

# HARTVILLE JUNIOR HIGH AND HIGH SCHOOL

## Student Handbook

2018-2019

### NOTICE OF NON-DISCRIMINATION

As per Board of Education Policy adopted February 22, 1995, the Hartville R-II School District does not discriminate on the basis of race, color, national origin, sex, or disabling condition. This policy regards admission/access to treatment/employment in its programs and activities. This notification is made to: applicants for admission and employment; employees; sources of referral of applicants for admission and employment; and all unions or professional organizations holding collective bargaining or professional agreements.

Any person having inquiries concerning compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, is directed to contact the Superintendent of School, Hartville R-II School District, P.O. Box 460, Hartville, Missouri, 65667, 417-741-7676. This position has been designated to coordinate the district's effort to comply with the regulations implementing Title VI, Title IX, and Section 504.

### EQUAL EDUCATIONAL OPPORTUNITY

Each student, being limited only by individual differences, should be given the opportunity to develop and achieve to the maximum extent possible. Therefore, the school district will foster an educational environment that provides and equal educational opportunities for all students.

### **Standard Complaint Resolution Procedure** **For No Child Left Behind Programs**

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

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

Any parent or guardian, surrogate parent, teacher, administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint.

Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written, signed complaint must be filed and the resolution pursued in accordance with local district policy KL:

*The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.*

If a complaint has been made and appealed in accordance with administrative procedures, the parent/guardian or member of the public may appeal the issue to the Board by submitting a written request to the superintendent or the secretary of the Board. The Board will address the complaint in an appropriate and timely manner.

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

Any persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplied, or misinterpreted by the Department itself. Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

**HARTVILLE R-II BOARD OF EDUCATION**

Allen Dickinson, President  
Gary Dedmon, Vice President  
Dustin Arnall, Secretary  
Matt Ballard, Member  
Jason Cryer, Member  
Brian O’Dell, Member  
Jeff Ward, Member  
Jeni Arnall, Treasurer

**MISSION STATEMENT**

THE HARTVILLE R-II SCHOOL DISTRICT’S MISSION IS TO PROVIDE A POSITIVE, CARING AND SAFE EDUCATIONAL ENVIRONMENT FOR THE INTELLECTUAL, MORAL, PHYSICAL, SOCIAL AND CHARACTER DEVELOPMENT FOR EACH STUDENT TO GRADUATE AS A PRODUCTIVE, INFORMED, INNOVATIVE, INVOLVED, AND TECHNOLOGICALLY LITERATE CITIZEN IN A MULTI-FACETED, EVER-CHANGING AND DEMANDING SOCIETY.

**SCHOOL SONG**

In the hills of old Missouri,  
Stands the school we love,  
Shining forth in all her beauty,  
Onward Hartville High.  
Proud are we of our Alma Mater,  
Proud are we of thee,  
Here’s a toast to Hartville High School through eternity.

This handbook belongs to:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

## **TABLE OF CONTENTS**

Notice of Non-Discrimination	1
Equal Rights	1
Faculty and Staff	4
Words of Welcome	6
Student Responsibilities	6
School/Bell Schedule	7
Student Attendance Policy	8
Student Discipline Policy	10
General Information	15
Student Parking	18
Student Dress Code	19
Student Services	19
Grading Information	21
Graduation Requirements	23
A+ Program	23
Graduation Exercise	24
Extracurricular Activities & School Organizations	26
Random Drug Testing Policy	28
School Calendar	32

## FACULTY AND STAFF

### Superintendent

Mark Piper

<u>HS Instructional Staff</u>	<u>Department</u>	<u>Email</u>
Amber Blaylock	Music	<a href="mailto:blaylocka@hartville.k12.mo.us">blaylocka@hartville.k12.mo.us</a>
Cheryl Brown	Social Studies	<a href="mailto:brownc@hartville.k12.mo.us">brownc@hartville.k12.mo.us</a>
Laura Coday	Cheer	<a href="mailto:codayl@hartville.k12.mo.us">codayl@hartville.k12.mo.us</a>
Dale Conklin	Academic Resource	<a href="mailto:conklind@hartville.k12.mo.us">conklind@hartville.k12.mo.us</a>
Doug Glenn	Agriculture	<a href="mailto:glenn@hartville.k12.mo.us">glenn@hartville.k12.mo.us</a>
Justin Hightower	Science	<a href="mailto:hightowerj@hartville.k12.mo.us">hightowerj@hartville.k12.mo.us</a>
Susan Keith	FACS	<a href="mailto:keithsu@hartville.k12.mo.us">keithsu@hartville.k12.mo.us</a>
Clint Horn	PE	<a href="mailto:clint.horn@hartville.k12.mo.us">clint.horn@hartville.k12.mo.us</a>
Lucinda Lawson	ELA	<a href="mailto:lawsonl@hartville.k12.mo.us">lawsonl@hartville.k12.mo.us</a>
Angela Michaelis	ELA	<a href="mailto:michaelisa@hartville.k12.mo.us">michaelisa@hartville.k12.mo.us</a>
Jessica Palmer	Counselor	<a href="mailto:palmerj@hartville.k12.mo.us">palmerj@hartville.k12.mo.us</a>
Mike Percival	PE	<a href="mailto:percivalm@hartville.k12.mo.us">percivalm@hartville.k12.mo.us</a>
Lynn Pitts	SPED Director	<a href="mailto:pittsl@hartville.k12.mo.us">pittsl@hartville.k12.mo.us</a>
Brett Reed	PE	<a href="mailto:reedb@hartville.k12.mo.us">reedb@hartville.k12.mo.us</a>
Tracy Rorrer	Business	<a href="mailto:rorrert@hartville.k12.mo.us">rorrert@hartville.k12.mo.us</a>
Jennifer Sanders	Principal	<a href="mailto:sanders@hartville.k12.mo.us">sanders@hartville.k12.mo.us</a>
Steve Sanders	Library/Media	<a href="mailto:sanders@hartville.k12.mo.us">sanders@hartville.k12.mo.us</a>
Jared Shaver	Industrial Arts	<a href="mailto:shaverj@hartville.k12.mo.us">shaverj@hartville.k12.mo.us</a>
Tabitha Shaver	Science	<a href="mailto:shavert@hartville.k12.mo.us">shavert@hartville.k12.mo.us</a>
Stephanie Sinning	SPED	<a href="mailto:sinnings@hartville.k12.mo.us">sinnings@hartville.k12.mo.us</a>
Jessica Vandergrift	Social Studies	<a href="mailto:vandergriftj@hartville.k12.mo.us">vandergriftj@hartville.k12.mo.us</a>
Doug Ward	Foreign Language	<a href="mailto:wardd@hartville.k12.mo.us">wardd@hartville.k12.mo.us</a>
Rebecca Ward	Mathematics	<a href="mailto:wardr@hartville.k12.mo.us">wardr@hartville.k12.mo.us</a>

<u>7-8 Instructional Staff</u>	<u>Department</u>	<u>Email</u>
Debbie Akers	Art	<a href="mailto:akersd@hartville.k12.mo.us">akersd@hartville.k12.mo.us</a>
Andrew Doyle	Social Studies	<a href="mailto:andrew.doyle@hartville.k12.mo.us">andrew.doyle@hartville.k12.mo.us</a>
Scott Keith	Principal	<a href="mailto:keiths@hartville.k12.mo.us">keiths@hartville.k12.mo.us</a>
Emily McDaris	Mathematics	<a href="mailto:mcdarise@hartville.k12.mo.us">mcdarise@hartville.k12.mo.us</a>

<u>Administrative Assistants</u>	<u>Building</u>	<u>Email</u>
Jeni Arnall	Central Office Bookkeeping	<a href="mailto:arnallj@hartville.k12.mo.us">arnallj@hartville.k12.mo.us</a>
Annette Culver	High School	<a href="mailto:culvera@hartville.k12.mo.us">culvera@hartville.k12.mo.us</a>
Cathy Henderson	Central Office	<a href="mailto:hendersonc@hartville.k12.mo.us">hendersonc@hartville.k12.mo.us</a>
Britany Boyer	Junior High	<a href="mailto:boyerb@hartville.k12.mo.us">boyerb@hartville.k12.mo.us</a>

Cafeteria Staff

Tiffany Hughes
Linda Jordan
Cindy Lansdown

Custodial Staff

David Rose	Maintenance Director
Justin Hicks	
Tammy Rose	
Robert Thompson	

School Nurse

Vickie Hilliard	<a href="mailto:hilliardv@hartville.k12.mo.us">hilliardv@hartville.k12.mo.us</a>
-----------------	--

Technology

Josh Campen	Technology Director	<a href="mailto:campenj@hartville.k12.mo.us">campenj@hartville.k12.mo.us</a>
-------------	---------------------	--

**WELCOME**

The policies and procedures of this handbook are the result of a concerted effort by the faculty and administration. This information has been carefully prepared with the intent of being valuable in helping you adjust, as you become an integral part of Hartville School. We encourage you to take advantage of the academic and extracurricular opportunities available at Hartville. The more you involve yourself in school life, the more likely you will be to succeed academically and socially now and in the future. Have a great year!

**AUTHORITY OF THE TEACHERS**

Teachers and the Principal stand in the place of the parent during such times as students are under their supervision. Teachers shall have the responsibility and authority to maintain proper discipline in the classroom and the school at large, as well as in specific areas of duty assigned by the principal.

Time of supervision shall be continuous from the beginning of the teachers' arrival at school in the morning until their departure from school, not to exclude supervision of students for whom they are responsible for at extracurricular activities.

A teacher who sees any act(s) of sub-standard or improper conduct on the part of any student is expected to reprove the student(s) involved immediately and report the incident to the principal if necessary. The student is expected to accept the reprimand from the teacher and make whatever amends or corrections that the teacher deems reasonably necessary.

Any student who strikes, slaps, kicks or curses a teacher shall be suspended from school and their parents may be requested to appear in front of the school board before readmission to school.

### **STUDENT RESPONSIBILITIES**

It is the responsibility of the student, as a citizen of our school, to learn and obey all policies and regulations as set by the Hartville R-II Board of Education. These policies are enforced to provide the most desirable educational environment and to protect the student. Policies are designed for the good of the school and all students, therefore, please do not ask that exceptions be made.

Remember that teachers are employed to aid and help students. Please feel free to contact them in the settlement of your problems. The student shall always remember to address or refer to his/her teachers as "Mr.," "Ms.," or "Mrs.," Disrespect towards any school employee shall not be tolerated.

Students are expected to respect teachers, staff, and other students and act accordingly; be responsive to requests of all school staff; be respectful and non-disruptive in class, assemblies, and other school-sponsored activities; refrain from any behavior that would embarrass or discredit yourself, your parents, your school, or your community.

### **GRIEVANCES**

All grievances should be handled through the proper chain of command. If the grievance is with a certain teacher, sponsor or coach, first set up an appointment to visit with that teacher, sponsor, or coach. After the completion of that meeting, and only after that, you should contact the building-level principal. If the problem still persists, then and only then, will the Superintendent of Schools be notified. It will be the decision of the Superintendent whether to address the Board of Education with any issues concerning personnel.

All teachers in the Hartville R-II School District are considered "highly-qualified" as defined by the federal and state governments and the Missouri Department of Elementary and Secondary Education. If for any reason, you, as a parent, would like to view the credentials of your child's teacher(s), please do not hesitate to contact the Superintendent's Office.

### **SCHOOL PRIDE AND SPIRIT**

"I'm Proud to be an Eagle."

Students should remember that school life is comparable to life within a community. You should practice here the qualities of good citizenship, which are so necessary in a good community.

School spirit means many things. Some of the things it should mean and some ways students can contribute to good school spirit are:

1. Loyalty to all functions of the school.

2. Courtesy to teachers, officials, adults, fellow students, and students from other schools.
3. Sportsmanship. Being fair, courteous, generous, a gracious loser, and a graceful winner.
4. Keeping buildings and grounds free of litter and trash.

**VISITORS**

All persons wishing to visit the school buildings or grounds must first report to the central office to obtain permission and a pass. No visitors are allowed in the school classroom. **Please do not bring visitors to school with you.**

Parents are welcome at all times to visit school, teachers, or to call the office to discuss any school program. **Please check in at the central office upon arrival.**

**BELL SCHEDULE**

1 <sup>st</sup> period	8:30 – 9:16
2 <sup>nd</sup> period	9:20-10:06
3 <sup>rd</sup> period	10:10-10:56
4 <sup>th</sup> period	11:00-11:46
JH Lunch	11:46-12:10
HS 5 <sup>th</sup> period	11:50-12:36
JH 5 <sup>th</sup> period.....	12:14-1:00
HS Lunch Periods	1 <sup>st</sup> Lunch 12:10-12:36 2 <sup>nd</sup> Lunch 12:36-1:00
6 <sup>th</sup> period	1:04-1:50
7 <sup>th</sup> period	1:54-2:40
8 <sup>th</sup> period	2:44-3:30

<b>Cafeteria Prices</b>	
Breakfast	\$1.00
Reduced Breakfast	\$0.30
Lunch	\$1.65
Reduced Lunch	\$0.40
Extra Milk	\$0.30

**Junior High (7-8)** Students in junior high will be allowed to charge meals up to \$25.00. If no reimbursement has been received, the student will be provided a sandwich and milk or other drink thereafter until payment is received. Original privilege returns on a payment.

**High School (9-12)** Students at the high school will be allowed to charge meals up to \$25.00. If no reimbursement has been received, the student will be provided a sandwich and milk or other drink thereafter until payment is received. Original privilege returns on a payment.

**End of School Year Payments** No charges will be accepted beginning May 1 of each year to allow for accounts to be cleared, with all payments received before the close of the school year.

Board Policy EF-R

**STUDENT ATTENDANCE POLICY  
GRADES 7-12**

When a student is absent from school, the student shall have his or her parent or guardian send a note verifying the absence with the student upon return to school. Absences that are not verified by a note are considered truancy and could be dealt with as detailed in the discipline table on page 12-13 of this handbook.

No student shall be admitted to class without obtaining an admit/absentee slip from the office. The admit/absentee slip will need to be presented to teachers in order to obtain make-up work for absences. Students shall obtain their admit slip from the school office **before** school starts at 8:30.

If the student was absent for any of the following reasons, the student will need to bring a note or certification from that authority and present it to the school office to be inserted into the student's file.

1. Appointments for medical reasons. (doctor, dentist, orthodontist, etc.)
2. Funeral services for immediate family members.
3. Confined to the hospital for injury or sickness.
4. Absences to comply with legal orders, court appearances, juvenile office, etc.
5. Students will be allowed one free trip to the Drivers License Bureau providing it does not take longer than one hour.

### Excessive Absences

The Missouri Department of Elementary and Secondary Education requires schools to maintain ninety percent of students to be in attendance ninety percent of the time for accreditation purposes. Research indicates a positive correlation between student attendance and achievement. For a student to maintain ninety percent attendance they may miss no more than eight days per semester. Greater than eight absences is considered excessive, and could be detrimental to student success.

Upon the eighth absence for the semester, the student and parent/guardian will be notified that any further absences will result in at least one of the following actions by the principal:

1. May lose extracurricular activity privileges.
2. May place student on an attendance contract.
3. Shall examine each absence beyond the eighth to determine if make-up work shall be allowed.
4. May grant an extension due to extenuating circumstances.
5. May be referred to truancy court.

In addition, if the student warrants, the principal may recommend to the superintendent that the student:

1. Not receive credit for the class.
2. Be assigned ISD, after school tutoring, Saturday school, or Summer School.
3. Have his/her credit withheld pending attendance status the following semester.

Upon the tenth absence for the first semester, or eighteenth for the school year, the student will be reported to the appropriate authorities for educational neglect.

Any time during these proceedings, the student and/or the parents may request a hearing. All requests shall be initiated with the principal.

Excessive absences due to confirmed illness may be justified as long as the student makes every attempt to obtain his/her assignments while absent and make arrangements to make up all other work immediately upon returning to school.

Pregnancy, childbirth, termination of pregnancy and recovery from there is a justification for a leave of absence for so long a period deemed medically necessary by the student's physician in a written statement by the physician. Various other medical circumstances may require Homebound Instruction under the recommendation of the diagnosing physician and/or the approval of the principal/superintendent.

An organized "skip" day is not authorized by school policy. Students that take active part in the scheduling or participate in such event, shall not make up work assigned that day, and be subject to the truancy policy.



### Attendance Recovery

Students, parents, or guardians may file an appeal with the attendance committee to receive credit for the semester if administration has deemed it necessary to withhold credit due to absences.

The attendance committee will consider all the facts of each case in deciding whether to grant or deny relief required. Relevant factors may include, but are not limited to, the following:

1. The reason(s) for the accrued or anticipated absences.
2. The extent to which the reasons for each absence were documented at the time the absence was recorded.
3. Whether all eligible make-up work was satisfactorily completed.
4. The number of times the student has requested reinstatement of credit.

### Make-up Work

Teachers must provide make-up work at the request of the student for the day(s) absent. The length of time for the completion of make-up work shall be the equivalent to twice the number of days of absence (two days for every one absence). Work not completed and turned in to the teacher within that time span shall be recorded as a zero. **Out of school suspensions will receive no more than half credit for daily assignments.** All make-up work shall be completed no later than 10 days after the end of the semester.

### Attendance/School Activities/Extracurricular Activities

Students that are absent from school due to their approved involvement in school activities that are scheduled during the school day shall not be counted absent from classes, nor will it be recorded as an absence in the teachers' grade book. However, students are responsible for assignments or tests that occurred in class while they were gone.

**Students must be in attendance at the minimum of four class periods the day of an extra-curricular activity in order to attend, participate or practice, unless prearranged through the activity sponsor and the building principal.**

### Part Time and Co-op Students

Students participating in part time or co-op must maintain 95% attendance rate. Students that drop below the 95% attendance limit will be at risk of being removed from part time or co-op, or placed on a probationary status until attendance is above 95%. This will be determined by administration, counselor, and co-op sponsor on a case-by-case basis.

**Student Conduct**

Every pupil is expected to obey the rules and regulations, to attend school punctually and regularly according to the attendance policy, to obey the directions of the teachers, to be diligent in study, and to be respectful to staff members and schoolmates. All Hartville School District personnel responsible for the care and supervision of students are authorized and held accountable to enforce the student discipline policy, to hold students strictly accountable for any disorderly conduct in school, on any property of school, on any school bus, or any school-sponsored activity.

Thus, in situations where students display disruptive or undesirable behavior and violate the rules and regulations of the school, it is necessary for the school to impose penalties upon them.

**Disciplinary Actions**

- 1) **Conference:** Will be by letter, telephone, or in person with the student/parent/guardian.
- 2) **Withdrawal of Privileges:** This may include but is not limited to denial of hall passes, attendance at assemblies, school activities, etc. It may also include being restricted to an assigned area on the bus, at lunch, or in class, etc...
- 3) **Lunch Detention (LD):** The student will eat their lunch away from the general student population.
- 4) **Before/After School Detention (BSD/ASD):** This refers to disciplinary action before or after school. Students will be assigned to a room under a teacher's supervision to complete a detention assignment.
- 5) **School Clean-up:** Student will clean up grounds or facilities.
- 6) **Restitution:** This refers to the student repairing or paying for the repair or cleaning of school equipment that has been damaged, vandalized, or misused.
- 7) **In School Detention (ISD):** Refers to a program of isolation, discipline, and work on school and ISD assignments for the designated school day. Students shall report directly to the ISD room upon arrival at school and will remain until being released by the building administrator. All students must follow ISD rules and regulations and complete all assignments to the satisfaction of the teacher and principal before allowance to return to the natural school setting will be granted.
- 8) **Documentation in Student File:** Severe disciplinary issues will be reported to the student's permanent file. This information will remain in the file for an unlimited time and will not be subject to change.
- 9) **Suspension (OSS):** This is the most serious disciplinary action that can be taken by the principal. During suspension, students are not allowed to be at school functions or on school property. The superintendent of schools may decide to lengthen suspensions for up to 180 school days, and the Board of Education may choose to lengthen suspensions for 180+ days. Suspensions interrupted by inclement weather will be extended to include the next school day(s). Students will not receive full credit for work during suspension. A grade reduction of no less than fifty percent will be observed based on administrative discretion.
- 10) **Contact Authorities:** Local law enforcement agencies will be notified to intervene under severe circumstances in which the violation is also a violation of state law, or is a continuous disruption to the school environment.
- 11) **Expulsion:** This disciplinary action requires action by the Board of Education. When a student is expelled, s/he is dropped from enrollment and may not return to Hartville School for any reason.

**Discipline Offenses Definitions**

**\*Arson:** Starting or attempting to start a fire or causing or attempting to cause an explosion.

**\*Assault:** Attempting to cause injury to another person: placing a person in reasonable apprehension of imminent physical injury: physically injuring another person. Attempting to kill or cause serious physical injury to another.

**Automobile/Vehicle Misuse:** A violation of parking/driving policy on or about school grounds. See page 25.

**\*Bullying and Cyberbullying:** Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm.

**Bus Misconduct:** Any behavior that qualifies as any behavior offense in the regular school setting.

**Cell Phones/Electronic Devices:** These are a distraction to the school environment and should remain off and out of sight during the instructional day, 8:00 a.m.-3:30 p.m.

**\*Cheating/Forgery/Lying:** Any unauthorized help on any assignment or responsibility, falsifying notes or documents.

**Disparaging or Demeaning Language:** Verbal, written, pictorial, or symbolic words or gestures meant to harass or injure another person; i.e., threats of violence or defamation of a person's race, religion, gender, or ethnic origin. Constitutionally protected speech will not be punished.

**Disrespectful Conduct or Speech:** Verbal, written or symbolic language or gesture directed at a staff member that is rude, vulgar, defiant, or considered inappropriate to public settings.

**Disruptive Speech or Conduct:** Conduct or verbal, written, pictorial or symbolic language that materially and substantially disrupts classroom work, school activities or school functions.

**Dress Code:** Violation of district's dress code. See page 26.

**\*Drugs/Alcohol:** 1. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs or drug-related paraphernalia, including controlled

substances and illegal drugs defined as substances identified under schedules I, II, III, IV, or V in section 202(c) of the Controlled Substances Act. See Board Policies JFCH and JHCD. 2. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act. 3. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

**Excessive Tardiness (6+):** Being tardy six or more times within a semester.

**Extortion:** Threatening or intimidating any student for the purpose of obtaining money or anything of value.

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

**Failure to Meet Conditions of Suspension, Expulsion, or Other Disciplinary Consequences:** Participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held.

**False Alarms:** Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing or causing the evacuation or closure of school property.

**\*Fighting:** Mutual combat in which both parties have contributed to the conflict either physically or verbally. If an aggressor can be determined, that student may receive more severe punishment.

**Harassment, including Sexual Harassment:** 1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic. 2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

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

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

**Incomplete/Missing Assignments:** Students that have zeros or incomplete assignments for any class.

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

**PE No Dress:** After a student has not dressed out in appropriate PE attire five or more times for the semester. student, or visitor and is deemed to be offensive by teacher/supervisor.

**Public Display of Affection (PDA):** Physical demonstrations of affection are deemed inappropriate for a school setting, including but not limited to kissing, groping, hugging, or hand holding.

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

**Sexting and/or Sexually Explicit, Vulgar or Violent Material:** Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value.

**Technology Misconduct:** 1. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device. 2. Violations, other than those listed in (1) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

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

**Tobacco:** 1. Possession of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD. 2. Use of any tobacco products, electronic cigarettes, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be used in accordance with district policy JHCD.

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

**Vandalism:** Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students.

**\*Weapon Device:** 1. Possession or use of any weapon as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo. 2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). 3. Possession or use of ammunition or a component of a weapon.

\* **“Safe Schools” or other state law violation:** All acts that violate the “Safe Schools Act” see Board policy JGF, or state law will be documented in the student’s file and law enforcement authorities will be notified.

Student Discipline

The following is a list of punishments for various offenses encountered in the junior/senior high school setting. A subsequent offense punishment may be implemented even on the first offense depending on the circumstances. The punishment may also vary if the student has committed a first offense in one category, but has committed previous violations in other categories. All rules apply to any and all sanctioned school activities. The principal reserves the right to punish behavior, which adversely affects the school even though it may not be specified in the following written rules.

**Hartville JH/HS Discipline Table**

<b>Offense</b>	<i>First Offense</i>		
	<u>Minimum</u>	<u>Maximum</u>	
<b>*Arson</b>	ISD	OSS Documentation in student file Contact parents/authorities Restitution	Docu Con
<b>*Assault</b>	10 days OSS	10 Days OSS Recommend 45+ OSS/ISD Contact parents/authorities	10+ O Con
<b>Automobile/Vehicle Misuse</b>	Warning	BSD/ASD Contact Parents	
<b>* Bullying and Cyberbullying</b>	LD/BSD/ASD	ISD/OSS Documentation in student file Contact parents/authorities	
<b>Cell Phones/Electronic Devices</b>	LD Device confiscated.	LD Device confiscated, returned to parent	Device
<b>*Cheating/Forgery/Lying</b>	Failing grade Student conference	ISD	
<b>Disparaging or Demeaning Language:</b>	Warning	1-10 Days OSS	
<b>Disrespectful Conduct or Speech</b>	Student Conference	OSS	
<b>Disruptive Speech or Conduct</b>	Warning	LD/BSD/ASD	
<b>Dress Code</b>	Warning	Change clothes	
<b>*Drugs/Alcohol</b>	1 Day ISD/OSS, Documentation in student file, contact parents/authorities	180 days ISD/OSS Documentation in student file Contact parents/authorities	Docu Con
<b>Excessive Tardiness</b>	LD (6 <sup>th</sup> )	ISD (7 <sup>th</sup> )	
<b>Extortion</b>	LD/BSD/ASD	ISD/OSS Contact parents/authorities	
<b>Failure to Care for or Return District Property</b>	Warning	LD/BSD/ASD	
<b>Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences</b>	LD/BSD/ASD	ISD/OSS Contact parents/authorities	
<b>False Alarms</b>	ISD Restitution	OSS Documentation in student file Contact parents/authorities	Docu Con
<b>*Fighting</b>	ISD	OSS Documentation in student file Contact parents/authorities	Docu Con
<b>Harassment, including Sexual Harassment</b>	Student Conference LD/ISD	OSS Documentation in student file Contact parents/authorities	Docu Con
<b>Hazing</b>	Student Conference LD/ISD	OSS Documentation in student file Contact parents/authorities	Docu Con
<b>Incomplete/Missing Assignments</b>	LD/BSD/ASD	LD/BSD/ASD Withdrawal of privileges	
<b>Incendiary Devices or Fireworks</b>	Confiscation/Warning Principal/Student Conference	LD/BSD/ASD/ISD	Docu Con
<b>Nuisance Items</b>	Confiscation/Warning Principal/Student Conference	LD/BSD/ASD /ISD	Docu Con
<b>PE No Dress</b>	1 week ISD	1 week ISD	Rest o
<b>Profanity/Lewd Gestures/Language</b>	LD/BSD/ASD	ISD/OSS Contact parents	
<b>Public Display of Affection (PDA)</b>	Warning	ISD	
<b>School Bus Misbehavior (Student may be punished on bus and at school for specific offense)</b>	Warning	LD/BSD/ASD Removed from bus	
<b>Sexual Activity</b>	OSS Contact Parents/Authorities Documentation in student file	OSS Contact Parents/Authorities Documentation in student file	Con Docu
<b>Sexting and/or Sexually Explicit, Vulgar or Violent Material</b>	LD/BSD/ASD Confiscation	ISD/OSS Documentation in student file Contact parents/authorities	

<b>Striking Staff Member</b>	Expulsion	Expulsion	
<b>Technology Misconduct</b>	ISD	Loss of computer use for 8 weeks Restitution	
<b>*Theft/Possession of Stolen Property</b>	ISD	ISD/OSS Documentation in student file Contact parents/authorities Restitution	Docu Con
<b>Tobacco</b>	ISD	ISD Campus Cleanup Contact parents	
<b>Truancy</b>	LD/BSO/ASD	ISD Contact parents Loss of credit for assignment	
<b>*Vandalism</b>	ISD Campus Clean-Up Restitution	ISD/OSS Campus Clean-Up Documentation in student file Contact parents/authorities Restitution	Docu Con
<b>*Weapon</b>	ISD	Expulsion Documentation in student file Contact parents/authorities	

\* **“Safe Schools” (see Board policy JGF) or other state law violation:** All acts that violate the “Safe Schools Act” or state law will be documented in the student’s file and law enforcement authorities will be notified.

## GENERAL INFORMATION

### Immunization

As required by Section 167.181 of the Missouri School Laws, it shall be the duty of the parents or guardian of every pupil entering school to furnish to the building principal, satisfactory proof that the pupil has been immunized, or the immunization process is being accomplished in accordance with the rules and regulations of the State Department, or within such time, to furnish the principal his/her written objection to immunization of the pupil. Failure to comply with this legal requirement will result in the student being excluded from school until proof of compliance has been presented to the district.

### Illness at School

Students that become ill at school should report immediately to the nurse's office. Parents will be notified upon the discretion of the nurse. Do not go to the restroom for more than a few minutes without reporting your illness. Students must not leave the building because of illness without authorization. We will ensure you are cared for until your parents can be notified.

### Administration of Medication

Bringing medication to school is discouraged unless absolutely necessary. All prescription or over-the-counter medications a student must take at school should be left with the school nurse. Medications must be in the original container or packaging. If a medication is for a short period of time, a parent permission note that states the med to be taken, duration of treatment, dose, time of administration of medication, student's name and parental signature will be accepted. Medication forms for long-term medications that include daily or as needed medication can be obtained from the school nurse. Students that wish to carry their rescue inhalers with them will not be allowed to do so until mandatory paperwork is in place.

### Accidents at School

Students should report all accidents to the nurse or building principal. The school does not carry accidental injury insurance on students.

### Building Opens

The school building opens at 8:00 a.m. Please arrange your schedule to arrive no earlier than 8:00 a.m. The building will be locked until this time.

### Check out Procedures/Leaving School

If a student must leave school during the school day, s/he must report to the office and present a note signed by their parent or guardian stating the time and reason the student must leave. Students will not be allowed to leave campus for any reason unless they have school and parent permission. In case of emergency, students must have an emergency contact person to give permission in the event neither parent can be reached.

**Any student that leaves school without properly checking out through the office will be deemed TRUANT and disciplined upon return to school** (See Discipline Table on pages 12-13).

### School Cancellation Because of Weather or Other Conditions.

It is necessary at times to cancel school due to unforeseen weather conditions. These cancellations are announced on all Springfield television stations and on K-JEL Radio 103.7 and School Reach. Please refrain from calls to the school personnel regarding weather. If classes must be dismissed early after the school day has started, an announcement will be made at school and on all radio and televisions previously mentioned and a message sent out through our School Messenger system.

### Lockers

Lockers will be assigned to students free of charge. Do not move to another locker without checking with the office so records may be changed. **Do not keep food or drinks in lockers.** The school reserves the right to check or inspect the lockers at any time during the school year. Students must supply their own lock. **Valuables of any type should not be left in the locker. DO NOT place items on the outside of the locker unless permission is granted (Ex. STUCO or other clubs put something on them).**

### Telephones

**All calls** must be made through the office. The calls should be limited to urgencies. **Cell phone usage is not permitted during school, unless permission is granted by a teacher or high school office (Refer to the Discipline Table on pages 12-13).** All Calls on the telephone intercom system must be made by office personnel only. Students are prohibited from utilizing this system from classrooms without approval by the building-level principal.

### Messages to Students at School

Please ask friends and relatives not to call you at school. If there is an emergency, a message will be taken to the student as soon as possible. **All messages should go through the junior high/high school offices. Text messaging and calling students on cell phones puts students at risk of being disciplined for violating the discipline code, and disrupts the learning environment.** Students should take care of personal business before or after school hours.

### Poster Display

Any organization at Hartville School may display posters and signs at appropriate locations throughout the school building. Posters and signs should be in good taste and approved by the proper supervisor or administrator. Posters should be removed immediately following the function that it represents. The building principal must approve all posters not related to school. Please refrain from using tape on the walls.

### Assemblies

Attendance at all school-sponsored assemblies is compulsory. Although there is no set pattern or number of assemblies, they are designed to be entertaining and/or educational. All students are to conduct themselves in a manner that will not disturb others who wish to enjoy the assembly. Whistling as a manner of applause is not acceptable and will not be tolerated. Disruptive students will be disciplined accordingly.

### Building Use After School Hours

Arrangements should be made with the principal for all activities that need to use the building after hours. Arrangements should be made by the teacher sponsoring the activity or organization. No student should be in the building after 3:30 p.m. unless working with a teacher, sponsor or coach.

### Calendar of Activities

A calendar of activities is kept in the principal's office. To eliminate conflicts, sponsors and student officers are urged to schedule events as early in the year as possible. All dates should be approved by the building principal before they are entered upon the calendar at least one week in advance. In the event of a conflict, the event placed on the calendar first will take priority.

### Daily Bulletin

A daily bulletin will be sent out by the principal's office. It will be read daily and will be posted on the bulletin board outside the high school office. All student information should be approved by the principal before being entered in the bulletin. The bulletin is also available on the district website.

### Class Rings

Each class at Hartville High School will have the opportunity to order class rings in the spring of their sophomore year. The rings will be delivered during the summer. Students are not required to purchase a ring from the vendor that comes to school.

### School Pictures

School pictures will be taken during the beginning of the school and are paid for by the students. Students are not required to purchase pictures, but will need to have picture taken for the yearbook. Students that miss school the day of pictures will have another opportunity on picture make-up day. Seniors must have pictures taken for the wall composite. Attire must be approved by the building level principal prior to the pictures being taken.

### Student Valuables

Students are cautioned not to bring large amounts of money, cell phones, iPODS, gaming systems, and/or cameras to schools or on school field trips. If you wear glasses, watches or rings, keep track of them at all times. Students, not the school, are responsible for personal property. If it is necessary to bring a considerable amount of money to school, leave it in the office for safekeeping. **DO NOT LEAVE VALUABLES IN YOUR LOCKER!**

### IPODS/MP3/CD Players

Such devices will not be played within the school building at any time of instruction between 8:00 am and 3:30 pm. Please refer to discipline table on page 12-13.



### Hall/Campus Passes

**Students are not permitted in the halls after the tardy bell rings or other times without a hall pass.** The hall pass must be signed by the teacher before leaving and when returning to the classroom. Students that are found in the hallway without a pass will be required to report to the office for a tardy. **NO STUDENT SHOULD LEAVE CAMPUS WITHOUT PERMISSION FROM THE SCHOOL OFFICE.**

### Distribution of Religious Material

Neither an individual nor an organization shall offer or distribute religious publications or material to any or all of the student body either inside the educational facility or on school grounds.

### Closed Campus

Once a student arrives on campus either by bus, car or by walking, s/he must remain on campus until the end of the school day or until authorized to leave. Students that leave without the permission of the office will be considered truant. Students, who consistently wish to sign in and out for personal or unexplained reasons, are a disruption to the educational process and good order. A conference or disciplinary action will be taken to address the concern. Students must arrange to eat lunch on campus, either by bringing their own lunch or eating in the cafeteria. Students may not leave for the sole purpose of eating lunch off campus. Students found violating this expectation will be subject to discipline for misconduct.

### Fees/Textbooks

There is no charge for textbooks, lockers, etc. Students are required to pay for damages to school property. Students are reminded that from time to time, activity fees are required and are the student's responsibility.

### Royalty

During the school year, the students will have an opportunity to vote for royalty at given dances. A candidate may not represent his/her class two consecutive years for the same position. Once elected to royalty for a given dance, then the student cannot be chosen for the same dance again.

### School Dances

Students must have a signed copy of the Dance Guidelines on file in the high school office before they will be permitted to attend any dance. Students of Hartville High School will be permitted to invite a date to each dance. The date must be at least a high school student, and the student is responsible for the conduct of their date. All students that bring a non-Hartville date will need to sign them up in the principal's office and fill out a date approval form by the deadline. Dates will not be admitted without the Hartville student that signed them up. **ANY STUDENT CAUGHT MANIPULATING THE OUT OF SCHOOL DATE POLICY WILL BE ASKED TO LEAVE IMMEDIATELY AND WILL NOT BE ALLOWED TO ATTEND ANY SCHOOL DANCE FOR THE REMAINDER OF THE YEAR. IF THE DANCE IS THE JUNIOR/SENIOR PROM, THE STUDENT WILL NOT BE ALLOWED TO ATTEND PROM THE FOLLOWING YEAR.**

### Office/Teachers Aides

These students play a valuable role in the educational process. Seniors who meet certain requirements are eligible to be aides. Students must work in a predetermined work area and follow all rules and regulations. Students will not receive credit for being aides, and may not leave campus without permission.

### Requirements:

- Student must have 95% attendance for the previous school year.
- Student must have a 2.5 or higher cumulative grade point average on the 4 point scale.
- Student must have a good record of citizenship. Discipline record is good. Student is trustworthy and responsible.

### Elementary/Junior High/High School Campus

Senior High students are not permitted in the junior high or elementary halls without permission. Junior High students are not permitted in the high school or elementary halls without permission.

### Student Data Release

If you choose for your name, address, and telephone number NOT to be released to post-secondary schools or the Armed Services, notify the counselor's office by September 1.

### Earthquake, Fire, Tornado and Intruder Drills

Emergency procedure drills will be performed in order to be prepared in the event of an emergency or natural disaster. All classrooms have diagrams of procedures to take in this event.

**Fire** - Intercom Warning short intermittent bells, fire alarm will sound.

**Tornado** - Intercom Warning Long continuous bell.

**Earthquake** – Intercom Warning

**Intruder/Lockdown** - Intercom Warning, “There is an intruder in the building.”

### Dropping From or Quitting School

Any student who drops from or quits school, shall not be allowed to re-enroll in school (if the student has dropped for 10 school days) until the following semester, unless the student has not been enrolled in and attending another school.

If the student returns within this 10-day period, all class work shall be recorded as zero and the days absent shall be applied to his/her attendance record.

The second time a student quits school within the school year, s/he will not be allowed to re-enroll in the school until the following semester.

### Transferring to Another School

You will be given a copy of your checkout sheet to carry with you. When you enroll, they will request a complete copy of your records, copies of your transcript will not be mailed to an educational institution that request it without written consent of a parent or guardian.

## LIBRARY/MEDIA CENTER

The Library is available to all students K-12. Library hours are from 8:30-3:30 PM. All students are encouraged to use this resource center. Books issued to students for study or home use are charged at the loan desk. Books are issued for 10 days and may be renewed. Students are responsible for books they have damaged or lost. Students repeatedly ignoring request to return an overdue book may be refused library privileges until library regulations have been met.

## STUDENT PARKING

In an effort to provide safety and security for students, their vehicles and property, the following regulations will govern student parking and vehicle operations.

1. All motor vehicles used by students will be parked upon arrival on school grounds and students will not be permitted to move them until the end of the day without proper permission.
2. Vehicles must be parked correctly within the parking space provided.
3. Drivers are expected to operate their vehicles in a safe and prudent manner at all times in the parking lot and around school.
4. The student parking areas are only to be used to park your vehicles. Students are prohibited from gathering, visiting, smoking, or eating on the student parking lot.
5. Upon arrival at school, students are expected to exit their vehicle and enter the building.
6. All student drivers are required to display the parking permit provided by the high school office on the rearview mirror of the vehicle and park in their assigned spot. Students must consent to random drug testing by signing the drug testing form to be eligible to park on school property.

### Student Parking Areas

Students are to park in the lot at the East End of the building. Students are not to park along the concrete wall or in front of the gymnasium. If there are not enough parking spaces, students are to park in the gravel lot by the school marquee across from the preschool building. Students that persistently park their vehicles in no parking, other students' assigned parking spots, or handicap areas will be warned first, and then their vehicle will be towed.

## STUDENT DRESS CODE

All students are expected to come to school clean and neat in appearance. Students should dress in a manner that is safe and that does not attract undue personal attention or distract others from the learning process.

Students dressed inappropriately will be sent home to change. Repeated occurrences of inappropriate dress will be dealt with as insubordination as outlined in the disciplinary code.

The following list of clothing will be considered inappropriate:

1. Halter-tops, open mesh shirts, or any shirt that exposes the midriff.
2. Shirts that do not cover the back, chest, or bra straps. Spaghetti straps are not allowed.
3. Any tank top or muscle shirt should be tight around the arms as to not expose under clothing or torso.
4. Any item of clothing that promotes alcohol, tobacco, drug products, any sexual innuendoes, or offensive language shall not be worn at school or during any school-sponsored activity home or away.
5. Jeans, shorts or slacks with inappropriate or revealing rips or tears in them from the waist to the knees.
6. No headgear shall be worn in the building at any time. This includes but is not limited to hats, bandannas, or headbands.
7. Shorts or skirts that are excessively tight or short.
8. Shoes are to be worn at all times.
9. Jeans, shorts, or slacks must fit at the waist and be size appropriate.

## STUDENT SERVICES

### Counseling Services

A well-rounded guidance service is essential in today's schools. A counselor is available to students for a variety of guidance and counseling services. All students are encouraged to make good use of this service. Problems related to school, personal life, or the future may be discussed with the counselor who is trained to help students with their problems, concerns, and collegiate or career interests.

### Enrollment

The enrollment process begins in the school office. Students who are of the appropriate age, live in the Hartville R-II School District, and have appropriate academic and discipline records, may enroll in Hartville School. After three weeks of the semester, students wishing to enroll will not receive credit for the semester.

### Course Selection

During the spring of each school year, students will select courses for the next school year. This selection process is a very important part of a student's education. The student needs to bear in mind what they are planning to do after graduation from high school when they are scheduling for these classes. In addition, the student should bear in mind that there are certain classes that must be taken when they are freshman and sophomores in order to qualify for enrollment in upper level courses. Thus, careful consideration must be taken so that preparation for future vocations will be appropriate.

### Schedule Changes

All schedule changes for the 1<sup>st</sup> or Fall semester shall be completed no later than five school days after the start of school in August. All schedule changes for the 2<sup>nd</sup> semester or Spring Semester shall be completed no later than one week prior to the end of the 1<sup>st</sup> or Fall Semester. To change your schedule within the time limits imposed above, you must first consult with each teacher involved in the proposed schedule change. After contacting each teacher on your schedule change request and acquiring each one's signature, you must present it to the counselor, who in turn will present it to the principal with his/her recommendation.

### Dropping a Course

Students desiring to drop a course after the first five school days of a given semester may receive an "NC" or an "F" grade for the course dropped.

The student must make an appointment with the counselor for a conference concerning dropping a course and the reasons for desiring to do so. Before the student can drop the course, the counselor and principal must approve it.

### College Day

Juniors and seniors who have permission from the principal will be allowed one day each semester for a college visit. This visit must be set up through the Counselor's Office and contact must be made either by telephone or in written form from the college of choice. A College Day Request Form is available through the counselor's office. Any student caught taking advantage of this day will have the day counted towards their attendance and future college days for that student will not be permitted.

### Special Needs

A specially trained staff is here to assist with students with special needs. Any student who feels they are not being assured of an appropriate education should contact the principal or counselor for an immediate evaluation.

### Cafeteria

Students must eat their lunch in the school cafeteria. Students will be given a lunch card at the beginning of the school year. Students that lose their lunch card may be required to pay for a replacement. A \$20.00 start up fee is required. You may also bring your lunch from home. Lunch money must be turned into the central office between 8:00am and 8:30 am. Money will not be accepted until the next day if a student misses the time allotted. No money will be accepted in the breakfast/lunch line.

### **Expected Cafeteria Conduct:**

1. **Student's first priority in the lunch line is that they must provide their lunch card.** If a student cannot find or has lost their lunch card, it is that student's responsibility to know their four digit student number. If a student wants to purchase a replacement card, they must pay \$4.00 to the Central Office. Once the money is received, the student will then be issued a new card.
2. Adhere to all common rules of courtesy. No loud, boisterous talking.
3. Leave the table where you eat, clean and orderly. Put milk cartons, unused napkins, etc. in the waste containers provided for that service. Deposit the tray at the proper window.
4. Students should take only one tray on their initial time through the line. **If a second helping is desired, wait until the end of the line and go again.**
5. **Junior High (7-8)**  
Students in junior high will be allowed to charge meals up to \$25.00. If no reimbursement has been received, the student will be provided a sandwich and milk or other drink thereafter until payment is received. Original privilege returns on a payment.

### **High School (9-12)**

Students at the high school will be allowed to charge meals up to \$25.00. If no reimbursement has been received, the student will be provided a sandwich and milk or other drink thereafter until payment is received. Original privilege returns on a payment.

6. **Students may not leave campus to eat lunch.** We are a closed campus. This is for the safety and security of the students, as well as the protection of the educational setting.

### Student Council

Student council is the instrument through which students have a voice in school affairs. Each spring, STUCO officers are elected for the forthcoming school year. Following these elections of officers, STUCO representatives are nominated, usually in the fall of the next year. These representatives are voting members who report to their respective organizations.

### Class Officers

Class Officers are elected in the fall of each school year. Students interested in filling one of these positions will need to be nominated and voted on by their classmates. All class officers must realize it is their responsibility to carry out all class activities and not the responsibilities of the class sponsors. Any class projects not sufficiently supported by class officers and class members may be cancelled.

### Activity Accounting

All money handled by the various clubs, organizations, and classes shall be handled through the activity account of the Hartville School district. All monies shall be collected at the Central Office. No student or sponsor shall handle any money. Monies are to be turned in between 8:00 am – 8:30 am. Students that miss this time allotment will be required to turn it in the next day. All expenditures from clubs, organizations, or class accounts shall be authorized by the appropriate sponsor, building level principal and superintendent of schools and be paid only by the treasurer of the Board of Education. Established board policies for payment of all bills shall apply to all activity invoices.

## GRADING INFORMATION

Students are graded on the quality and accuracy of work turned in. Students are also rated for their cooperation, preparation, attitude and class participation. Each student will receive a grade card every grading period (Each quarter JH, each semester HS). Students are not required to return grade cards. It is their responsibility to see that their parents or guardians see their report cards.

The following grading system will be used for all students:

A	100% - 95%
A-	94% - 90%
B+	87% - 89%
B	84% - 86%
B-	80% - 83%
C+	77% - 79%
C	74% - 76%
C-	70% - 73%
D+	67% - 69%
D	64% - 66%
D-	60% - 63%
F	59% and below

Students with excessive absences may receive an "F", "NC", or "W" grade for the current grading period.

An "INC", incomplete, may be given when a student has not completed the required work within the required time limitations. An "INC" given for this reason must be removed within 10 school days after the quarter end or the work automatically becomes a zero, with the grade calculated accordingly.

### Deficiency Notices

Progress reports will be sent home to parents every 3 weeks. Teachers should issue Progress Reports to students if they are not performing at the level expected for their abilities. If a student is in danger of failing for the quarter or semester the student shall receive a report.

### Correspondence/Dual Credit Courses

Students that enroll in correspondence/dual credit courses must adhere to the policies and procedures of the collaborating institution. This may include but is not limited to items such as: syllabi, drop dates, payment dates and policies, enrollment requirements, or grading policies.

### Dual Credit Offerings:

#### Drury University:

**Social Studies:** US History (3 hours), Political Science (3 hours), Psychology (3 hours), Sociology (3 hours), World History (3 hours), World Geography (3 hours)

**Mathematics:** College Algebra (3 hours)

**Miscellaneous:** Intro to Public Speaking (3 hours), Intro to Religion (3 hours), Intro to Criminology (3 hours), Intro to Philosophy (3 hours)

#### Missouri State University West Plains

**Agriculture:** Advanced Forages (1 hour), Ag Construction (1 hour), Greenhouse (1 hour)

**Business:** Computers for Learning (2 hours), Desktop Publishing (3 hours), Website Design and Development (3 hours), Accounting (1 hour),

**English:** College Prep English (3 hours), Public Speaking (3hours)

**Science:** College Biology (4 hours)

\*Other dual credit options may be available to students throughout the school year as they are made available to our school

\*Class of 2017 and beyond: Taking two Social Studies dual credit courses before graduating will fulfill the World History credit required for high school graduation. It will NOT satisfy the Government and American History requirement.

### Grade Point Average

Grade point average is determined by assigning a point value for each grade a student receives and averaging all grades together for the grading period as well as the cumulative total for all years of high school. The following scales will be used when determining grade point average:

#### Non- Weighted Courses:

A	4.0
A-	3.67
B+	3.33
B	3.0
B-	2.67
C+	2.33
C	2.0
C-	1.67
D+	1.33
D	1.0
D-	.67
F	0

#### Weighted Courses:

A	5.0
A-	4.67
B+	4.33
B	4.0
C+	3.67
C	3.0
D+	2.67
D	2.0
D-	1.67
F	0

### Course Re-Take Grades

Students who wish to retake a course may do so upon administrative approval whereas the following criteria will apply: (1) If the previous grade was a failing grade, the student will receive the retake grade and receive the credit thereof. (2) If the previous grade was a passing grade, both grades will be shown on the student's transcript with both grades being used for grade point average and honor calculations, but only one credit will be given.

### Grade Classification

#### General Guidelines:

Freshman:	Successful completion of the eighth grade. Minimum requirements are successful completion of (2) two of the (4) four core requirements in the eighth grade.
Sophomore:	Completion of a minimum of (4) four units of credit and (2) two semesters of attendance.
Juniors:	Completion of a minimum of (12) twelve units of credit and (4) four semesters of attendance.
Senior:	Completion of a minimum of (20) units of credit and (6) six semesters of attendance. All requirements for graduation should be scheduled to be met by the end of that current school year.

\*Students that become credit deficient may be required to return as a fifth, sixth, or seventh year senior until all credits and graduation requirements are met.

### Statewide Assessments:

#### MAP Testing

Junior High students are required to take the appropriate grade level MAP examinations. (Refer to Policy IL)

#### End of Course Examinations:

All students are required to take the following End of Course Examinations before graduation: Algebra I, Biology, English II, American Government. Students that are not passing the class with a C or higher may be required to retake the course before being eligible to take the End of Course Examination. Students will also take examinations in other courses as deemed necessary according to their schedule. End of Course Examinations count toward ten percent of the student's final grade for the semester. (Refer to Policy IL)

## HARTVILLE GRADUATION REQUIREMENTS

The graduation requirements establish a minimum standard for each department. Students will be challenged to exceed these requirements based upon their individual motivation, goals, and interest. **It is the student's responsibility to ensure that s/he meet all requirements for graduation.** The counselor will assist you. Please note that some specific courses are required in some departments.

### Graduation Requirements 2011 and beyond

a. Communication Arts	4 units (Required Courses: English I, English II)
b. Mathematics	3 units
c. Science (Physical Science Required)	3 units
d. Social Studies Government)	3 units (Required Courses: American History, American
e. Practical Arts	1 unit
f. Fine Arts	1 unit
g. Physical Education	1 unit
h. Computer Technology	1 unit (Example = Computer Applications)
i. Health.....	1/2 unit
• 30 minutes of Heimlich and C.P.R. training	
j. Personal Finance.....	1/2 unit
k. Electives.....	10 units
Total	...28 units

- State legal requirements in instruction in the Constitution of the United States and of the State of Missouri.
- When transfer students are unable to meet local graduation requirements, the local Board of Education may make necessary exceptions in specific requirements that will permit them to graduate.

The following courses are weighted with one (1.0) bonus point FY 2011-2012 and beyond: Accounting (DC), U.S. History (DC), College Prep English (DC or Regular), Computers for Learning (DC), Physics, Biology II, Psychology/Sociology (DC), Trigonometry and Calculus, Chemistry, Advanced Chemistry, College Algebra (DC), Algebra II, Political Science (DC), College Science (DC), Spanish I/II/III/IV, French I/II/III/IV, Chinese I/II/III/IV, Arabic I/II/III/IV, Website Design and Development (DC), Political Science (DC), World History (DC), World Geography (DC), Intro to Public Speaking (DC), Intro to Religion (DC), Intro to Criminology (DC), Intro to Philosophy (DC), Desktop Publishing (DC).

Students planning to attend a post-secondary institution, university or other training program should be aware that most of these have admission standards. Students planning to attend a 4-year college or university either in Missouri or out of state will normally be expected to complete course requirements that exceed high school graduation requirements. Students must check with the college of their choice for specific admission requirements.

### A+ SCHOOLS PROGRAM

Hartville High School has been selected by the Missouri Department of Elementary and Secondary Education as an A+ School site. The A+ Schools grant provides the opportunity and funding for Hartville High School to make basic changes designed to guide students in a rigorous program of academic and technical education that will prepare students for the workplace, post-secondary vocational/technical training, or college.

Hartville High School students completing the requirements of the A+ Program will receive financial incentives to further their education at the post-secondary level if they choose to attend an A+ approved school. If you or your parents have any questions concerning the A+ Program, please contact the A+ Office at 741-7676, ext 201.

### State Requirements for A+ Program:

- 1) A+, Attendance, and Citizenship Agreements must be signed by parent/guardian, student, and A+ Coordinator.
- 2) Student must maintain 95% Cumulative attendance over four years of high school as described by the Attendance agreement.
- 3) Student must have fifty hours of approved contact hours (tutoring, community service, or mentoring)
- 4) Student must maintain a cumulative grade point average over four years of 2.5 out of a 4 point scale or above.
- 5) Student must maintain a record of good citizenship as described in the Citizenship agreement.
- 6) Student must attend an approved A+ high school for three consecutive years and graduate meeting all requirements according to the A+ agreement.
- 7) Beginning with the class of 2015, students must score proficient or advanced on the Algebra I EOC test, or Algebra II EOC test, or score 17 or higher on the ACT. Retesting will be administered at the discretion of the district.

**Note: It is the student's responsibility to make sure all requirements are met. The A+ Coordinator will be available to assist you in completing this program.**

## GRADUATION EXERCISE

Commencement is the marking of the beginning of life after high school and the ceremony is to commemorate the successful completion of ALL Hartville High School graduation requirements. In order to ensure that graduation from Hartville High School is treated with the respect deserved, the following guidelines are presented:

### Participants

Seniors who have not been notified by 3:24 p.m. of the Thursday prior to commencement that they will not meet ALL graduation requirements will be permitted to participate in the graduation activities.

**Those that have been so notified will not be allowed to participate in the graduation activities.**

### Attendance

**Attendance at the graduation rehearsal is required.** Rehearsal will be held in the high school gymnasium and scheduled for 9:00 the day before graduation. The entire ceremony will be rehearsed until it has been completed to the satisfaction of the school administration. Upon completion of rehearsal, seniors will be released.

### Expected Conduct

During the graduation ceremony and practice, conduct should be dignified and honorable. Take pride in yourselves and the school. This is your chance to be paid tribute. Be respectful of our school and community. **Remember your participation in the ceremony is a privilege, not a right. You can and will be removed at any time your conduct is not appropriate.**

### Dress Code

It is recommended that boys wear slacks, socks, and shirts with collars. Girls should wear dresses, skirts or slacks and blouses. It is recommended that seniors not wear shorts, tennis shoes, sandals, or flip-flops. Nothing should be attached to, and there should be no defacing of the cap and gown.

### Correspondence Courses

Students are allowed to take three (3) credits of correspondence work as approved by administration, to apply towards graduation. Students, who need to complete correspondence work in order to participate in graduation activities, must have official verification of the satisfactory completion of the course or courses sent to Hartville High School by 3:24 p.m. the Thursday prior to graduation.

Graduation is the highlight of thirteen years of school and should be a happy and joyful occasion for all. By implementing these guidelines, it is our hope that ALL students will have a successful and satisfying experience on this important day.

### Honor Graduates

The member of the graduating class with the highest cumulative grade point average for the four years of high school is named valedictorian of the senior class. Should there be a tie in grade point average for this position a co-valedictorian(s) will be named. To be eligible for designation for valedictorian, a student must attend all of the sophomore, junior and senior years at Hartville and must, during their senior year carry four or more solid credits. The top 10% of the class will also be honored by the wearing of gold medallions during the commencement exercise.



## Family Educational Rights and Privacy Act (FERPA)

### Directory Information Notice

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Hartville R-II School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Hartville R-II School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hartville R-II School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

Additionally, the Hartville R-II School District has been selected to participate in the U.S. Department of Education's FAFSA Completion Project. This project is designed to assist LEAs and secondary school administrators in determining which of their senior students have completed a Free Application for Federal Student Aid (FAFSA) form for the upcoming school year. In order to participate in the FAFSA Completion Project, the Hartville R-II School District is required to disclose the names, addresses, and dates of birth on entering seniors to the U.S. Department of Education (that is, properly designated directory information under FERPA) on those students whose parents have not opted out of directory information. (If the student is considered an "eligible student" under FERPA, i.e., has reached 18 years of age, then the student has the right to opt out of directory information.)

If you do not want the Hartville R-II School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by December 20, 2012. The Hartville R-II School District has designated the following information as directory information:

- Student's name
- Parents' name(s)
- Address
- Telephone number
- Date of birth
- Place of birth
- Bus assignment
- Enrollment status
- E-mail address
- Degrees, honors, and awards received
- Artwork or coursework displayed by the district
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Participation in school-based activities and sports
- Weight and height of members of athletic teams
- photographs, videotapes, digital images and recorded sound unless such would be considered harmful or an invasion of privacy

## **PUBLIC NOTICE**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, 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 Hartville R-II School District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The Hartville R-II School District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed at 175 N School Ave., Hartville MO 65667, between the hours of 8:00 am and 4:00 pm.

This notice will be provided in native languages as appropriate.

## EXTRACURRICULAR ACTIVITIES AND SCHOOL ORGANIZATIONS

Hartville R-II Schools support extracurricular activities for the purposes of promoting personal excellence and developing citizens who make positive contributions to their community. It is our philosophy that participation in extracurricular activities is a privilege, not a right. In order to participate, students shall maintain creditable citizenship by exhibiting standards of behavior that bring credit to the student, activity, school, and community, and consent to random drug testing by signing the drug testing, and extracurricular documents required for participation.

Most organizations have specific membership requirements. Any student that wishes to participate in such organizations should contact the faculty sponsor. Sponsors are responsible for informing each participant of the specific activity guidelines. Each sponsor will keep on file, written documentation of participant and parent/guardian agreement to the guidelines established for the activity.

Each sponsor will have their specific guidelines approved by the principal in order to ensure consistency with the following minimum requirements. These guidelines are implemented to effectively promote creditable citizenship on a consistent basis for all extracurricular activities at Hartville R-II Schools. Behavior not in compliance with these standards may result in suspension or expulsion from an extracurricular activity or all extracurricular activities.

### Citizenship

Each student shall:

- Maintain good academic standing in accordance with Hartville R-II Schools and MSHSAA. Students must earn at least 3.5 units of credit the preceding semester and currently be enrolled in at least 3.5 units of credit.
- Be a responsible and respectable citizen at all times. Office referrals and/or a serious breach of conduct in or out of school may be sufficient reason for declaring a student ineligible to participate.
- Report the receiving of a ticket for an illegal act to the principal or face removal from the activity.

### Conduct and Appearance

Each student shall:

- Conduct themselves as mature, responsible, and courteous individuals at all times.
- Be responsible for self-hygiene as well as cleanliness and appearance of campus facilities in use.
- Support and draw attention to the school organization over self at all times.
- Abstain from the use of tobacco, alcohol, or illegal drugs of any type and from attending gatherings where alcohol and/or drugs are being consumed/used

### Attendance

Each student shall:

- Maintain good attendance in accordance with Hartville R-II Schools and MSHSAA. Students must be in attendance the day of or Friday before a Saturday activity in order to participate, unless the student has received prior approval from the activity sponsor and the principal. Students must attend a minimum of (4) four class periods in order to play, practice, or attend an extracurricular activity.
- Be on time and in attendance for each practice and performance for the duration of the activity.
- Communicate with sponsors prior to any absence or tardy on all occasions.
- Be released for the remainder of the season 24 hours after voluntarily removal from team.

### Eligibility

Each student shall:

- Be a responsible and respectable citizen at all times. Office referrals and/or a serious breach of conduct in or out of school may be sufficient reason for declaring a student ineligible to participate.
- Maintain good academic standing in accordance with Hartville R-II Schools and MSHSAA. Students must earn at least 3.5 units of credit the preceding semester and currently be enrolled in at least 3.5 units of credit.
- Maintain good attendance in accordance with Hartville R-II Schools and MSHSAA. Students must be in attendance the day of or Friday before a Saturday activity in order to participate, unless the student has received prior approval from the activity sponsor and the principal. Students must attend a minimum of (4) four class periods in order to play, practice, or attend an extracurricular activity.
- Not compete in sports more than four years or eight semesters.

- Enter school within the first (11) eleven days of the current semester.
- Refrain from enrolling in a school primarily for the purpose of participating in interscholastic activities.
- Not violate any of the rules contained in the MSHSAA By-Laws pertaining to each specific activity.
- All athletics require a fully completed and current approved MSHSAA physical and concussion acknowledgement form to be on file with the coach for their respective sport.
- Not participate under an assumed name.

Transportation

The school provides transportation to all out of town extracurricular activities. Students are expected to obey all school discipline policies as related to bus transportation. Student must ride to and from all school-sponsored activities on school-provided transportation. **Parents or legal guardians, and only those, may petition the activity sponsor in charge to release only their son or daughter to their care. This may be done at the central office prior to the event.**

Activity Letter

- A 6” “H” is the official athletic letter
- A 4” “music lyre” is the official band letter
- A 4” “music treble cleft” is the official choir letter
- A 4” “lamp of knowledge” is the official academic letter
- Letters may not be purchased without the permission of the sponsoring group.

Discipline

Minor Violation*	1 <sup>st</sup> offense	Disciplinary action by sponsor
	2 <sup>nd</sup> offense	Disciplinary action by sponsor/no less than 5% suspension***
	3 <sup>rd</sup> offense	1 <sup>st</sup> offense major violation
Major Violation**	1 <sup>st</sup> offense	Disciplinary action by sponsor/no less than 15% suspension***
	2 <sup>nd</sup> offense	Expulsion from extracurricular activity

\* *Minor violation refers to an offence typically punishable but not limited to ISS in the student handbook. Records are to be acted upon per season and not carry over to other activities*

\*\* *Major violation refers to an offence typically punishable but not limited to OSS in the student handbook. Records are to be acted upon per school year and not carry over to other activities*

\*\*\* *Activity suspensions affect eligible performance situations and are transferable. In the situation that there is not enough performances remaining in the season to satisfy the activity suspension, the suspension will be transferred to the most current season of participation in order to be fulfilled.*

**Hartville R-II School sponsors reserve the right to add specific requirements consistent with these minimum standards with the approval of the principal and to apply punishment above the minimum requirements consistent with the nature and severity of the offense. Failure to follow the final decision of a sponsor and/or the nature and severity of an act may result in expulsion from any or all extra-curricular activities at Hartville R-II Schools.**

Student-Led Groups:

Student initiated groups are not School-Sponsored and not part of the extracurricular activities and guidelines.

## DRUG AND ALCOHOL STATEMENT

Hartville R-II Schools is a Drug-Free School and has adopted and implemented a program to prevent unlawful possessions, use or distribution of illicit drugs and alcohol according to statutory requirements. The use of illicit drugs and the unlawful possession of alcohol are wrong and harmful.

All medications prescribed by a physician, as well as all nonprescription medications, will be cleared with the school nurse or respective principal or superintendent before being taken. In the absence of a physician's instructions, parental permission in writing is required for any student medication to be possessed or taken by the student while under the jurisdiction of the district.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy during or after school hours on school property or at any school event, whether at the school or at some alternate location. Such searches shall be conducted in accordance with established school policies.

Any student who, after being given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy, shall be subject to suspension, expulsion or other discipline as provided in the district's discipline policy. Students may also be referred for prosecution. Strict compliance is mandatory. All controlled substances shall be turned over to the local law enforcement agency.

The District, pursuant to the requirements of the 1989 amendments of the Drug-Free Schools and Communities Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, shall provide age-appropriate, developmentally-based drug and alcohol education and prevention programs in all grades from early childhood level through grade 12.

Such programs shall (a) address the legal, social and health consequences of drug and alcohol use, and (b) provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

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

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

## ACTIVITIES AND ATHLETICS RANDOM DRUG TESTING

### Statement of Intent

Alcohol and drug abuse are serious health problems today in America, and schools including Hartville R-II Schools are not immune. The administration of Hartville R-II Schools have noted and documented both formally and informally an increase in the use of drugs and alcohol by students, including those students participating in extracurricular and/or co-curricular activities and/or those possessing a parking permit. The administration and School Board support a zero tolerance policy and believe that all students in the Hartville R-II Schools have a right to participate in extracurricular and co-curricular activities in a safe and drug free environment.

The goal is not to levy discipline, but rather to aid in the discovery and prevention of possible drug-related problems: to reduce student health issues and reduce student injuries. A goal of this program is to open the lines of communication between the parents, students, and the school in dealing with drug and alcohol abuse.

In an effort to protect the health and safety of its students from illegal drug use and abuse or injuries resulting from the use of drugs, Hartville R-II Schools adopts the following policy.

## Definitions

**Alcohol:** Defined as ethyl alcohol or any beverage containing ethyl alcohol.

**And/or:** These words, when used together, shall be construed conjunctively rather than disjunctively, so as to bring within this policy what might otherwise be viewed as outside of this policy.

**Illegal Drugs:** The synthetic or generic equivalent or derivative drugs which are illegal under federal, state, or local laws, including but not limited to marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants, and stimulants not prescribed for the user. Illegal drugs include steroids and steroid derivatives or related substances, which are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug. This term shall include but shall not be limited to all drugs listed in the Narcotic Drug Act, section 195.101, RSMo, and Section 202 of the Controlled Substances Act, 21 U.S.C. 812.

**Random Testing:** Students covered by this policy will be subject to random selection for testing. **In** implementing the procedure, each student participating in extra-curricular and/or co-curricular activities and/or those who possess a parking permit will be assigned a number. On each testing day, a predetermined number of said students will be selected using a table of random numbers (done by an outside firm). **If** a student selected in this manner is absent, the next proceeding number will be selected.

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

**Extracurricular Activities:** Activities that take place outside the regular course of study in school and are sponsored by the school.

**Parking Permits:** A parking permit will be issued when a licensed student signs an *Acknowledgement Concerning Use of Parking Lots* form. The permit will be placed in the windshield of the driven vehicle and remain there at all times while on the Hartville R-II campus.

**Pending Positive Test:** Any test that once initially tested shows a positive result. A lab has not yet verified this test.

**Positive Drug Test:** A drug test administered under this policy, a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. This term may alternatively be referenced as a "positive," a "positive test," or a "positive result."

## **Procedure**

Each student wishing to participate and their parent/guardian will be required to complete a consent form and return it to the high school/junior high office within the first ten days of school. Any newly enrolling student and the parent / guardian will have ten days from the date of enrollment to sign and return a consent form. Any student not completing the consent form and returning it within the prescribed time will be ineligible to participate in extracurricular and/or co-curricular activities and/or possess a parking permit for the entire school year.

Students will be required to provide urine or saliva samples as follows:

1. On a random selection basis during the regular school year, as many as 20 high school students and ten junior high school students will be chosen approximately every two weeks from a list of all students participating in extracurricular and/ or co-curricular activities; and/or possess a parking permit.

2. As many as five voluntary staff members will be chosen at random to be tested.

Any drug test required by the Hartville R-II School District under the terms of the policy will be administered by a third party administrator using an immunoassay test. A pending positive is then confirmation tested at a federally-approved toxicology laboratory using scientifically recognized toxicological methods. The certified laboratory shall be required to have written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

All aspects of the drug-use testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of students and staff to the maximum degree possible. The test specimen shall be obtained in a manner designed to minimize the intrusiveness of the procedure. In particular, the student will be allowed to give the urine specimen in a private restroom behind a closed door. The monitor shall wait outside the door until the specimen has been produced. The student will hand the specimen to the monitor who will thereafter verify the normal warmth and appearance of the specimen. The monitor will then test the specimen. If at any time during the testing the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor may stop the procedure and inform the principal who will then determine if a new sample should be obtained.

**If** the gas chromatography/mass spectrometry test for any student has a positive result, the principal will contact the parents or guardians and solicit any information on medication, which would create a positive test. A medical review officer will confirm the positive result and contact the principal with the results. The principal will then notify the parents/guardian.

#### Appeal Procedure

Within two (2) working days of receipt of the positive drug test, the principal will contact the activities director, coach/sponsor, and and/or other individual responsible for supervising the extracurricular or co-curricular activity. The principal will then within two (2) working days contact the student, the parent or custodial guardian to schedule a conference. The conference shall be held within ten (10) working days of initial contact with the student or the custodial guardian. If the student, parent or custodial guardian refuses to participate or respond to a request for a conference, the student will be deemed to have waived any right to further appeal the positive drug test.

If a conference is held, the principal will solicit any explanation of the positive drug test. If the student asserts that the positive drug test is caused by other than the consumption of an illegal drug, then the student, parent or custodial guardian will be given ten (10) working days from the date of the conference to present evidence to the principal. If the student fails to or refuses to present any evidence within the ten (10) day period, the student will be deemed to have waived any right to further appeal the positive drug test. The Hartville R-II School District will rely on the opinion of the laboratory which performed the confirmation test in determining whether the positive test result by other than the consumption of an illegal drug. The principal will make a decision within two (2) working days of presentation of the student's evidence.

This decision may be appealed in writing to the Hartville R-II School District's Superintendent within two (2) working days. Failure to appeal to the superintendent waives any further right to appeal the positive drug test. The superintendent will make a decision within two (2) working days. The decision of the superintendent may be appealed to the Hartville R-II Schools' Board of Education within five (5) working days. Failure to appeal to the Board of Education waives any further right to appeal. The procedures set forth in Board of Education policy JFH will be generally followed in case of appeal. However, the Board of Education reserves the right to modify such procedures as it determines to be appropriate under the circumstances.

Initiating appeal procedures does not suspend imposition of the restrictions listed below while the appeal process is ongoing.

If a student tests negative in the initial screening, the student and the parent or custodial guardian will be contacted by personnel of the Hartville R-II School District within five (5) working days of receipt of the testing results.

#### Retest After Service of Suspension

At the conclusion of the 28-day activity suspension the student will be allowed to rejoin the activity/sport. A student who has tested positive and has served the required suspension period will be required to undergo one or more additional drug-use tests during the following 365 days, as determined at the discretion of the Hartville R-II School District. S/he will again be drug-tested on the first random testing date following the activity suspension. In the case of retesting a student suspended for marijuana, a lower level of the substance might continue to be evident for up to 90 days because of the extended length of time the substance stays in the body. In this situation the student would continue activity participation. If the marijuana level stays the same or increases on the additional tests it will be treated as a second positive test. It will also be considered a second positive if any level is detected after 90 days.

#### Confidentiality

Test results shall be kept in confidential files separate from a student's permanent educational records and those files will be destroyed upon the student's graduation from school. Test results shall be released to school personnel only on a "need to know" basis. For the purpose of the random drug testing process a number assigned by the principal will identify all students. The students' names will not be disclosed to the drug testing company unless the sample collected requires further testing because of being identified as a pending positive.

## Violations

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

### First Offense

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities and parking on the Hartville R-II campus for twenty-eight (28) calendar days from the date of the positive drug test. During this time the parent/guardian may obtain --at the parent/guardian's own expense --a substance abuse evaluation and education/ counseling for the student. Students who are enrolled in a class that involves co-curricular activities will remain in the class during the twenty-eight (28) days and may participate in classroom activities, but may not participate in any activities outside the regularly scheduled class time. They may attend extra- or co-curricular practices, but not participate in performances or games. They will not be allowed to dress out but are required to remain with the group/team.

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

### Second Offense

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 365 days from the date of the positive drug test of the second offense as stated in this procedure.

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

### Third Offense

The student shall be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances and competitions for the length of the students enrollment at Hartville R-II School District from the date of the positive drug test of the third offense as stated in this procedure.

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

### Refusal to submit to Drug Use test

If a member of the random drug testing pool refuses to submit to a drug use test authorized under this policy, the refusal to be tested will be treated as a positive drug test and such student will be ineligible to participate or attend any extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for the length of the suspension, at which time they would have the opportunity to submit to the authorized test. Additional refusal would eliminate that student from extracurricular and/or co-curricular events for one year. Continual refusal will be treated as positive drug tests under this policy, which will result in loss of eligibility for the remainder of their high school career.

Requesting removal from the pool will automatically cause the student to be suspended from participation or attendance in all extracurricular and/or co-curricular activities including all meetings, practices, performances, and competitions for 365 days.

### Drug Counseling and Assistance

The main goal of this drug testing policy is to educate students regarding the serious problems of drug and alcohol abuse. As such, drug counseling and assistance programs may be sought by the parents of any student who has a positive drug test under this policy. If requested by the parents/guardian, assistance in obtaining help for the student will be provided by the school counselors. Any costs for assistance otherwise or enrollment into any drug counseling sessions will be exclusively the responsibility of the student or parent/guardian.