any suspicious circumstances. We need your help in this important matter.

#### RELEASE FROM SCHOOL

No child will be released from school to anyone other than a legal parent or guardian or a person listed as an emergency contact unless prior verified arrangements have been made. We are sure you will appreciate our concern in this matter. You will be asked to provide proof of identification.

Please report to the principal's office to have your child released.

#### Elementary Attendance

##### ABSENCES

Regular school attendance is important, as class time lost cannot be made up. When students must miss school, it is their responsibility to see that assignments are made up.

The following circumstances are recognized excuses for school absence: (1) personal illness, (2) family illness, (3) death in the family, and (4) religious holiday.

When a student is absent from school with the parent's/guardian's permission, it is necessary for the parent/guardian to call the school office explaining the reason for the absence.

If any student misses more than five (5) days per quarter, a conference may be held with the parent/guardian, teacher and principal to determine the status of the student's progress.

The required conference could be waived in case of illness or other factors deemed appropriate by the principal and teacher.

Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. If excessive absenteeism continues, school officials shall contact outside social or state agencies.

#### MAKE-UP WORK

Students are responsible for contacting the teacher after an absence concerning assignments missed. Any work missed and not made up by the date required by the teacher will be recorded as a zero and the grade so averaged for the quarter.

When it appears that a student will be absent two or more days, it is suggested the parents contact the school to see what assignments and study materials may be obtained for use while the student is out. Please allow the teacher sufficient time to prepare the assignment. (We recommend 24 hours.)

If a student is to be out of school for an extended period of time, homebound teaching may be necessary. Please contact the school office for further information.

#### ACTIVITY ATTENDANCE ELIGIBILITY

Any student absent from classes on the day of any activity shall not be eligible for participation in the event on that day unless excused by the building principal or designated representative from missed classes by the time of the commencement of such activity. Unscheduled school days shall be considered an extension of the previous school day.

#### TARDINESS AND EARLY SIGN OUT

Punctuality is part of attendance. Students should be in class on time. Any student not in his or her classroom when the bell rings shall be considered tardy unless previously excused by the principal. Parent/guardian should notify the school office by note or phone call that a student will be tardy and accompany the student to the front door for check in.

Persistent tardiness creates a genuine hardship for a student and is regarded as a very serious problem. If persistent tardiness continues, school officials may contact outside social or state agencies.

When buses are late, students are not counted tardy.

If any student is tardy or signed out early more than six (6) days per quarter a conference may be held with the parent/guardian, teacher and principal to determine the status of the student's progress.

#### Middle School Specific Provisions

Attendance, lates and tardies at HMS: We have computer generated letters for attendance, tardies and lates to school. These letters allow parents to know where their student(s) fall in these three areas. We have consequences for tardies and lates to school that range from meeting with a student's mentor/parent notification to conferences, loss of hallway privileges, detentions, shut down and In School Suspension. These letters will be emailed home and/or a phone call to parents.

Food Service at HMS: Students are NOT allowed to order food from outside restaurants.

Cell Phones at HMS: Students are allowed to carry their cell phones, but cannot have them out and cannot be using them during the school day. If a student needs to place a call, they may use the office phone. If you need to reach your student, please call the office. If a student is found using their cellular devices a staff member will ask them to bring it to the office and it will be stored in a safety box, the student may pick it up at the end of the day. If cell phone usage becomes an ongoing problem, students will be required to leave their phones at home or check them into the office at the beginning of the day. The inappropriate use of telecommunication devices capable of taking and/or transmitting digital media can create a risk factor in locker rooms, restrooms, private areas, and other locations where students and/or staff have a reasonable expectation of privacy.

Academic and Grades at HMS:

### **Grades and Reports:**

6<sup>th</sup> - 8<sup>th</sup> grade students will receive a traditional grade which will be reported in our SIS system.

**Struggling Students Policy----**6<sup>th</sup> – 8<sup>th</sup> grade students will be EXPECTED to reach 60% in their core classes. If the students fall below this critical number we will put support in place that will be mandatory. This will include before and after school tutoring, academic shut down, or, in extreme situations, mandatory summer school or retention. This is to ensure the student will be successfully prepared to move on to the next grade level.

Middle School Class Schedules/Bell Schedules

### **2023-2024 Bell Schedules**

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
7:25-8:25	8:28-9:26	9:29-10:04	10:07-11:05	11:08-12:28	12:31-1:29	1:32-2:32
60 (58/2)	58 min	35 min	58 min	80 (60/20)	58 min	60 (58/2)

High School Specific Provisions

High School Attendance and Absence Procedures S-115-S

### **ACTIVITY ATTENDANCE ELIGIBILITY**

Any student absent from classes on the day of any activity shall not be eligible for participation in the event on that day unless excused by the building principal or designated representative from missed classes by the time of the commencement of such activity. Unscheduled school days shall be considered an extension of the previous school day.

### **COLLEGE VISITS**

A college visit must be approved by the administration prior to the visit. Approval is based on completion of the Prearranged College Approval Form which can be obtained from the Attendance Secretary. Students must also provide verification of visit to the administration upon returning to school or the absence will not be waived. Juniors and seniors receive two college visits per year. Additional visits will only be considered with building principal approval.

### **COMMUNICATION TO PARENTS FROM THE ATTENDANCE OFFICE**

Student attendance is updated daily in Parent Link and parents are encouraged to check frequently to keep track of their student's attendance. When a student has missed five days, excused and/or unexcused, in any class in a semester, a letter will be mailed from the Attendance Office. The purpose of the letter is to inform the parent about the absences and the impact these absences may have on the student's status. Additionally, the student will be notified of their attendance by a school official.

When a student reaches his/her ninth (9) absence, excused or unexcused, in any class in a semester, an official letter will be sent to the parent/guardian by certified mail.

If problematic attendance continues, administrative contact will occur which may result in notification to the Department of Family Services (DFS), Cass County Juvenile Offices for students not yet 17 years of age, and/or removal from enrollment at Harrisonville High School.

### **TARDINESS**

**At Harrisonville High School, a tardy is defined, as the student not being in his/her classroom when the tardy bell rings.**

Punctual and regular attendance is necessary in a well-ordered school, both for proper training of the individual student and to avoid disruption of classroom activities. To discourage the practice of being late to class, tardies are generally considered to be unexcused unless the student has a hall pass from a teacher or the office.

Tardies will be tracked and accumulated by class period. Below are the consequences for excessive tardies:

<b>TARDY #</b>	<b>CONSEQUENCE</b>
1 & 2	Teacher Notification
3	Teacher Conference and Warning

4	Parent Phone Call
5	After School - Teacher Detention
6 & 7	Alternative Passing Period
8 +	Parent, Teacher, Student Conference to Develop Plan

#### High School Food Service Program F-285-S

##### **CLOSED LUNCHROOM POLICY**

A hot lunch program is available for students each school day. Students will not be allowed to order from area restaurants or fast food restaurants or to have food delivered without permission from administration. Any outside food or drink brought to the school building is not allowed to leave the attendance office without permission from school staff.

#### High School Assessment Program I-195-S

##### **ACT TESTING INFORMATION**

Harrisonville Code #261-345

To choose Harrisonville High School as a Testing Site: Code #175-890

**\*See Testing and Registration Schedule in Student Services Center**

##### **SAT TESTING INFORMATION**

Harrisonville Student Code #261-345

Check registration deadline dates and enroll for testing online at [www.collegeboard.com/reg](http://www.collegeboard.com/reg). Subject tests are not administered in March.

#### High School Technology F-265-S

##### **CELL PHONE USAGE**

Students are extended the privilege of using cell phones during passing periods and during their assigned lunch shift. Whenever class is in session, cell phones may not be used and/or visible to staff without staff permission. The inappropriate use of telecommunication devices capable of taking and/or transmitting digital media can create a risk factor in locker rooms, restrooms, private areas, and other locations where students and/or staff have a reasonable expectation of privacy.

If a student does not follow the expectations set forth, the following consequences will apply:

**First Offense:** Cell Phone Confiscation and held for the remainder of the hour. Classroom Warning and Parent Phone Call.

**Second Offense:** Cell Phone Confiscation and held in the office for remainder of the day. Administrative Conference and Parent Phone Call

**Third Offense:** Cell Phone Confiscation and parent must pick up. **3 Hour After School Detention.**

**Fourth Offense:** Cell Phone Confiscation until parent picks up. **1 Day of ISS.**

**Fifth Offense:** Cell Phone Confiscation w/ parent meeting. **3 Days of ISS.**

If a student fails to comply with the confiscation of their cell phone, they will be referred to the office for Failure to Comply and will receive disciplinary consequences, regardless of the offense number.

### High School Grading and Reporting System

#### **GRADING AND ASSESSMENT**

1. Help students learn as much as possible during their four years at HHS
2. Make grades truly reflect a student's current knowledge and progress towards the Missouri Learning Standards
3. Prepare students for their postsecondary objectives

The ICU database will be utilized to inform students, parents and teachers of missing assignments. The purpose of the ICU database is to maintain a list of students that are in need of additional support to complete their assignments. Although students are placed in the database for missing assignments, it is the mission of ICU to help teachers reach students that need extra assistance in demonstrating mastery through quality assignments. By establishing the expectation for students to “show what they know” through quality assignments, students will develop accountability as a byproduct.

All students are expected to demonstrate mastery of the Missouri Learning Standards. To ensure that all students have the ability to accomplish this, every quality assignment is expected to be completed by every student. Zeros do not provide evidence of learning and will be entered into the gradebook as a placeholder until the assignment is completed. Students who fail to show mastery of Missouri Learning Standards on an assessment may earn a retake once they have met the teacher established guidelines.

The above mentioned practices do not mean students have an unlimited amount of time to complete assignments or retake assessments. Due to grade reporting, teachers will still establish cutoff dates for accepting late assignments and allowing retakes.

#### **WEIGHTED COURSES**

Harrisonville High School has a weighted course system. This system is designed to place more value on certain courses when grade points are calculated. The scale for weighted courses is listed under “Meaning of Grades:

The courses that are given weighted course classification are determined by a principal, chairperson council, and approved by the Board of Education on a yearly basis. The following guidelines must be met for weighted course classification:

1. Must require at least 5 hours/week outside of class work.
2. Must require a major term paper, project or combination of projects that require original research per semester.
3. Must be taught on an advanced and academically rigorous level.



## GRADING SCALE/GPA'S

<u>Grade</u>	<u>Point Percentage</u>	<u>Regular Course Grade Point</u>	<u>Weighted Course Grade Point</u>
<b>A</b>	<b>95-100</b>	<b>4.00</b>	<b>5.00</b>
<b>A-</b>	<b>90-94</b>	<b>3.66</b>	<b>4.66</b>
<b>B+</b>	<b>87-89</b>	<b>3.33</b>	<b>4.33</b>
<b>B</b>	<b>83-86</b>	<b>3.00</b>	<b>4.00</b>
<b>B-</b>	<b>80-82</b>	<b>2.66</b>	<b>3.66</b>
<b>C+</b>	<b>77-79</b>	<b>2.33</b>	<b>3.33</b>
<b>C</b>	<b>73-76</b>	<b>2.00</b>	<b>3.00</b>
<b>C-</b>	<b>70-72</b>	<b>1.66</b>	<b>2.66</b>
<b>D+</b>	<b>67-69</b>	<b>1.33</b>	<b>1.33</b>
<b>D</b>	<b>63-66</b>	<b>1.00</b>	<b>1.00</b>
<b>D-</b>	<b>60-62</b>	<b>0.66</b>	<b>0.66</b>
<b>F</b>	<b>Below 60</b>	<b>0.00</b>	<b>0.00</b>

Grading periods are eighteen weeks long. Students also receive a mid-semester evaluation at the end of each nine-week period.

High School Class Schedules/Bell Schedules

**2023-2024 Bell Schedules**

<u>Period</u>	<u>Monday</u>	<u>Mins.</u>	<u>Tuesday-Friday</u>	<u>Mins.</u>
1st Hour	7:35 - 8:21	46	7:35-9:05	90
2nd Hour	8:25 - 9:11	46		
3rd Hour	9:15 - 10:01	46	9:09-10:39	90
4th Hour	10:08-10:51	46		
5th Hour	--		10:43-11:12	29
6th Hour	10:55 - 12:10	75 (55 + 20 Lunch)	11:16-1:06	110 (90 + 20 Lunch)
7th Hour	12:14 - 1:00	46		
8th Hour	1:04 - 1:50	46	1:10-2:40	90
9th Hour	1:54 - 2:40	46		
	<u>Lunch</u>		<u>Lunch</u>	
1st Shift	10:51 - 11:11	20	11:16-11:36	20
2nd Shift	11:11 - 11:31	20	11:38-11:58	20
3rd Shift	11:31 - 11:51	20	12:00-12:20	20
4th Shift	11:51 - 12:11	20	12:22-12:42	20
5th Shift	---		12:46-1:06	20

### Cass Career Center Specific Provisions

#### Cass Career Center Schedule of Daily Attendance

Morning session 7:40 a.m.-10:23 a.m.; afternoon session 11:30 a.m.- 2:00 p.m. Office hours are 7:00 a.m.-3:30 p.m. Monday through Friday during the school year. Summer office hours vary.

### **ENROLLMENT**

Students enroll for CCC courses through their home school counselors. Students should have sufficient academic background and aptitude to successfully complete the training, have a strong interest in the occupational area, and have a desire to seek employment or further training after graduation, work satisfactorily with teachers and fellow, and have a satisfactory school attendance record. In order to achieve the purposes of the student assessment program, the District requires all enrolled students to participate in all applicable aspects of the assessment program. The Cass Career Center coordinates with 12 schools from 10 school Districts in enrollment and assistance for all students including those with special needs.

### **COUNSELOR & CAREER RESOURCE EDUCATOR**

All students have a home school counselor; however, many students have shortened days at their home school so it may be difficult to see their home school counselor. The Cass Career Center counselor works together with the home schools to offer the students the benefits of their cooperative efforts. The counselor at Cass Career Center is responsible for testing, scholarship search, personal counseling, career research, recruitment, and data collection. The Cass Career Center Counselor coordinates with eleven (11) sending schools (9 school districts) in enrollment and assistance for all students including those with special needs.

The Career Resource Educator (CRE) is available to help all students with course work problems. For assistance, contact Cass Career Center counselor's office or the program instructor.

#### **ENGLISH 4 and MATH 4**

Integrated academic credit will be available to those students who complete a six-hour CTE (Career and Technical Education) program and specific, additional academic criteria. One hour of communication arts and one hour of math credit will be awarded to students who meet all requirements for the established components of a portfolio. (.25 credits per semester will be awarded in math & communication arts if all requirements are met.)

#### **Cass Career Center Attendance Policy**

It is the expected commitment of students enrolled at the CCC to be consistently present at the career center. Career and technical training requires consistency with instruction and hands-on activities, and when a CTE student is routinely tardy, frequently absent, or is absent for an extended period of time, the learning environment and technical skills training deteriorate, and the environment and collaborative effort of student professional development suffers for all within the classroom.

Students who have been assigned discipline at their home school resulting in ISS or OSS are not allowed to attend the Cass Career Center on those days. These students should contact their instructors to get assignments to work on while out of class.

#### **ATTENDANCE WHEN COMPREHENSIVE HIGH SCHOOL IS NOT IN SESSION**

The Cass Career Center calendar may differ from a student's comprehensive high school calendar. Student attendance is based on the Cass Career Center calendar, not the calendar of their comprehensive high school. Students are expected to be in attendance at Cass Career Center whenever classes are in session, no exceptions. Typically, when the comprehensive high school is not in session, bus transportation will be provided from the comprehensive high school to the CCC and back to the comprehensive high school. On these days, students must provide their own transportation between their residence and their comprehensive high school.

#### **WHAT SHOULD I DO IN CASE OF AN ABSENCE?**

Parents/guardians should notify the attendance office by phone (816-380-3253) at Cass Career Center each day of their student's absence. A prearranged absence may also be called in by parents/guardians prior to the student's absence. Students have two school days to clear up an undetermined absence due to illness. After that time, the absence is listed as unexcused. Students not excused by their parents or guardian will be considered unexcused. Unexcused absences may result in discipline or a student's inability to return to the Cass Career Center at the end of any given semester.

If students are to make the most of the educational opportunities, regular attendance and punctuality are extremely important. We believe that when a student misses school regardless of the reason, they are missing something valuable and the class suffers as well. Many industry credentials require a minimum student attendance, and in some cases, credentials cannot be obtained if students are below specific attendance requirements.

### **EXCUSED ABSENCES**

The following absences are considered excused with proper documentation:

- hospitalization/doctor visits for unscheduled medical issues
- death in the family
- school suspensions
- mandatory court dates
- verified school counselor/office appointments
- two college visits per year for juniors and two college visits per year for seniors with verification from college
- school-related activities in which the student is a participant
- religious observance
- history of chronic health problems, provided that proper documentation is filed with the office

### **EXCESSIVE ABSENCES**

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed. Students who have excessive absences or tardies can be dismissed from the program. Attendance and participation are part of a successful learning experience, so students with more than nine (9) excused absences or unexcused absences in any class in a semester, not including inclement weather with school cancellations in other sending school districts, may lose their ability to return the following semester.

### **ATTENDANCE AT COMPREHENSIVE HIGH SCHOOL ACTIVITIES**

There may be occasions when students need to be absent from Cass Career Center to attend important comprehensive high school activities, or vice versa. Students should attempt to minimize these absences since one day's absence at the career center means loss of a three-period block of instruction or may involve a clinical experience not easily made up. A student who is absent from Cass Career Center because of an authorized, pre-arranged comprehensive high school activity will not be recorded absent from the career center for the purpose of Certificate of Achievement eligibility, perfect attendance and permanent records, providing the student sending school office gives notification of the sending school event to the CCC attendance office. The student accepts responsibility to make up any class work or clinical time missed at Cass Career Center and/or at the comprehensive high school. If a student does not follow the above procedure, the absence will be recorded as a regular absence in the student's permanent record after 2 days from the absence.

### **TARDIES**

Any Harrisonville student late for 1<sup>st</sup> hour (over 10 minutes) must be sent to the office to be checked in. Consequences for tardies may be viewed on the Harrisonville High School (HHS) Tardy Discipline Chart. School bus problems that cause tardiness will not be counted against the student.

Punctual and regular attendance is necessary in a well-ordered school, both for proper

training of the individual student and to avoid disruption of classroom activities. The pupil who is tardy wastes not only his own time, but also the time of the other students who are members of the class that the late pupil distracts upon entry. To discourage the practice of being tardy, tardies are generally considered to be unexcused unless the student has a hall pass from a teacher or the office. Excessive tardiness can affect the student's grades because he will miss important classroom work.

#### Cass Career Center Driving Riding Policy

1. **All Harrisonville High School students must walk to and from Harrisonville High School and Cass Career Center.** Any students riding/driving between buildings will be assigned school discipline, according to school policies, including loss of parking privileges at Harrisonville High School and parking fines. In extreme cases, the Harrisonville High School Principal, Assistant Principal, SRO, Career Center Director, or Assistant Director may grant permission to drive between the buildings.
2. **Students must obtain permanent or temporary driving/riding permits in advance (approved or requested by sending school and approved by parents) from the Cass Career Center front office to drive/ride for any reason. A fee will be charged for permanent parking/driving permits at Cass Career Center to be consistent with Harrisonville High School (adult student parking fees may vary).** There is no charge for a temporary permit. Permits must be on file in the front office **before** a student wishes to drive to school. Documentation of valid driver's license and proof of insurance must be presented (for permanent permits). Failure to obtain a permit will result in a disciplinary referral.
3. Students driving more than **10 days** in a semester will be required to purchase a permanent parking pass. Students in violation of this driving policy will lose their driving privileges and will be sent back to their sending school.
4. Permission for sending school students to drive will be granted on a case-by-case basis and must be requested by the sending school and approved by parent/guardian.
5. Vehicles parked improperly in the parking area may be ticketed or towed away at the owner's expense.
6. Hang tags must be displayed when a car is parked in the Cass Career Center parking lot. Students "sharing" hang tags will receive a discipline referral, and/or driving permit will be pulled permanently.
7. Students driving unsafely, not obeying traffic signs, driving between buildings, or transporting riders will receive a discipline referral and/or driving permit will be pulled permanently.
8. Vehicles in the parking lot will be subject to all school rules regarding alcohol, drugs, weapons or any type of illegal contraband.
9. **EMERGENCY DRIVING PROCEDURE:** A student who misses his/her home school bus or for some other reason finds it necessary to drive to Cass Career Center upon short notice **MUST FIRST CONTACT THE SENDING HIGH SCHOOL FOR APPROVAL.** Students who drive to Cass Career Center without first contacting the sending high school to obtain permission may be sent back to their sending schools or be subject to disciplinary action and loss of future driving privileges.
10. A student who misses their home school bus and needs to ride with another student to CCC **MUST FIRST CONTACT THE SENDING HIGH SCHOOL AND PARENTS FOR APPROVAL.** Upon leaving CCC all riders must return to their home school on

the provided bus. If no bus has been provided that day, then the rider may return with the approved driver that brought them to CCC.

### Driving and Parking Regulations

1. All automobiles operated by students on the high school grounds must be properly licensed and adhere to all state regulations. All vehicles must also be registered with the office. Automobile registration permits are available from the Cass Career Center front office. Parking permits must be displayed at all times during school hours. If the permit is lost or forgotten, the student must let the Cass Career Center front office know immediately.
2. Students must present a valid driver's license and proof of current coverage (as required by law) to park at Cass Career Center. Parking privileges will be revoked if the driver's license is revoked or insurance lapses during the school year.
3. Students must park in the student parking lot ONLY.
4. Students may not park or drive on any service roads. No driving behind the high school.
5. Parking must be only in assigned parking spaces.
6. Drivers must maintain a safe and reasonable speed and at no time exceed **10 miles per hour**.
7. Visitors and those wishing to **drop off/pick up** students may use the south or east entrances.
8. All accidents must be reported to the office as soon as possible.
9. No driving between Cass Career Center and Harrisonville High School unless permission is received from Cass Career
  - i. Center and Harrisonville High School administration
10. Once a student arrives at school and parks, he/she must exit the parking lot and enter the school in a reasonable
  - i. amount of time. If a student enters the parking lot and leaves without permission, the student will be considered truant.
11. On occasion, when a student drives a vehicle on a one-day basis, he/she must see the School Resource Officer or
  - a. Cass Career Center Assistant Director to obtain a one-day temporary permit. There is no charge for this one-day permit. Once a student enters the parking lot or enters school property, the use of tobacco or any other contraband will be prohibited. Disciplinary actions for these offenses are found in this handbook.

***The administration has the right to apply administrative discretion and our rules and regulations to the conduct and discipline of students that ride Cass R-IX District buses.***

Students driving unsafely, driving without permission, not obeying traffic signs, driving between buildings, or transporting riders will receive a discipline referral. Possible disciplinary action for driving violations are as follows:

- 1 - Conference/Warning
- 2 - 30 minute detention
- 3 - 1 hour detention
- 4 - ISS
- 5 - Revoke driving privileges

\*Depending on the level of the offense, CCC Administration reserves the right to assign any of the above-mentioned consequences in any sequence if deemed necessary.

### District Discipline Scope and Sequence

Each disciplinary situation that is dealt with by staff and administration is unique.

With this in mind, discipline will be tailored to the circumstances of the offense.

The following will be considered when determining the disciplinary action taken:

- Severity of the offense
- Previous offenses
- Honesty with staff and administration regarding the situation
- Restoration of justice for the victim

The “level” of the offense (e.g. first or subsequent offense) will generally be based upon the total number of discipline referrals accumulated by a student for a particular type of conduct during the current school year. However, offenses involving drugs, weapons, or other acts of physical violence will accumulate throughout secondary school (grades 9-12). Assault and fighting will accumulate as one, however the definition of assault and fighting are different. Below you will find a chart lining out the possible disciplinary actions that may be levied.

Offense/Behavior	Possible Disciplinary Actions <i>X = First Offense , O = Subsequent Offenses</i>						
	Confiscation	Principal/Student Conference	Loss of Privileges	Detention	ISS	OSS	Long-Term Referral
<b>Academic Dishonesty:</b> Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work.		XO	XO	XO	XO		
<b>Arson:</b> Starting or attempting to start a fire or causing or attempting to cause an explosion.		X	X	X	X	X	XO
<b>Assault, First or Second Degree:</b> Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.  <b>Assault, Third or Fourth Degree:</b> 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 or fourth degree.						XO	XO

Offense/Behavior	Possible Disciplinary Actions <i>X = First Offense , O = Subsequent Offenses</i>						
	Confiscation	Principal/Student Conference	Loss of Privileges	Detention	ISS	OSS	Long-Term Referral
<b>Automobile /Vehicle Misuse:</b> Discourteous 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.		XO	XO	XO	XO	XO	
Offense/Behavior	Possible Disciplinary Actions <i>X = First Offense , O = Subsequent Offenses</i>						
	Confiscation	Principal/Student Conference	Loss of Privileges	Detention	ISS	OSS	Long-Term Referral
<b>Bullying/Cyberbullying:</b> Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.		X	X	X	X	XO	XO
<b>Bus or Transportation Misconduct:</b> Any misconduct committed by a student on transportation provided by or through the District.		XO	XO	XO	XO	XO	
<b>Cutting Class:</b> Not attending a class the student is enrolled in or assigned to without a legitimate pass excusing the student from that class.		XO	XO	XO	XO		
<b>Dishonesty:</b> Any act of lying, whether verbal or written, including forgery. Dishonesty also includes knowingly making a false report.		X	X	XO	XO	XO	O
<b>Disrespectful/Disruptive Speech or Conduct:</b> 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.		X	XO	XO	XO	XO	O



Offense/Behavior	Possible Disciplinary Actions <i>X = First Offense , O = Subsequent Offenses</i>						
	Confiscation	Principal/Student Conference	Loss of Privileges	Detention	ISS	OSS	Long-Term Referral
<b>Dress Code Violation:</b> Personal appearance that attracts undue attention to the extent that it may become a disruptive factor in the education process and/or disruptive to good school climate and does not reflect good standards of health, safety and decency.		X	O	O	O	O	

Offense/Behavior	Possible Disciplinary Actions <i>X = First Offense , O = Subsequent Offenses</i>						
	Confiscation	Principal/Student Conference	Loss of Privileges	Detention	ISS	OSS	Long-Term Referral
<b>Drugs/Alcohol:</b> Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation. Possession of or attendance while under the influence of or soon after consuming any prescription drug, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related/tobacco 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; or over the counter drugs. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including the items listed in the above list or 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. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.	XO	X	X			X	XO
<b>Extortion:</b> Threatening or intimidating any person for the purpose of obtaining money or anything of value.		X	X	X	XO	XO	O
<b>Failure to Care for or Return District Property:</b> Loss of, failure to return, or damage to District property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.		X	X	XO	XO		
<b>Failure to Meet Conditions of Disciplinary Consequences:</b> 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.		X	X	X	XO	XO	XO

<b>False Alarms:</b> 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.		X	X	X	XO	XO	XO
<b>Failure to Comply:</b> Refusal or neglect to obey classroom & school-wide expectations.		XO	XO	XO	XO	XO	XO
<b>Fighting:</b> Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.		X	X		XO	XO	XO
<b>Gambling:</b> Betting something of value upon the outcome of a contest, event, assignment, or game of chance.		XO	XO	XO	XO	XO	O
<b>Offense/Behavior</b>	<b>Possible Disciplinary Actions</b> <i>X = First Offense , O = Subsequent Offenses</i>						
	Confiscation	Principal/Student Conference	Loss of Privileges	Detention	ISS	OSS	Long-Term Referral
<b>Harassment (including Sexual Harassment):</b> Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.		X	X	X	XO	XO	XO
<b>Hazing:</b> The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.					X	XO	XO
<b>Incendiary Devices:</b> 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.	XO	XO	XO	XO	XO	XO	O
<b>Intimidation:</b> Frightening or compelling/deterring someone to act through the use of fear or threats.		XO	XO	XO	XO	XO	XO
<b>Nuisance Items:</b> Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	XO	XO	XO	XO	XO	O	
<b>Obscene Language, Gestures, and/or Profanity:</b> Verbal, written, pictorial or symbolic words or gestures that describe sexual conduct which, considered as a whole, appeal to marked interest in sex, portraying sex in a manner offensive to community standards and do not have a serious literary, artistic, political or scientific value.		X	X	X	XO	XO	O
<b>Open Defiance to a Staff Member:</b> Openly refusing to obey the reasonable direction or request of any school employee including refusal to identify one's self when requested.		X	X	X	X	XO	O

<b>Public Display of Affection:</b> Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.		X	XO	XO	XO	O	
<b>Sexting or Possession of Explicit Material:</b> Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.	XO	X	X	XO	XO	XO	XO
<b>Sexual Activity:</b> Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.		XO	XO	XO	XO	XO	XO
<b>Tardiness:</b> A student arriving after the class period has begun is marked tardy.		XO	XO	XO	O		
<b>Offense/Behavior</b>	<b>Possible Disciplinary Actions</b> <i>X = First Offense , O = Subsequent Offenses</i>						
	Confiscation	Principal/Student Conference	Loss of Privileges	Detention	ISS	OSS	Long-Term Referral
<b>Technology Misconduct:</b> Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	XO	XO	XO	XO	XO	XO	XO
<b>Theft:</b> Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.		X	X	X	X	X	XO
<b>Threats or Verbal Assault:</b> Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.		X	XO	X	X	X	XO
<b>Tobacco/E-Cigarettes:</b> Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on District property, District transportation or at any District activity. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on District property, District transportation or at any District activity.	XO	XO	XO	XO	XO	O	
<b>Truancy:</b> Absence from school or class without the knowledge and/or consent of parents/guardians and the school administration; leaving school during any session without the consent of the staff and administration; excessive non-justifiable absences, even with the consent of parents/ guardians.		X	XO	XO	XO		

<b>Unauthorized Entry:</b> 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.		X	X	X	X	XO	XO
<b>Unsafe Behavior/Physical Aggression:</b> Conduct that creates a substantial risk of physical injury to any other person (examples – pushing, shoving, fight promotion, throwing objects, horseplay, etc.)		X	X	X	XO	XO	O
<b>Vandalism:</b> Willful damage or the attempt to cause damage to real or personal property belonging to the District, staff or students. Monetary damage will determine if a report is made to juvenile.		X	X	X	X	XO	XO
<b>Verbal Abuse:</b> Disrespectful or abusive language.		X	X	X	X	XO	O
<b>Weapons:</b> Possession or use of any weapon as defined in District policy or rules, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo. 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). Possession or use of ammunition or a component of a weapon, weapon accessories, or tactical gear. Other weapons are prohibited. Other weapons are defined as devices readily capable of lethal use, or devices designed to mimic a weapon. Other weapons include, mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.	XO	X	X	X	X	XO	XO

### Signature and Form Requirements

- Photo/Video/Audio Release Form
- Email Consent/Permission Form
- Technology Usage Agreement Form
- Student/Parent Handbook Acknowledgement Form

### *Photo/Video/Audio Release*

Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

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Parent/Guardian Name (please print):

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Date:

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\*Students 18 years of age or older may sign this release form for themselves.

*F-265-P Technology Form A*

*Email Consent/Permission Form*

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

\_\_\_\_\_

Email Address(es):

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date:

\_\_\_\_\_

*F-265-P Technology Usage Agreement Form B*  
*Student Technology Usage Agreement*

*Students*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District or while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

Student Signature:

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Student Name (please print):

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Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Technology Usage Agreement Permission Form**

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District or while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

*\*Students 18 years of age or older may sign this release form for themselves.*



*C-105-P District Rules and Guides Form A*  
*Student/Parent Handbook Acknowledgment*

I acknowledge that I have received and reviewed the 2023-2024 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

\*Students 18 years of age or older may sign this release form for themselves.