

HARDEMAN R-X
SCHOOL DISTRICT
2025/2026
STUDENT HANDBOOK

CAREY JOHNSON SUPERINTENDENT

KRISTY L. FORRESTER PRINCIPAL

<http://www.hardemanschool.com>



9/10/2025 – new Cell Phone/Device Policy sent home and included.

Table of Content

BOARD OF EDUCATION AND STAFF ROSTER	3
SCHOOL CALENDAR	4
MISSION STATEMENT AND IMPORTANT NUMBERS AND WELCOME	5
ATTENDANCE POLICY	6
• Arrival and Dismissal, Excused Absences, Unexcused Absences, Long-Term Absences, Excessive Absenteeism, Absences Due to Suspension, Perfect Attendance, Make-Up Procedures, Tardy Policy, After School Plan	
EMERGENCY DISMISSAL & LATE START NOTIFICATION	10
BUS DRIVERS/TRANSPORTATION	10
• Bus Regulations, Violation of Bus Rules, Riding the School Bus for School Activities	
BUS PLANS FOR VARIOUS SITUATIONS	12
CAFETERIA/FOOD SERVICE INFORMATION	13
• Food Service Charge Policy, Policy 5550 Info, Discrimination Clause	
DISCIPLINE POLICY AND CODE OF CONDUCT	14
• Philosophy, Discipline Plan, Student Management, Teacher and Staff Responsibilities, School Administrator Responsibilities, Bullying and Hazing, Bullying Incident Report Form (pg.16), Misconduct and Disciplinary Consequences	
DISCIPLINE VIOLATIONS AND CONSEQUENCES	17
OTHER DISCIPLINARY DEFINED INFORMATION	21
EMERGENCY PROCEDURES	23
• Fire, Severe Storm/Tornado, Intruder, Earthquake, Earthquake Safety Information, School Evacuation and Reunification Information	
GRADING, CONFERENCES AND SPECIAL SERVICES REFERRAL	26
• Curriculum, Academic Reporting, Grading Scale/Percentage, Parent/Teacher Conferences, Special Services, Retention, Late Work, Honor Roll, Virtual Course Enrollment	
GUIDANCE DEPARTMENT	28
• Check-Out/Transfer Procedures, Character Education, Sexual Abuse Awareness Training, Drug Free Schools Policies, Trauma Informed Schools Initiative	
HEALTH AND IMMUNIZATIONS	29
• Communicable Diseases, Acute Infectious Diseases, Emergency/Accidents, Student COVID Quarantining, Health Screenings, Immunizations, Head Lice, Pink Eye, Medications, MO HealthNet, Liability Accidents	
STUDENT LIFE/RESPONSIBILITIES/MISCELLANEOUS	36
• Cell Phone Policy, Assemblies, Dress Code, Recess, Lockers, School Computers/Electronic Devices, Textbooks, Messages to Students, Sportsmanship/School Spirit, Extra Curricular Eligibility, Athletic Participation, Concussion Information, Activity Suspension, School Parties, Non School Party Invitation Guidelines, Field Trips, Things To Leave At Home, Fundraisers, Use of School Property, Visitors	
PARENT RESOURCE AND PUBLIC NOTICES INFORMATION	44
• Dyslexia, Parent Information Resource Center, Public Notice of Individuals with Disability Act (IDEA) Public Notes 504, Notice of Parent and Student Rights, Notice of Nondiscrimination, Commitment to Compliance under ADA, Surrogate Parent Program, English Language Learner (ELL), Migrant Students, Homeless Students, Students in Foster Care, ESSA Complaint Procedure (Pg. 45), Due Process Rights, Discrimination, Notification of Rights Under FERPA, Notification Rights under PPRA	
TEXT ALERT LETTER TO PARENTS AND INSTRUCTIONS	58

2025-2026 BOARD OF EDUCATION

Kelly Boyer	Board President
Adam Shaw	Board Vice-President
Hannah Meyer	Board Secretary/Treasurer
Shane Christy	Board Member
Nathan Boggs	Board Member
Gavin Christy	Board Member
Grace Durham	Board Member

2025-2026 FACULTY/STAFF ROSTER

*Carey Johnson	Superintendent + AM Kindergarten Teacher + Migrant, ELL, Foster and Homeless Liaison + Title IX Decision Maker + SpEd Coordinator + PAT Supervisor
*Kristy Forrester	Principal + ELA+7&8 Social Studies + Title IX Coordinator
*Rayetta Leimkuehler	Secretary + Bookkeeper
*Michelle Whyte	Preschool Teacher
*Heather Sanchez	1st & 2nd Teacher
*Hadley Sims	3rd & 4th Teacher + Testing & Curriculum Coordinator
+ Assistant to the Administration	+ Title IX Investigator
*Jodi Blumhorst	5th & 6th Homeroom & ELA + 5-8 Math
*Ashley Hubbard	7th & 8th Homeroom + 5-8 Science + 5&6 Social Studies
*Jeanne Parkhurst	Special Education Teacher
*Derrian Fletcher	PreK thru 8th Music
*Josh Hubbard	PreK thru 8th PE and Art and Library
*Kendi Deal	Title I Teacher + SpEd Services + PM Kindergarten
*Nancy Kleinschmidt	Contracted Counselor
*Kathy Monning	Contracted Nurse Consultant, RN
*Lisa Sims	Custodian + Food Service
*Judy Coble & Jennifer Boggs	Bus Drivers
*Therapy Unlimited LLC	Contracted Speech & Occupational Therapies
*Steve Weekley & Alex Wilson	Basketball Coaches
*Alex Wilson & Sarah Ferguson	Cheer Sponsors

Hardeman R-10 School District
2025/2026 Board Approved School Calendar

August 2025

11, 12, 13, 14 - Staff Work Days
19 - 1st Day of School
25 - No School

September

1 - No school - Labor Day
15 - No school
22 - No school - Staff Work Day
29 - No school

October

6 - No school
17 - End of 1st Quarter
20 - No school - Staff Work Day
23 - E/O at 1:00 pm then Parent/Teacher Conferences
24 - No school
27 - No school

November

3 - No school
10 - No school
17 - No school - Staff Work Day
25 - E/O at 1:00 pm for Thanksgiving Break
26-28 - No school - Thanksgiving Break

December

1 - No school
8 - No school
19 - E/O at 1:00 pm for Christmas Break
+ End of 2nd Quarter
22-26 - Out for Christmas Break
29-31 - Out for New Year's Break

January 2026

1, 2 - Out for New Year's Break
5 - No school - Staff Work Day
6 - 3rd Quarter Begins
12 - No school
19 - No school for ML King Jr Holiday
26 - No school

February

2 - No school
9 - No school
16 - No school for President's Day Holiday
23 - No school - Staff Work Day

March

2 - No school (Make-Up Day #1)
9 - No School (Make-Up Day #2)
13 - End of 3rd Quarter
16 - No school (Make-Up Day #3)
23 - No school - Staff Work Day

April

2 & 3 - No School for Easter Break
6 & 7 - No school for Easter Break
13 - No School
27 - No school - Staff Work Day

May

15 - E/O at 1:00 pm for Last Day of School
+ End of 4th Quarter

MISSION STATEMENT

Our mission is to prepare each student for a diverse and rapidly changing world through engaging educational opportunities and in a safe and caring environment. We will do this by means of commitment to excellence in personnel, relevant curriculum and instruction, and community support.

VISION STATEMENT:

“To educate, support and prepare all learners for success”

BELIEF STATEMENTS

1. We believe in success.
2. We believe each student can be successful at Hardeman School.
3. We believe in offering each student a challenging academic program.

DISTRICT EXPECTATIONS

1. We expect you to meet that challenge.
2. We expect you to begin to demonstrate enough maturity to understand the value of what school offers you.
3. We expect you to complete all work assigned to you to the best of your ability.
4. We expect you to treat others with respect and courtesy.

IMPORTANT PHONE NUMBERS *911**

Hardeman School	660-837-3400
Marshall High School	660-886-2244
Slater High School	660-529-2278
Saline Co. Rural Fire Department	9 1 1
Slater Fire Department	660-529-2450
Missouri State Highway Patrol	660-524-1407
Saline County Sheriff	660-886-5511
Boone Hospital Center	573-875-4545
Fitzgibbon Hospital	660-886-7431
Saline County Public Health Office	660-886-3434

HOTLINE

The students' safety is a top priority for us. If you are aware of a situation that jeopardizes the safety of anyone at school, immediately notify a member of the school staff. If you are uncomfortable bringing this situation to the attention of an adult you know, call the Missouri School Violence Hotline at 866-748-7047. Your call may be anonymous.

WELCOME

We would like to welcome you to the Hardeman R-10 School District. Many new friendships await you every day in the associations you may expect at your new school. The building, equipment, teachers, and administration are here for your benefit.

This Student Handbook has been prepared to assist each student in adjusting to life in our school. The Administration and Board of Education believe that an understanding by each student of the school rules and regulations is necessary in order to create a learning atmosphere, and to maintain each student's individual rights. The Student Handbook should be read by each parent/guardian and discussed with his/her student.

ATTENDANCE POLICY

Enrolling kindergarten students must have reached the age of five on or before August 1st.

School begins at 7:40 am and ends at 3:25 pm. In the morning, students not riding the bus SHOULD NOT arrive on the school grounds before 7:15 am. Students are not allowed to enter the building until 7:15 am. School buses will unload at 7:15 am in front of the school building. If the late start plan is implemented students will be allowed in the building at 9:30 with classes beginning at 9:45. Breakfast will be served on late start days. All students that are being dropped off by family should be dropped off in the parking lot that is adjacent to Highway 41. All students should leave the school building/grounds at 3:25pm unless they are under the direct supervision of a teacher or sponsor. Students that are being picked up by a parent/guardian will park at the back of the school in the parking lot adjacent to Highway 41. Students will be escorted by staff to awaiting vehicles. **If there is a change in your child's normal after school plan, please contact the school no later than 2pm as the office has to disseminate the plans to classroom teachers prior to the last hour of the day.**

Parents/guardians who are picking up students before the regular dismissal time will need to come to the office and have Mrs. Leimkuehler sign the student check-out sheet. Mrs. Leimkuehler will have this in her desk as this form is confidential. This is a security measure for the safety of your child. Students will not be allowed to leave school with anyone other than their legal parent or guardian unless written permission from the parent/guardian is on file in the office. It is the responsibility of the parent or guardian, at the beginning of the school year, to provide the office with the names of individuals who will be permitted to pick up the student. A telephone call will be accepted only if there is an emergency and the identity of the caller is verified.

Attendance

All students are expected to attend school regularly in order to have the maximum benefit from the instructional program. **Regular attendance is extremely important.** Each student is expected to attend school every day except when illness, injury, or some other condition beyond his/her control prevents the student from doing so. Frequent absences for any reason can almost guarantee difficulty and failure in class work. Attending school regularly is directly related to developing good habits of punctuality, self-discipline, responsibility, achieving

MCE Policy 2310 The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

MCE Regulation 2310 The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Excusable Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Days of religious observance.
3. Death in the family (Each District shall define degree of relatedness required to excuse absence).
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen. (Each District shall define the degree of emergency required to excuse absence).

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

Unexcused Absences

Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken:

(Disciplinary Option)

1. After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.
3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.
4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

Excessive Absences

Elementary Students and Middle School Students

A student shall be allowed twenty (20) unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.(not under unexcused absences)

(Disciplinary Option)

A student is expected to make up work as a result of class periods missed. It shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments.

Any exceptions to the items cited above shall be approved by the Board of Education.

Each principal may have written policies which further detail procedures for making up work, reporting absence, etc.

Appeal

(Academic Option)

1. After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
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3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.
4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.
- 5.

MCE Policy 2315 In accordance with Missouri state law, the District recognizes that the Future Farmers of America Organization (FFA), Family, Career, and Community Leaders of America (FCCLA), 4-H programs, and organized competitions held as part of the Missouri state fair involve important education and learning processes and are beneficial to District students. Due to the nature of these organizations, students will occasionally need to miss school time in order to fully participate and benefit from the programs sponsored by these organizations. Accordingly, students who miss school time during the regular school day due to participation in officially sanctioned activities of the Future Farmers of America Organization (FFA), Family, Career, and Community Leaders of America (FCCLA), 4-H, and competitions held as part of the Missouri state fair, shall receive an excused absence and shall be considered to be attending regularly scheduled instruction during such times of absence. Up to 5 days of school days for participation in such activities will be excused by the District per school year for each student.

If a leader of one of the above referenced organizations or the parent of a student participating in the Missouri state fair anticipates that a student will miss school time due to participation in an activity for such organization, the leader/parent shall let the building principal know with as much notice as possible prior to the event and receive his/her approval of the activity and for missed school time. Time missed by students participating in an activity of such programs shall be included in the district's calculation of average daily attendance as defined by Missouri law. Students who miss school time due to participation in an approved activity as set forth in this policy, will be expected to make up all school work missed during their absence.

MCE Policy 2320 Students may attend District schools on a part-time basis as provided by state law and regulations of the Board of Education.

MCE Regulation 2320 The District recognizes the need of some students to attend school on a part-time basis. The Board has established the following regulation regarding part-time attendance. It is the intent of this regulation to meet the individual needs of each student and at the same time establish rules and regulations which will preserve the discipline, health, and academic standards of the school.

Eligibility Requirements

1. The student must have parent/guardian approval if under 18 years of age.
2. The student must demonstrate a definite need to attend school on a part-time basis. Examples are: a) financial needs of students or family, b) health problems of self or family, c) vocational training in school or on the job, d) enrollment in a school of higher education, and e) unique curriculum offerings.

Application Procedure

The student must secure an appointment with the guidance counselor or school principal prior to classification as a part-time student. The student must complete a part-time attendance request form at the conference. Before any decision is given concerning the request, a conference must be held with the student's parent/guardian if the student is under 18 years of age. All applications and conferences must be completed during the time preceding the semester in which the student is to be enrolled on a part-time basis.

After an application has been submitted, the principal shall rule on the request and report to the Superintendent the names of all students who are to be enrolled on a part-time basis. This same report shall be transmitted to the Board of Education. In the event the principal denies the request, the student may appeal to the Superintendent who must respond in a reasonable time. If the student is not satisfied with the decision of the Superintendent, an appeal may be made to the Board of Education with the appeal to be heard at the next meeting of the Board.

The student must renew the request for part-time attendance status each semester. Parental conference will not be required for renewal; however, the parent/guardian will be notified of the student's continued part-time enrollment status.

Part-time students are governed by the same rules and regulations that apply to regularly enrolled students.

MCE Policy 2340 The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs that problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is defined as deliberate absence from school on the part of the pupil with or without the knowledge of the parent/guardian and for which no justifiable excuse is given. When a pattern of truancy becomes evident, the principal will investigate and take such action as circumstances dictate.

Section 210.115 R.S.Mo. mandates reporting to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardians.

Any school official or employee who knows or has reasonable cause to suspect that a student is being subjected to home conditions or circumstances which would reasonably result in truancy will immediately report or cause a report to be made to the building principal, or his/her designee, who will then become responsible for making a report via the Student Abuse Hotline to the Missouri Division of Family Services (DFS). The building principal shall inform the Superintendent/designee that a report has been made, and keep the Superintendent apprised of the status of the case.

MCE Regulation 2340 Section 210.1 15.R.S.Mo. mandates certain professionals to report to the Division of Family Services when they have reasonable cause to suspect that a child is being subjected to home conditions which contribute to school nonattendance.

Along with other professionals mentioned, the law specifically mentions "teacher, principal or other school official" as well as "nurse" and "social worker."

1. School employees who suspect that a child is subject to educational neglect shall report this as soon as possible to the principal/designee.
2. The principal/designee shall review the report and confer with the parent/guardian to resolve the situation. When appropriate, a school counselor, social worker, or nurse may be instructed to offer appropriate social or health services which may be needed to intervene in the family circumstances.
3. If appropriate school intervention does not correct the student's truancy, and reasonable cause for educational neglect has been determined, the principal/designee shall call the Student Abuse Hotline of the Division of Family Services and report the alleged child educational neglect.
4. A report of this call shall be forwarded to the Superintendent or Central Office Student Services Administrator.

Absences Due to Suspension

A student who is suspended from school for a disciplinary problem for any number of days will be counted absent. Absences due to suspension are unexcused and class assignments WILL be made up but for no credit. Refusal by a student to perform the required work will result in further disciplinary actions. However, those days will not be counted against the total days permitted in the attendance policy.

Perfect Attendance

A student must not miss a single minute of any school day for the entire school year in order to achieve perfect attendance.

Tardy Policy: Late Arrival to School

Tardiness is defined as any appearance of a student after the scheduled time a class starts unless the student has an appropriate pass and/or permission from a nurse, teacher, or administrator. Each student will be allowed two (2) tardies per quarter with no questions asked. **Upon being tardy (for any reason) for the third time the administrator will assign a detention.**

Second Tardy:	Warning
Third Tardy:	Detention
Fourth Tardy:	Detention
Fifth Tardy:	1 day of ISS
Sixth Tardy:	2 days of ISS

A student is considered tardy if he/she arrives **after** 7:40 am. The student must report to the office and have Mrs. Leimkuehler sign them in upon arrival. If a student is tardy for more than thirty minutes, the result will be a truancy in-school and the student will be counted absent for the hour.

NOTE: The tardy policy is based on a quarter. Therefore, at the conclusion of one quarter, the slate is wiped clean for the beginning of the next quarter and the process will be repeated as necessary.

EMERGENCY DISMISSAL & LATE START NOTIFICATION

Dismissal of school or late start notification due to snow, hazardous roads, or other unforeseen circumstances will be announced on 102.9 FM KMMO or 1300 AM on local radio. Early dismissals will also be announced on KMMO, as soon as the decision has been made. Text alerts notifications will also be sent to those who are signed up. Our text alert letter and directions are attached on **page 57**.

BUS DRIVERS/TRANSPORTATION

MCE Policy 2652 The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

MCE Regulation 5220 Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff. The Administration will develop regulations for students to be included in Policy and Regulation 2610 - Behavioral Expectations. These rules and regulations will be published annually in student handbooks to be distributed to students and parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures.

District officials will file criminal charges of trespass against any person who unlawfully enters a District school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board of Education.

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District officials will file criminal charges of trespass against any person who unlawfully enters a District school bus where entry is not approved by Board policy or where the individual does not have written approval of the Board of Education

The bus driver is strictly in charge of his/her bus and is expected to report to the administrator any failure of cooperation of students on the bus. Problems should be referred to the administrator as well. PERMISSION must be given by the parent or guardian before students will be permitted to ride a bus other than their assigned bus or to get off at a stop other than their assigned stop. Students will be picked up and dropped off at appointed stops. In the event that your child is not able to self-supervise, it will be the parents/guardians responsibility to make supervision arrangements. Students will not be permitted to stay on the bus past their designated stop. Personnel have no affirmative duty to assess if a student's parent/guardian is available.

Inquiries regarding routes and all bus issues should be referred directly to the administrator's office.

Transportation regulations conform to the Missouri State Transportation Code. Students are encouraged to ride the school buses to increase ridership and promote safety. All students riding buses operated for the Hardeman R-10 School District, either on daily routes or authorized trips, shall follow these **regulations**:

1. Students must obey and respect the orders of the bus or van driver.
2. The driver may assign any seat for a student. Three students will use one seat, when necessary.
3. Loud, unnecessary noise, shouting, profanity and scuffling are prohibited. Ordinary conversation and classroom conduct is to be observed.
4. All student handbook rules apply, as if the student were at school, while on the bus or in the van.
5. Moving inside the bus or van from seat to seat is prohibited at all times during the route.
6. Students must not at any time extend arms or any part of their body from the bus or van window.
7. Students do not throw items, including trash and paper on the floor or out the windows at any time. Throwing items of any nature is prohibited.
8. No animals of any kind are to be brought on the bus or in the van.
9. No glass items are to be brought on the bus or in the van (fish aquariums, jars, etc).
10. Any damage to the bus or van is to be reported to the driver, before boarding or at stops.
11. Never stand in a roadway while waiting for the bus or van.
12. Students must be on time – the driver will NOT wait for those who are not ready.
13. If the bus or van provides a radio, it will be used at the driver's discretion. School authorities prohibit the use of other electronic devices on the bus or van.
14. If a student has been sent home due to head lice, they will not be allowed to ride the bus or van again until the driver has been given notice from the school administration that the child may return to school.
15. Students must enter the school building immediately upon unloading from the school bus or van. Students are under the jurisdiction of the school and are not to leave school grounds without permission from the school administration.
16. Students riding the bus or van to an activity must ride the bus or van back to school, unless the student's parents/guardians have signed and dated the sign out form with the staff in charge of the event or activity.
17. Only children 4 years old or older are allowed to ride the bus, as seat belts are not standard equipment on all school buses.
18. Three (3) year old students will ride in the school van with school personnel using a car seat provided by their parents/guardians prior to the event or activity. These same students will be allowed to ride home from the event/activity once their parent/guardian has signed and dated the sign out form with the staff in charge of the event or activity.

Violations of Bus Rules:

First Referral: The driver will report the incident to the school administrator. Depending on the severity of the infraction, the student will not be allowed to ride the bus/van until parental contact is made by the administrator.

Second Referral: The driver will report the incident to the administrator and a written report will be made and sent home. The administrator will contact the family the same day as the infraction. Depending on the severity of the infraction, the student will not be allowed to ride the bus or van until parental contact is made. There is a possibility of suspension of riding the bus/van for 1-5 days.

Third Referral: The driver will report the incident to the school administrator and a report will be sent home. A meeting will be scheduled with the student, parent or guardian, driver and administrator to resolve the violation. There will be a 3-10 day suspension of all bus/van privileges. It can result in total suspension of all bus/van riding privileges. It will then become the responsibility of the parent or guardian to provide all of the student's transportation.

Depending upon the seriousness of the situation, any of the above steps may be omitted in order to move to those actions listed under "Third Referral". The bus driver, activity sponsor, or the school administrator may write the referrals.

If these rules and regulations are violated, a student can be denied the privilege of riding the school bus by school administration. All deviations from established routes will need School Board approval. This type of request will be made

in the administrator's office to be placed on the board agenda. **Bus rider permission was given at enrollment/online registration.**

Riding of the School Bus for School Activities

Buses may be provided for students to attend sports events and school activities that are held at other places. **All school rules, regulations, and penalties that apply to school activities also apply to school trips.**

The following regulations apply to those trips:

1. Students who ride the bus to an activity must also ride the bus back to school unless the student's parents have, in person, given the sponsor a written request to take their child home.
2. Any student not competing in the extracurricular activity must be accompanied by a parent or guardian in order to ride the bus. (Permission of the sponsor to ride is still required)
3. Only children four years old and older are allowed to ride the bus. (Seatbelts are not standard equipment on a school bus.)
4. All students are expected to ride the bus to any and all field trips or school-related functions unless circumstances deemed necessary by the administration prevent a student from riding the bus, or if a student has a plan within their IEP or a physician's excuse that prevents them from being able to ride the bus. In this case, the student will be transported by a school personnel unless written into an IEP that they are to be transported by their parent/guardian due to individual need. Upon conclusion of the field trip or school-related function, any student is allowed to ride with a parent/guardian/or other adult as long as hand written consent or face to face consent is given by the parent/guardian, upon being signed out by the parent/guardian or other consented adult approved by parent/guardian.

2025-2026 BUS PLANS FOR VARIOUS SITUATIONS

Hardeman and MHS Afterschool Situations

- 1) *Marshall is out at 12:30 and Hardeman is out at 3:25:
 - *A Driver will deliver all high school students home at early out time
 - *A Driver will take all Hardeman students home at regular time
- 2) *Marshall is out at 12:30 and Hardeman is out at 12:00:
 - *One Driver will take all Hardeman students home
 - *Another Driver will pick up all high school students and deliver them home
- 4) * Hardeman is not in session and Marshall is:
 - *A Driver will pick up all high school students in the morning, take to MHS and deliver them home at regular time
- 5) * Hardeman is in session and Marshall is not:
 - *A Driver will pick up Hardeman students in the morning and take home at regular time

Hardeman and MHS Cancellations and Delayed Starts

- 6) *MHS is in session and Hardeman is not
 - *No buses will run for the duration of the day – am or pm
 - *Mrs. Forrester calls the high school and MHS bus riders are given an excused absence
- 7) *MHS has delayed start (10:00 am) and Hardeman begins at normal time (7:40 am)
 - *A Driver will run the normal am routes for Hardeman students
 - *A Driver will pick up MHS students and deliver them prior to 10:00 am. MHS students should be ready for pick-up by 9 a.m.
- 8) *MHS has delayed start (10:00 am) AND Hardeman has delayed start (9:45 am)
 - *A Driver will run the normal routes for all students. Pick up times will vary, ALL students should be ready by 8:45 am
- 9) * Hardeman has delayed start (9:45 am) and MHS begins at normal time (7:55 am)
 - *A Driver will run the am routes for all students. Hardeman students will be delivered by the delayed start time (9:45 am). MHS students will be delivered late at approximately 10:00 am. Mrs. Forrester calls the high school and MHS bus riders are given an excused tardy

We are hopeful that this includes every possible scenario. If there is something that we have not included, please call the Hardeman School at 660-837-3400

CAFETERIA/FOOD SERVICE INFORMATION

The Hardeman R-10 School District has a closed campus policy. Students are not allowed to leave the school grounds to eat lunch or to go and pick up lunch. The only exception to this rule is when a parent picks up his/her child from school and brings the child back or if there is a school sponsored outing, in which proper supervision is provided by the school. Students are required to take a school lunch tray if they did not bring lunch from home. This is for every day that school lunch is being offered whether it is a half or full day of school.

Parents/ Guardians are welcome to have lunch with their child when the child's birthday is being recognized. If parents/guardians choose to bring lunch from outside of the building, it is only to be shared with the immediate family of the child, such as their siblings. Otherwise it will be expected for the family to provide the same lunch for the entire classroom. We want to discourage student's feeling left out, if a special lunch is only shared with certain students.

Food Service Charge Policy

The school offers a Free and Reduced Meals Program to those who qualify. Forms will be available during the open house and may be found on the school webpage at www.hardemanschool.com. The form and instructions are under the menu/food service tab then the Food Service Forms & Info drop down. **A new form *must* be filled out and returned to the office every year in order to qualify unless a student automatically qualifies through Direct Certification.** Students will be charged full price for all meals until the free/reduced meal form has been returned and approved. Please understand that all information is held strictly confidential. Students who qualify for free or reduced meals are not identified or singled out in any form by any school staff. Also, once each year there is a verification process to review information. This information is only reported to the Missouri Department of Elementary and Secondary Education-School Food Services Division.

Full price breakfast is \$1.60 per meal. Full price lunches are \$2.30 per meal. Reduced price breakfasts are 30 cents per meal and Reduced price lunches are 40 cents per meal. Extra milk is available for 40 cents, cookies for 25 cents (on Extra Cookie Fridays and only when pre-ordered) and an extra entrée for \$1.00 (ONLY when pre-ordered). Students may pay at the time or it will be charged to your breakfast and/or lunch bill. Parents/Guardians may file a "No Charging Extras" form with the office. All breakfast/lunch money is to be turned in or mailed to the office. Please send cash payments in an envelope with the student (s) names CLEARLY on the front.

Adults dining at school will need to pay \$2.00 per Breakfast and \$3.25 per Lunch. Bills are sent home every two weeks and need to be kept paid in full. **Due to new federal requirements, if meal charges reach the maximum of \$10.00 due per student, the situation can be referred to the Board of Education for further action.** This means you may want to consider paying for meals in advance in order to maintain a level below the \$10.00 per student charge amount.

Meal Charges MCE Policy 5550

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

1. Student Groups:

-Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.

These meals will include only the menu items of the reimbursable meal.

After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.

- Middle School students will be allowed to charge a maximum of ten (\$10.00) dollars. After this maximum has been met, no additional charges will be accepted.

2. No charges will be allowed for ala carte foods and beverages.

3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
4. On May 15 annually all charging will be cut off.
 - Parents/guardians will be sent a written request for “payment in full.”
 - All charges not paid before the end of the school year will be carried forward into the next school year.
- Graduating seniors (8th graders) must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

Discrimination Clause * 25/26 USDA Non-discrimination Statement:

In accordance with federal civil rights law and USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

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

This institution is an equal opportunity provider.

The Hardeman R-10 School District’s most current Wellness Plan and Food Safety Plan may be viewed on the school website at www.hardemanschool.com

DISCIPLINE POLICY AND CODE OF CONDUCT

Philosophy

The faculty and staff of the Hardeman R-10 School District are committed to providing students with positive self-esteem, respect for others, responsibility, and good citizenship. We believe in a fair and consistent code of discipline and creating a safe and caring learning environment. When problems arise, we will work positively and collaboratively to find solutions. Grade level appropriate procedures for expectations and classroom management will be sent home within the first month of school as teachers need time to decide what will work for their students and circumstances. If a circumstance arises that warrants administrative intervention, appropriate discipline techniques will be implemented when/as needed.

Student Management

The teachers will be implementing the use of think sheets, self-initiated calming corners, a think spot in the classroom, alternate location, with students being able to work themselves back to the think spot in their classroom, before rejoining class. Age-appropriate rewards and incentives will be implemented at the teachers' discretion. Parent correspondence will be as needed. We will also be incorporating character education procedures and expectations within our building.

Teacher and Staff Responsibilities

Each teacher and staff member is responsible to set and teach his or her students specific expectations for responsible and productive behavior in the classroom, and the common areas of the school. Staff members will take the appropriate steps or corrective actions to resolve problems when occurring. Actions which may be taken include, but are not restricted to: verbal reprimand, moving the student to another seat in the classroom, moving the student to another classroom, moving the student to the recovery room, loss of privileges, and/or parental contact. If a student refuses to do work or is a disruption to the learning process, the teacher may decide which steps of the Student Behavior Management System to implement.

School Administrators' Responsibilities

While most student behavior problems are expected to be resolved at an early stage, when a problem persists or is of a serious nature, the teacher or staff member is to submit a written referral to the school administrator. This referral indicates the student's behavior. The administrator will review the student's discipline problem and previous corrective actions, if any, to determine the appropriate level of disciplinary action to be taken. Each step may be repeated as many times as deemed appropriate by the administrator. Each time a student is referred to the administrator his or her parents/guardians may be notified by a phone call and/or in writing.

The principal has the ability to modify, add to, or interpret the rules of the handbook as deemed necessary. ***Student conduct may result in corrective action that extends beyond this policy as determined by administration and Board of Education.***

Bullying and Hazing

In order to promote a safe learning environment for all students, the Hardeman School District prohibits all forms of hazing, bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with Policy 2655. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to hazing or bullying are instructed to promptly report such incidents to a school official. In addition, district staff, coaches, sponsors and volunteers shall not permit, condone or tolerate any form of hazing or bullying or plan, direct, encourage, assist, engage or participate in any activity that involves hazing or bullying. District staff will report incidents of hazing and bullying to the building principal. The principal shall promptly investigate all complaints of hazing and bullying and shall administer appropriate discipline to all individuals who violate this policy. District staff that violate this policy may be disciplined or terminated. The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing and bullying. The district shall annually inform students, parents, district staff and volunteers that hazing and bullying is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by the coach or sponsor at the start of the season or program.

Hazing – For purposes of this policy, hazing is defined as any activity, on or off school grounds, 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 include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing consumption of

any food, liquor, drug or other substance; forcing inhalation or ingestion of tobacco products; or any other forced physical activity that could adversely affect the physical health or safety of an individual. Hazing may occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try-out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

Bullying – For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyber threats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

Bullying Incident Report Form

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

If you have been the target of bullying or have witnessed the bullying of a district student, complete this form and submit it to the building principal. If the bullying complaint is against the principal, it should be submitted to the superintendent. If the bullying complaint is against the superintendent, it should be submitted to the Board of Education. Reports of bullying will be investigated and disciplinary action will be taken as warranted.

Date Filed: _____ Your Name: _____

Phone Numbers: _____

Indicate the appropriate response to the following with a check mark(s):

You are a: Student _____ Parent _____ Employee _____ Volunteer _____

Date(s) of alleged bullying: _____

Person(s) alleged to have committed the bullying or harassment:

Summarize the incident(s) or occurrence(s) of bullying as accurately as possible. Attach additional sheets or use the back of this form, if necessary: _____

Names of Witnesses: _____

Have you reported this to anyone else: Yes _____ No _____

If yes, who and when?

Signature of Complainant: _____

Students have the right to complete this form anonymously. However, it will be easier for the District to investigate this matter if as much information as possible is provided. Submission of a good faith complaint or report of bullying or harassment will not affect the complainant or reporter's future employment, grades, learning or work environment. A complainant that falsely accuses someone will be subject to disciplinary action.

Misconduct and Disciplinary Consequences

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct. Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

DISCIPLINE VIOLATIONS AND CONSEQUENCES

Activity suspension on all ISS or OSS days will be given at a rate of 1 day of activity suspension for every 1 day of ISS or OSS.

Alcohol - Possession of or presence under the influence of alcohol regardless of whether the student is on school premises
First Offense: 11-180 days of OSS or expulsion, notification of law enforcement officials and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification of law enforcement officials and documentation in student's discipline record.

Arson - Intentionally causing or attempting to cause a fire or explosion

First Offense: 11-180 days of OSS or expulsion, notification of law enforcement officials and documentation in the student's discipline record.

Subsequent Offense: Expulsion, notification of law enforcement officials and documentation in student's discipline record.

Assault - (Refer to Policy and Regulation 2673- Reporting of Violent Behavior)

Assault of a Student or Staff Member - Use of physical force with the intent to do bodily harm.

First Offense: Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion, possible notification of law enforcement officials and documentation in the student's discipline record.

Subsequent Offense: 11-180 days of OSS or expulsion, possible notification of law enforcement officials and documentation in the student's discipline record

Bullying/Hazing - Intentional intimidation or infliction of physical, emotional, or mental harm (see Policy 2655 on Page 14, under the Bullying and Hazing section).

First Offense: Principal/Student conference, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion, possible notification of law enforcement officials and documentation in the student's discipline record.

Subsequent Offense: Detention, Double Detention, ISS, 11-180 days of OSS or expulsion and documentation in the student's discipline record.

Fighting - Physically striking another in a mutual contact as differentiated from an assault.

First Offense: Principal/Student Conference, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion and possible documentation in the student's discipline record.

Subsequent Offense: 11-180 days of OSS or expulsion and possible documentation in the student's discipline record.

Defiance of Authority - Refusal to obey directions or defiance of staff authority

First Offense: Principal/Student Conference, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion and possible documentation in the student's discipline record.

Subsequent Offense: 11-180 days of OSS or expulsion, and possible documentation in the student's discipline record.

Disruptive Behavior: Conduct which has the intentional effect of disturbing education or the safe transportation of a student

First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion and possible documentation in the student's discipline record and notification of parents.

Subsequent Offense: 11-180 days of OSS or expulsion, possible notification of law enforcement and possible documentation in the student's discipline record.

Drugs/Controlled Substance: Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property.

First Offense: 1-180 days of OSS, expulsion, Parent notification and possible notification of law enforcement officials and documentation in student's record.

Subsequent Offense: 11-180 days of OSS or expulsion, Parent notification, notification of law enforcement officials and documentation in the student's discipline record.

Sale of a Controlled Substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 1-180 days of OSS, expulsion, Parent notification and possible notification of law enforcement officials and documentation in student's record.

Subsequent Offense: 11-180 days of OSS or expulsion, Parent notification, notification of law enforcement officials and documentation in the student's discipline record.

Prescription Medication: Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus. Distribution of prescription medication to any individual who does not have a valid prescription for such medication on school premises or on a school bus.

PARENTS MUST HAND PRESCRIPTION MEDICATIONS AND OVER-THE-COUNTER MEDICATIONS DIRECTLY TO AN ADULT. This could be your child's bus driver, teacher, or secretary.

First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion and possible documentation in the student's discipline record and notification of parents.

Subsequent Offense: 11-180 days of OSS or expulsion, possible notification of law enforcement and possible documentation in the student's discipline record.

Distribution of Prescription Medication of any individual who does not have a valid prescription for such medication on school premises, including school buses.

First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion and possible documentation in the student's discipline record and notification of parents.

Subsequent Offense: 11-180 days of OSS or expulsion, possible notification of law enforcement and possible documentation in the student's discipline record.

Extortion: Verbal threats or physical conduct designed to obtain money or other valuables

First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion and possible documentation in the student's discipline record and notification of parents.

Subsequent Offense: 11-180 days of OSS or expulsion, possible notification of law enforcement and possible documentation in the student's discipline record.

Firearms and Weapons (Refer to Policy and Regulation 2620 - Firearms and Weapons in School)

Possession of a firearm or weapon

First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion, notification of law enforcement officials and possible documentation in the student's discipline record.

Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion, possible notification of law enforcement and possible documentation in the student's discipline record.

Harassment: (refer to Policy 2130 Harassment)

First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion and possible documentation in the student's discipline record and notification of parents.

Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student's discipline record and notification of parents.

Improper Display of Affection - Consensual kissing, fondling, or embracing

First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS and possible documentation in the student's discipline record and notification of parents.

Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student's discipline record and notification of parents.

Improper Language

Threatening Language: Use of verbal, physical or written threats to do bodily harm to person or personal property.

Use of Obscene or Vulgar Language: Language which depicts sexual acts, human waste, and blasphemous language.

Disruptive or Demeaning Language or Conduct: Use of hate language to demean other persons due to their race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech which materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS and possible documentation in the student's discipline record and notification of parents.

Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student's discipline record and notification of parents.

Inappropriate Sexual Conduct: Physical touching of another student in the area of the breasts, buttocks, or genitals

First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS and notification of parents.

Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student's discipline record and notification of parents.

Use of sexually intimidating language, objects, or pictures

First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS and notification of parents.

Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student's discipline record and notification of parents.

Indecent Exposure - Includes display of breasts, buttocks and genitals in a public location

First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS and notification of parents.

Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student's discipline record and notification of parents.

Theft - Nonconsensual taking or attempt to take the property of another

First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS and notification of parents.

Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student's discipline record and notification of parents.

Tobacco - Possession or use of tobacco or tobacco products

First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS, 1-180 days of OSS and notification of parents.

Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion and possible documentation in the student's discipline record and notification of parents.

Truancy - Absent or tardy from class or classes without authorization (See also Policy and Regulation 2340 -Truancy and Educational Neglect.)

First Offense: Principal/Student Conference, Loss of Recess, Detention, Double Detention, ISS.

Subsequent Offense: Detention, Double Detention, 1-10 days of OSS and notification of parents.

Vandalism - Intentional damage or attempt to damage property belonging to the staff, students, or the District

First Offense: Detention, Double Detention, ISS, 1-180 days of OSS, or expulsion, possible notification of law enforcement officials and possible documentation in the student's discipline record and parent notification.

Subsequent Offense: Detention, Double Detention, 11-180 days of OSS or expulsion, possible notification of law enforcement and possible documentation in the student's discipline record and parent notification.

OTHER DISCIPLINARY DEFINED INFORMATION

Detention

Detention requires the student to stay after school for 60 minutes. However, a double detention of 120 minutes may be assigned as punishment as warranted by the offense. The student must make necessary transportation arrangements with their parents/guardians to get home. Parent/guardian(s) will be notified by letter as to the detention assigned and the reason. The principal will communicate the detention date to the student. The student must bring work to detention. Detention will be served after school on Tuesdays and Thursdays of each week from 3:25 pm to 4:25 pm or from 3:25 pm to 5:25 pm for a double detention as deemed necessary. Parents may pick up students at the front of the building. The purpose of detention is to reinforce the importance of following the policies and displaying the appropriate behavior as established by the Board of Education and the administration. Detention is a prelude to ISS and OSS. Offenses for which detention can be assigned include, but are not limited to: inappropriate language, tardiness, excessive talking, disobedience/disrespect, and failure to complete class work, lack of class materials, mischief, littering, disturbing class, poor attitude, and horse playing.

Failure to attend detention will result in the assignment of 1 day ISS for each missed detention by the administrator.

In School Suspension

1. Students in ISS must report to the administrator's office when classes start.
2. Students are to take all of their books, notebooks, pencils, pens, etc., with them.
3. Students are to speak only with permission.
4. Students may not leave the ISS room without permission from the school administrator.
5. Students are to demonstrate respect to authority and others.
6. Students will be given restroom breaks as deemed necessary.
7. Lunch will be served to the ISS students in the administrator's office.
8. Students will not be allowed to talk during lunch.
9. Students are to remain awake and alert at all times, no sleeping.

Suspension (OSS)

The administration reserves the right to remove a student from the school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education or willful conduct which endangers the student, other students, or the property of the school shall be permitted, provided

such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school.

A student may be suspended by school administration for up to ten (10) days and up to ninety (90) days with a recommendation to the Board of Education for expulsion. The Board of Education must be notified of any suspension exceeding ten (10) days, provided such action is in accordance with due process and state statutes.

A student may be suspended by school administration for fighting/assault; possession, use, or attempted use of weapons; verbal abuse to staff; verbal abuse to staff of threatening nature; intimidation; sexual harassment; disrespect, defiance, or insubordination; extortion; theft/stealing; vandalism; truancy; use of obscene language or gestures; use of vulgar or offensive language in classrooms, hallways, and at school activities; use of language that is disparaging or demeaning; use or possession of tobacco products; controlled substances, alcoholic beverages or substances represented to be controlled or alcoholic; gambling; gang-related activities; being disruptive; and inappropriate public displays of affection. The student and/or parents/guardians may appeal the decision to suspend the student to the board of education.

Expulsion

If a student consistently refuses to conform to school policies, rules, and/or regulations, the school administrator may recommend to the Board of Education that the student be expelled from school. The board will review such recommendations and decide whether to proceed with an expulsion hearing. Should an expulsion hearing be deemed necessary, the following shall occur:

1. Expulsion action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student, his/her parent/guardian, or others having his/her custodial care. The written notification will include charges, contemplated action, and time and place of hearing on such charges. The student, parents/guardians, or others having custodial care, shall have the right to attend the hearing and be represented by counsel.
2. The hearing will be closed unless the student, parents/guardians, or others having custodial care requests an open hearing. At the hearing, the school or counsel shall present charges, testimony, and evidence to support the charges. The school administrator will present and make oral and written reports, and statements concerning the student's misconduct. Witnesses can be cross-examined by the student, parents/guardians, or others having custodial care, or counsel.
3. At the conclusion of the hearing, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the district. Prompt notice of the decision shall be given to the student, parents/guardians or others having custodial care, and counsel.

Activity Suspension

While on activity suspension, a student may not attend any home or away extracurricular/co-curricular functions or practices. The student is to leave school by 3:25 pm and may not return until 7:20 am the following day. Activity suspension is to be served the same day as ISS or OSS is served. Students will not be able to participate in extracurricular/co-curricular activities until their suspension has been served. This includes events that fall on weekends between suspension days.

Re-admittance From Expulsion

Re-admittance of an expelled student at the beginning of a school semester may be possible only through the consent of the Board of Education. The student and/or parents/guardians shall make a request to be heard in a closed session for re-admittance.

Corporal Punishment

Corporal punishment will **NOT** be used as a form of discipline. Corporal punishment is deemed to be the hitting or striking of a student. No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending District schools.

A staff member may, however, use reasonable restraint against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the School District.

Interviews/Searches

Interviews with Police or Juvenile Officers/Other Law Enforcement Official

The Hardeman R-10 School District has legal jurisdiction over students during the school day and the hours of approved extracurricular activities. **When law enforcement officials find it necessary to question students during the school day or during extracurricular activities, the school administrator or designee will contact the parents and acquire parental consent. At this time the MO Division of Juvenile Justice will be called.**

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. If a student is considered a suspect, the parents will be notified prior to questioning. Students must be informed of their constitutional rights by the law enforcement officials, and students must not be subject to coercion or illegal restraint. Students are expected to cooperate with law enforcement officials within the framework of legal rights. **Parental consent is not required for students to be questioned by the MO Department of Family Services.**

Searches by School Personnel

School lockers and desks remain the property of the Board of Education and may be searched at any time without notice if suspicion necessitates. Students may be requested to submit to voluntary personal searches, i.e. emptying pockets, shoes, and patting themselves down. Students who refuse to submit to a voluntary personal search may be referred to the appropriate law enforcement officials. School officials may seize illegal, unauthorized, or inappropriate materials located on school property.

Removal of Students from School by Law Enforcement Officials

An officer of the law may take a student from the school if the officer has a subpoena or a warrant for civil or criminal arrest. The school administrator will attempt to notify the student's parents/guardians. Occasionally, the school administrator may need to call a law enforcement official for assistance in handling a student responsible for a serious offense at school. In this case, the student may be arrested at the discretion of the law enforcement officials and the school administration and a sworn complaint may be filed.

EMERGENCY PROCEDURES

During the school year we prepare the children for emergency situations by practicing fire, tornado and earthquake drills. We feel as a school we have procedures that will keep us as safe as possible if we happen to experience any of the disasters mentioned. To help keep calm and organized in an emergency situation, we ask that you follow these guidelines:

1. Parents or legal guardians only will be allowed to take the children from school, only after an all clear has been declared by the proper authorities. (This means we will not allow a child to leave with a neighbor, friend, or sitter).
2. No children will be allowed to walk or ride their bikes home.
3. Please do not call the school! (If we do have a line working, we may need that to call for assistance). Listen to KMMO (102.9 FM) for further information.
4. Text alerts notifications will also be sent to those who are signed up. (Text alert letter and directions are attached on **page 57**).
5. If buses are running after the all clear and your child normally rides the bus, your child will be placed on the appropriate bus and sent home.
6. All teachers and staff will remain with students until they have been picked up.

Fire

In the event of a fire, everyone should immediately leave the building by the designated exit in an orderly manner. Students should file out in a single file line. The students sitting in the row nearest the windows should see that the windows are **closed** before leaving the room. The teachers should direct the class to the assigned exit. The last student should turn out the lights and close the classroom door. When the class is assembled safely outside, the teacher will check the class rolls to determine if any students are missing. After exiting the building, move as far away as possible from the building and at all times students are to respond to the instructions of the faculty. The class will stay outside until the safety signal is given. Designated exit procedures are posted in each classroom.

Severe Storm/Tornado

In the event of a severe storm or tornado students should proceed to the designated areas for their classroom and take cover. Students should put their heads down and cover them with their arms. Stay away from any type of glass in windows or doors. As always, students should remain quiet and listen for any instructions from the faculty.

Intruder

In the event of an intruder in the building or on school grounds, teachers should proceed to shut and lock all doors and pull any students into their rooms. Lights are to be left on and students and teachers are to move to a location in the room where they cannot be seen from the door. In addition to this, if deemed safe to do so, faculty and students are encouraged to exit premises and get themselves to three pre-approved neighboring locations and remain there until law enforcement or school officials are available to give further instructions.

Earthquake

In the event of an earthquake, students will immediately get under the nearest table or desk, being sure that their head is protected, and remain there until the evacuation signal is given. When evacuating, use the designated fire routes for the particular classroom as required.

Earthquake Safety Information for Missouri Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places. The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5-3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states. The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state. A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0-7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to unreinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake! A Major Earthquake in the Area-the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Boot heel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906. When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like

those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-12 New Madrid earthquakes over a 50-year period to be a 7-10% probability.

What Can We Do to Protect Ourselves?

Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

- Choose a safe place in every room: under a sturdy table or desk or against an inside wall where nothing can fall on you.
- Practice DROP, COVER, AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.
- Choose an out-of-town family contact.
- Take a first aid class from your local Red Cross chapter. Keep your training current.
- Get training in how to use a fire extinguisher from your local fire department.
- Inform babysitters and caregivers of your plan.

Eliminate Hazards

- Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.
- Bolt bookcases, china cabinets and other tall furniture to wall studs.
- Install strong latches on cupboards.
- Strap the water heater to wall studs.
- Prepare a Disaster Supplies Kit for Home and Car
- First aid kit and essential medications.
- Canned food and can opener.
- At least three gallons of water per person.
- Protective clothing, rainwear, and bedding or sleeping bags
- Battery-powered radio, flashlight, and extra batteries.
- Special items for infant, elderly, or disabled family members
- Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so. (Remember, you'll need a professional to turn natural gas service back on.)
- Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

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

Know What to Do When the Shaking Stops

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

The information contained in this was extracted from the American Red Cross website http://www.redcross.org/services/prepare/0,1082,0_241_00html Missouri State Emergency Management Agency website (<http://sema.dps.mo.gov//EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>). This information could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455

School Evacuation and Reunification

In working with the Saline County Sheriff’s Department, it was decided that an area within our school safety plan that needed to be further developed is establishing a reunification station for our students and our families. This reunification destination would be only utilized in the event that faculty and students have to evacuate the school property and cannot return (gas leak, fire, etc.)

Law enforcement and school personnel have decided that the best location for reunification with students and their families is at the property of the Meyers. Their address is 20642 Highway AA, Marshall, MO. This is located approximately ¼ a mile south from the school and is situated on the left hand side of Highway AA if you are traveling toward the Sappington Cemetery from the school.

If property evacuation were ever necessary, you would most likely be notified by a school official and you would be directed to go to the Meyer property to be united with your child or children. However, in the event that communication is not available, please be aware if the school were deemed inaccessible.

The administration will train staff and students so that they may be further prepared in an emergency situation that requires property evacuation. We will educate students how to properly cross 41 Highway, and we will have several staff acting as crossing guards to ensure student’s safety.

Administration will continue working in conjunction with the Saline County Sheriff’s Department to keep our staff and student’s education and our efforts coordinated. Please call the school if you have any questions at 660-837-3400.

GRADING, CONFERENCES, SPECIAL SERVICES REFERRAL

Curriculum

The Hardeman R-10 School District is in compliance with the Show-Me Standards and implements Missouri Learning Standards for English Language Arts and Mathematics to drive curriculum and instruction. The district uses the Show-Me Standards and Missouri Learning Standards for the areas of science and social studies to drive their curriculum and instruction.

Academic Reporting

Planners guides may be used for 3rd through 8th grades, at the classroom teacher’s discretion. It is the student’s responsibility to attain the appropriate signatures, as needed.

Grading scales for students will print on every grade card. The main grading scale is as follows for grades 4-8:

GRADING SCALE & PERCENTAGE POINT

A	94.5-100	Excellent-Doing Very Well	C-	69.5-72.4
A-	89.5-94.4		D+	66.5-69.4
B+	86.5-89.4		D	62.5-66.4 Below Average Success
B	82.5-86.4	Above Average Success	D-	59.5-62.4
B-	79.5-82.4		F	0-59.4 Failing
C+	76.5-79.4			
C	72.5-76.4	Average Success		

Parent/Teacher Conferences

First semester Parent/Teacher Conferences will be held for all students on a specific date during a specific time. Second semester conferences will only be scheduled if the classroom teacher and administration deem it necessary (See yearlong calendar). Second semester conferences will be scheduled at a time convenient to all necessary participants. Teachers will be in their classrooms to meet with parents on a scheduled basis. Parents are encouraged to take advantage of the opportunity to communicate with their child's teacher. If further conferences are desired with a teacher, parents should make an appointment with the teacher at a time when the teacher does not have a class to supervise. Appointments can be made by contacting the office.

Special Services

If your child has any needs that require special attention, please contact one of his/her classroom teachers or the school administrator to request an analysis of their progress. Parents will be notified if their child is suspected of having special needs and/or is referred for special education services. Hardeman R-10 School District has a highly competent staff to serve students with special learning needs in grades Kindergarten through eighth. Our team is qualified to diagnose and remediate or enrich instruction in a number of areas. A close working relationship exists between the regular teaching staff and special services staff. Their efforts combine to offer each child the best possible education.

Retention

Retention may be considered when, in the judgment of the professional staff, it is in the best educational interest of the student involved. Parents/guardians will receive prior notification and explanations concerning the retention

Any 7th or 8th grade student who fails two core subjects (English, Math, Science, Social Studies) for two semesters in the same school year **may** be retained (IEP students will be evaluated by special education staff and the administrator).

Students demonstrating social difficulties and/or academic failure may be recommended for retention. The retention committee will meet and make a recommendation which will be presented to the school administrator for a decision.

Honor Roll and Awards

A Honor Roll~An "A" average with only ONE "B" allowed.

B Honor Roll~A "B" average with only ONE "C" allowed.

Virtual Course Enrollment

This is to serve notice to parents that this district makes available the Missouri Course Access and Virtual Program and students have the right to participate in it. The Missouri Course Access and Virtual School Program (MOCAP) has developed a catalog of virtual online courses for students. Students will be able to take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri student's equal access to a wide range of high quality courses, flexibility in scheduling, and interactive online learning.

[Click here to access MOCAP](#)
[MOCAP Guidance](#)

Statewide Assessments

Students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be administered each test or assessment instrument. .

GUIDANCE DEPARTMENT

The district will work with parents and possibly access the services of Burrell Health when needed. The guidance and counseling program is both comprehensive and developmental in nature. This program is an integral part of the entire educational process and commensurate with other educational programs in the school. The process of acquiring knowledge does not exist in a vacuum – students develop emotionally and socially in school as well. Therefore, the guidance and counseling program addresses the issue of growth and development in the affective areas.

The guidance and counseling program is responsible for assisting all students in the development of:

- The knowledge, understanding, and acceptance of self and others.
- The skills necessary for effective career exploration and planning
- The competencies needed for educational and vocational development

Check-out/Transfer Procedures

When a student must transfer to another school the following procedures must be followed:

1. Check out through the office.
2. Turn ALL books into their teacher(s).
3. Return ALL books into the library.
4. Clear out your portion of the hall locker or cubby.
5. Turn in all athletic uniforms, equipment, etc.
6. Return all other school property.
7. Pay all fees or material costs incurred to date.
8. Grades will be forwarded to a provided address and next school attending.

Sexual Abuse Awareness Training

The parents/guardians of each student will be advised of:

- The content of the District's human sexuality instruction;
- Their right to remove their student from any part of the District's human sexuality instruction.
- The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

Trauma Informed School Initiative

The District will provide trauma-informed, developmentally-appropriate sexual abuse training to students in grades 6-8. Student training will include, but not be limited to:

- Instruction in recognizing sexual abuse;
- Instruction in reporting incidents of sexual abuse;
- Instruction in actions that student-victims of sexual abuse can take to obtain assistance and intervention; and
- Instruction in resources that are available to students affected by sexual abuse.

Prior to inception of the training, the District will notify parents/guardians of the training content and of the parents/guardians right to have their student excused from the training. Upon written request of the parent/guardian their student will be excused from the training.

Trauma Informed Schools Initiative Continued

Traumatic stress can arise from a variety of sources: bullying at school, dramatic weather events, school shootings -even the day-to-day exposure to events such as divorce or homelessness. Children and adults can be affected by traumatic stress. Having the tools to manage traumatic stress empowers the members of the school community.

In a trauma-informed school, the adults in the school community are prepared to recognize and respond to those who have been impacted by traumatic stress. Those adults include administrators, teachers, staff, and parents. In addition, students are provided with clear expectations and communication strategies to guide them through stressful situations. The goal is to not only provide tools to cope with extreme situations but to create an underlying culture of respect and support. The following is a link to DESE's training on the trauma-informed schools initiative: <http://mimhtraining.com/introduction-to-trauma/>

Suicide Awareness and Prevention

The suicide and crisis lifeline number is 998!

Drug Free Schools Policies MCE Policy 2641

The Board of Education understands that parents/guardians, educators, students and other community members are seriously concerned about the adverse effects of drug abuse on the individual and society. Furthermore, the Board believes that effective drug education programs require both the acquisition of knowledge and the development of positive personal values. Both the school and other community agencies must share in the development and conduct of programs to alleviate the problems of drug abuse. Therefore, the School District will abide by the following:

Be concerned with the education of all areas of drug and alcohol abuse.

- Establish and maintain a realistic, meaningful drug and alcohol education program that will be incorporated in the total educational program.
- Establish and maintain an ongoing in-service drug and alcohol education program for school personnel.
- Cooperate with government and private agencies offering services related to drug and alcohol problems.
- Encourage and support activities that will develop a positive peer influence in the area of drugs and alcohol.
- Create a climate whereby students may seek and receive counseling about drugs and alcohol and related problems without fear of reprisal.
- Follow federal mandates concerning drug and alcohol education.

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

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

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

HEALTH AND IMMUNIZATIONS

Communicable Diseases

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

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

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

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

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

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

The following administrative guidelines have been developed to assist in implementing Policy 2860.

The District's policy and regulations on communicable diseases, including detailed information about procedures to be implemented if a student with a chronic infectious disease is enrolled, will be made available to parents of all students attending District schools.

All employees will follow the most recent guidelines issued by the Centers for Disease Control, including applicable universal precautions in cleaning up body fluid spills (a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse), regardless whether an individual infected with a body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for these precautions by any staff member will be cause for disciplinary action.

Acute Infectious Disease

A staff member who has reason to believe that a student has been exposed to a contagious or infectious disease or who observes symptoms of such a disease, shall inform the principal. The principal will consult with the school nurse about the child.

If the school nurse determines that the student has an acute contagious or infectious disease, the principal will exclude the student from school for the number of days specified in the latest revision of the Missouri Department of Health Publication, "Prevention and Control of Communicable Diseases - A Guide for School Administrators, Nurses, Teachers and Day Care Operators," PACH-16, or until a physician certifies that the student no longer is liable to transmit the disease.

If a student has been excluded from school by the principal because the student has or is suspected of having an acute contagious or infectious disease, the student and his/her parent/guardian may appeal such decision in writing to the Superintendent. The Superintendent may require the student to be examined by a physician designated by the District, the child's own physician, or both, at the option of the Superintendent. The student shall not attend classes or participate in school activities during the appeal period.

Chronic Infectious Disease

If the principal, after consulting with the school nurse, determines that a student may have a chronic infectious disease, the student may be excluded from school and provided an education in an alternative setting until the following procedures have been concluded. Prior to excluding the student, the student's parents/guardians shall receive written notification of

the intent to exclude and their procedural safeguards as set forth in the District's compliance plan for Section 504 of the Rehabilitation Act of 1973.

The principal shall immediately report any student who has or is suspected of having a chronic infectious disease to the Superintendent or his/her designee. The Superintendent or his/her designee shall within three (3) working days appoint a Review Committee to assess the student's medical condition. The Committee should include the following:

- The student's parents/guardians.
- The student's physician.
- A physician specialist in public health or infectious diseases.
- The Supervisor of Health Services, who shall serve as Chairperson of the Review Committee, or his/her designee.
- The principal.
- The Superintendent or his/her designee.
- Others mutually agreed upon by the District and the parents/guardians.
- The District's legal counsel may serve on the Committee in an advisory capacity.

If the student has been identified as a student with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA), the student may be excluded from school and provided with an education in an alternative setting, so long as such exclusion does not constitute a change in placement pursuant to the IDEA. The student's medical condition and educational placement will be evaluated in accordance with the procedures set forth above, with the following additional provisions:

Prior to excluding the student, the student's parents/guardians shall receive written notification of their procedural safeguards as set forth in the District's compliance plan for implementing the IDEA, in addition to written notice of their procedural safeguards pursuant to Section 504 of the Rehabilitation Act of 1973.

The Review Committee shall include the chairperson of the student's Individual Educational Program Committee or his/her designee. The members of the Review Committee shall determine the fitness of the student to attend school. The Committee will assess the student's condition, the school conditions, and the risks of exposing others to the disease in the school environment, and shall determine whether the student should (1) be permitted to attend school without restrictions; (2) attend school under stated restrictions and conditions; or (3) be excluded from attending school and provided an alternative educational program. The Committee will prepare a written individual school health care plan for the student and establish dates and/or conditions under which the student's status will be reviewed. The Committee will also identify the persons who have a medical need to know the identity of the student because they are responsible for providing proper health care, and will provide the names of those persons to the Superintendent or his/her designee.

Within three (3) working days after the Committee is convened, the Committee will make a determination and prepare findings of fact, which the Chairperson shall communicate in writing to the student's parents/guardians, the principal, and the Superintendent. The parents/guardians shall again receive written notification of their procedural safeguards as set forth in the District's compliance plan for Section 504 of the Rehabilitation Act of 1973 (and in the District's compliance plan for implementing the IDEA, if applicable). The meetings, records, and votes of the Review Committee shall not be open to the public. The determination will be final unless reversed on appeal pursuant to the Complaint Procedures set out in the District's compliance plan for Section 504 (or the procedures in the District's compliance plan for implementing the IDEA, if applicable).

If a student with a chronic infectious disease is permitted to attend school, the Superintendent will notify those persons who were identified by the Review Committee as having a medical need to know the student's identity and conditions under which the student is attending school. Willful or negligent disclosure of confidential information will be cause for disciplinary action.

Staff members who have a medical need to know the identity of a student with a chronic infectious disease include (1) those who are designated by the District to determine the fitness of the student to attend school; (2) those who are responsible for providing health care to the student, such as the school nurse; and (3) those who are most likely to be in a position to render first aid to the student in case of an accident or medical emergency.

A student who has a chronic infectious disease shall be evaluated pursuant to the District's compliance plan for Section 504 of the Rehabilitation Act of 1973 (and the District's compliance plan for implementing the IDEA, if applicable) to determine whether any accommodations or related services are necessary for the student to receive a free appropriate public education. If accommodations or related services are necessary, the District shall develop and implement a plan for the delivery of all needed services. This evaluation shall be conducted regardless of whether the student is permitted to attend school with or without conditions and restrictions, or is excluded from school.

Emergency/Accident

In case of an emergency or accident, an attempt will be made to contact the parent/guardian immediately. It is imperative that your child’s information sheet and health sheet be kept up to date in the office and the nurse’s office. If any information changes during the year, please contact the school or send a note with your child clearly stating any changes.

Epilepsy or Seizure Disorders

Students with epilepsy, or seizure disorder will receive needed care while at school through the development of an individualized health care plan, included but not limited to the requirement that the parent/or guardian of the student must annually provide to the school a written authorization for the provision of epilepsy, or seizure disorder care as described in an individual plan and the requirement that a school administrator, or designee must obtain a release from the parent that authorizes the sharing of medical information between the student’s physician and other school employees.

Health Screenings

In compliance with MCE Policy 2880 all students will be screened for vision, hearing, height and weight. These screenings will be conducted yearly, if we have health staff available. Any student may be tested during the year by parent/teacher request.

Missouri School Immunization Requirements

All students must present documentation of up-to-date immunization status, including month, day, and year of each immunization before attending school. The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period. Students in all grade levels may receive immunizations up to four days before the due date. Required immunizations should be administered according to the current Advisory Committee on Immunization Practices Schedule, including all spacing, (<http://www.cdc.gov/vaccines/schedules/index.html>).

To remain in school, students "in progress" must have an Immunization In Progress form (Imm.P.14) on file. In progress means that a child has begun the vaccine series and has an appointment for the next dose. This appointment must be kept and an updated record provided to the school. If the appointment is not kept, the child is no longer in progress and is noncompliant. (i.e., Hep B vaccine series was started but the child is not yet eligible to receive the next dose in the series.) Religious (Imm.P.11A) and Medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file. Unimmunized children are subject to exclusion from school when outbreaks of vaccine-preventable diseases occur.

VACCINES REQUIRED FOR SCHOOL ATTENDANCE

GRADES	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT 1	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap 2									1	1	1	1	1
MCV 3									1	1	1	1	2
IVP (Polio) 4	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+

MMR 5	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B 6	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella 7	2	2	2	2	2	2	2	2	2	2	1	1	1

1. Last dose on or after the fourth birthday and the last dose of pediatric pertussis before the seventh birthday. Maximum needed: six doses.
2. 8-12 Grades: Tdap, which contains pertussis vaccine, is required.
3. Grade 8-11: One dose of MCV is required. Dose must be given after 10 years of age.
Grade 12: Two doses of MCV are required unless the first dose was administered to a student who was 16 years of age or older, in which case only one dose is required. At least one dose must be given after 16 years of age.
4. Kindergarten-9 Grade: Last dose must be administered on or after the fourth birthday. The interval between the next-to-last and last dose should be at least six months
10-12 Grades: Last dose on or after the fourth birthday. Any combination of four doses of IPV and OPV constitutes a complete series. Maximum needed: four doses.
5. First dose must be given on or after twelve months of age.
6. There must be at least four weeks between dose one and two; at least 8 weeks between dose two and three; at least 16 weeks between doses one and three and final dose must be given no earlier than 24 weeks of age.
7. First dose must be given on or after twelve months of age.

Kindergarten-9 Grade: As satisfactory evidence of disease, a licensed health care provider may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

10-12 Grades: As satisfactory evidence of disease, a parent/guardian or MD or DO may sign and place on file with the school a written statement documenting the month and year of previous varicella (chickenpox) disease.

***This information per Missouri Department of Health and Senior Services.** Bureau of Immunizations at 930 Wildwood Drive, Jefferson City, MO 65109. 1-800-219-3224 Revised 11-18

All enrolled students will follow the State of Missouri requirements for immunizations. We make verbal contact on day 1 when immunizations are needed and they have 5 days to get at least an “in progress” statement. After 5 days, they are excluded from school.

In certain special situations, exemptions or “In Progress” statements may be needed.

1. If a student has received all immunizations that are age appropriate but has not completed the minimum required for school attendance, the parent/guardian must obtain an “In Progress” card from a physician or health department that identifies when the next dose is due.
2. If the student cannot receive the needed immunization (s) for medical reasons, a medical exemptions will be completed and signed by a physician and filed in the student’s health record at school
3. If the parent/guardian objects to immunizations for religious reasons, an exemption must be signed by the parent/guardian and verified by the school nurse/aide. This must be renewed annually, Protection against disease as a desirable measure for the protection of the student will continue to be emphasized.

Head Lice

Each year thousands of school children are infected with head lice. It is a problem in all communities. Lice are highly communicable and difficult to prevent, making it very important for the entire family to be checked often. Many people wrongly associate lice with unclean people or homes. There is no connection. Frequent bathing or shampooing will not prevent lice nor eliminate them once they are established. Lice cannot jump or fly; they are usually transmitted by contact with infected persons, wearing infested clothing, or by using an infested comb or brush. Children should be warned against sharing hats, clothing, or grooming aids with others. Household pets do not transmit lice. What do you look for? Lice are small insects about the size of a sesame seed. They are usually light brown, but can vary in color. Diagnosis is more often made on the basis of finding nits (eggs). Nits are tiny, yellowish-white oval specks attached to hair shafts. Nits may be found throughout the hair but are most often located at the nape of the neck, behind the ears, and on the crown of the head. It helps to use a magnifying glass and natural light when looking for them. Before one family is treated, all should be examined. Those showing evidence of infestation should all be treated at the same time. If your family is infested, please notify your child's school, daycare provider, etc., so other parents can be alerted to a possible outbreak. Also notify parents of your child's playmates.

Pink Eye

Pink eye (conjunctivitis) is an inflammation or infection of the transparent membrane (conjunctiva) that lines your eyelid and covers the white part of your eyeball. When small blood vessels in the conjunctiva become inflamed, they're more visible. This is what causes the whites of your eyes to appear reddish or pink.

Pink eye is commonly caused by a bacterial or viral infection or an allergic reaction. It may affect one or both eyes. Pink eye can be irritating, but it rarely affects your vision. Treatments can help ease the discomfort of pink eye. Because pink eye can be contagious, early diagnosis and treatment can help limit its spread.

Pink eye may affect one or both eyes. Its signs and symptoms include:

1. Redness
2. Itchiness
3. A gritty feeling
4. A discharge that forms a crust during the night that may prevent your eye or eyes from opening in the morning
5. Tearing

When to see a doctor- Make an appointment with your doctor if you notice any signs or symptoms you think might be pink eye. Pink eye can be highly contagious for as long as two weeks after signs and symptoms begin. Early diagnosis and treatment can protect people around you from getting pink eye too.

Medications

A student health form must be filled out completely during enrollment. This information is shared only with necessary personnel. The school Health Room in our school building is to be used for school related injuries and accidents or if a student becomes ill at school. If a child becomes ill during the school day, the parent/guardian will be notified, in the order indicated on the health form. If the parent or guardian cannot be reached first, then we will begin calling from the call list. Please be sure to keep the call list and health history current. Students will be sent home for vomiting. However, the health office will also have discretion to assess students for other causes of the event, such as weak stomach, anxiety, sensory issues, etc.

CHILDREN *SHOULD NOT* COME TO SCHOOL ILL! If they are running a fever, have diarrhea or are vomiting, please keep them at home, until they have been symptom free for 24 hours. The student will not be allowed to participate or attend any school related functions during this period. This includes, but is not limited, to games, practices, programs, PTO functions, etc. If your child returns to school prior to the 24 hour time frame, they will need to be accompanied with a doctor's statement.

If your child has a temperature of 100.4 degrees or higher (per CDC), they will be sent home by appropriate school personnel. If they have vomited or have diarrhea and are sent home, they will not be allowed to return until they have been symptom and temperature free for 24 hours, unless they return with a doctor's statement.

We realize that some students have stomach issues that differ from illness and these occurrences will be taken into consideration by administration. Please communicate with the administration if you feel your child's vomiting is coming from a source other than illness.

If you keep your child home on a given day due to illness, they will not be permitted to ANY after school functions as a participant or as a spectator.

Medications should be given at home if at all possible. All medications given at school will be governed through the Health Room and MUST be turned into the classroom teacher, office, or bus drivers at the beginning of each school day.

All medications MUST come in the original labeled bottle or original over the counter container. Any pharmacy will label two bottles for prescriptions upon request. Medicines given during school hours must be accompanied by either a doctor's note or a note from the parent or guardian with specific dosage and time. Medications will be given only as requested in the note. Medications will not be given after 3 p.m.

Medication that is opened and sent in a zip-lock baggie, even with a proper note, will NOT be administered. Only those in originally labeled bottles or boxes and with the proper information on a note will be given.

If a student is unable to have recess or PE due to health reasons, a note from the parent is required BEFORE they are excused from activity. If the condition requires your child to stay in for more than 5 days, a doctor's note is required before they will be excused.

Students are NOT to carry any medications (prescription and over the counter) on their person with the exception of prescribed inhalers for asthma. Only the students with an asthma action plan from their doctor on file, will be allowed to carry their own inhaler.

MO HealthNet

MO HealthNet (Missouri Medicaid) can help pay for qualified medical costs for some people with limited income and resources. MO HealthNet also offers benefits not normally covered by Medicare, like nursing home care and personal care services.

If you do not currently have health care through MO HealthNet, the Family Support Division can assist you with your application. During registration, you will see the insurance coverage question. If you need coverage for your child(ren), answering YES on the registration question will prompt the school office to send you information on how to obtain assistance with the Family Support Division identifying which medical services you are eligible for and a MO HealthNet Identification Card.

Administering Opioid Antagonists per district policy MCE 2874

NARCAN, also known as naloxone, is a medication that can be used to block the effects of opioids. Properly used, it can be a lifesaver in cases of opioid overdose.

The District shall maintain NARCAN or other opioid antagonist at each school in locked, secure locations to be administered to any student or staff member reasonably believed to be having a drug overdose. School nurses and other school personnel expected to provide emergency care in drug overdose situations shall be trained. The school nurse or other trained school personnel may utilize the school's supply of NARCAN, or similar opioid antagonist to respond to a drug overdose.

The school district will notify the parents/guardians of any student to whom NARCAN or other opioid antagonist has been administered. Parents who choose not to have an opioid antagonist administered to their student(s) must notify the

district in writing. However, if their student is reasonably believed to be experiencing a drug overdose, parents will be notified by the school nurse as expeditiously as possible. In such situations, local medical services will be notified.

Medical Marijuana and CBD Products Possession of, or use of medical marijuana and/or CBD products on district property, or district sponsored activities, or district transportation is prohibited.

Liability Accidents

The school assumes no liability for injured students. *Please note: the school also assumes no liability in the event an injury arises from a self-administered medication.* We do provide information relative to state sponsored inexpensive insurance that parents can purchase that will cover the student in case of an accident. Insurance should be in place the first week of school. We strongly urge that students participating in any extracurricular activity be covered by accident insurance.

STUDENT LIFE/RESPONSIBILITIES/MISCELLANEOUS

Hardeman R-X's Electronic Personal Communications Device Policy

MCE Policy 2656- HARDEMAN R-X Chooses Option B with district discretion on discipline. Beginning in the 2025-26 school year, each school district in Missouri shall adopt a written policy regarding students' possession or use of electronic personal communication devices. Such a policy shall be designed to promote students' educational interests and ensure a safe, effective working environment for staff and volunteers.

The act defines an "electronic personal communications device" as a portable device that is used to initiate, receive, store, or view communication, information, images, or data electronically. This policy prohibits students from using or displaying these devices from the beginning until the end of the school day, including, but not limited to, during instructional time, meal times, breaks, time between classes, and study halls. Reference: SB68 Summary

Permitted Exceptions

Permitted exceptions to the prohibition, that allow the display and use of an electronic personal communications device by a student, will be allowed when such display and use is necessary for compliance with any of the following laws:

- a. An individualized education program, or IEP, as such term is defined in 20 U.S.C. Section 1401, as amended;
- b. A 504 plan created under Section 504 of the federal Rehabilitation Act of 1973, 29 U.S.C. Section 794, as amended;
- c. An individualized emergency health care plan or an individualized health care plan established under section 167.625;
- d. The Americans with Disabilities Act, 42 U.S.C. Section 12101 et seq., as amended;
- e. The Rehabilitation Act of 1973, 29 U.S.C. Section 701 et seq., as amended;
- f. The federal Civil Rights Act of 1964; or
- g. The federal Equal Educational Opportunities Act of 1974, 20 U.S.C. Section 1701 et seq., regarding English language learners, as such term is defined in 29 U.S.C. Section 3102, as amended.

In addition to these mandated exceptions, the Hardeman R-X District will also provide exceptions for the following situations.

- Staff approved parent contact by student (in office area)

- When directed to use such devices for an educational purpose with authorization as directed by established board policies, including acceptable usage student agreements.
- In the case of an emergency; "emergency" means a serious, unexpected, and dangerous situation that requires immediate action, including, but not limited to, the following: an active fire; an active tornado or earthquake; an active shooter; an evacuation of school grounds; a medical emergency; or any other serious, unexpected, and dangerous situation that requires immediate action.

Disciplinary Procedures for Violations

1st offense- Reminder

2nd offense- Reminder and red slip

3rd offense -Reminder, red slip, phone call home

4th offense -Reminder, red slip, phone call home, parent has to pick up phone

5th offense- Reminder, red slip, phone call home, parent has to pick up, student must drop off phone on table in the office

6th offense- student may not bring a phone to school for 3 months and this discipline can go into the next school year for Pre-K through 7th grade

7th offense- student may not bring their device to school for a year from the date of the 7th offense

Each year students will start school with a clean slate except for a 6th offense and up.

Board Approval Date 08-25-25. This provision shall expire on August 28, 2032

The school will not be responsible for lost, stolen, or broken devices. Bringing them to school involves a risk of these scenarios possibly happening.

Assemblies

Assemblies are a way to enrich our regular program and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student be respectful and appreciative. During "live" entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stomping of feet, or booing is discourteous. Assemblies must be approved by the school administrator.

Students are expected to:

1. Enter and exit quietly
2. Give full attention to the organizer of the assembly
3. Listen during the program
4. Show appreciation by clapping when appropriate, (no booing, yelling, or whistling)
5. Stay seated during the program

Parents/Guardians are always welcome to attend assemblies.

Dress Code

Students should come to school in clothing that is clean, comfortable, and appropriate for school activities. Since proper appearance contributes to positive self-concept and enhances the child's motivation to learn, parents should assist their children in learning to make appropriate choices. Clothing that displays words or

slogans that are in poor taste may be distracting to the learning of other students. Parents will be asked to bring a change of clothing if their child comes to school inappropriately dressed.

Any type of appearance that distracts others, poses a safety hazard, or disrupts the learning environment should be avoided. Examples include clothing with obscene, satanic or profane messages, apparel or style known/associated with “gangs”, clothing advertising tobacco, alcohol, or drug related items, clothing that inappropriately exposes private areas of the body including the midriff and stomach, and sagging pants. Tank top straps must be at least one inch in width. All shorts and skirts must be a minimum of a three inch inseam. T-shirts with cut out sleeves or ones that are premade as such cannot expose more than three inches below the armpit area. Head gear is not allowed unless special circumstances arise in which the administration deem necessary. Hats may be worn on field trips or other special occasions. **Dress code will be followed at all times.** Failure to comply with this policy shall result in dismissal until such time that the student adheres to said policy. OSS will result if the student continues to break the rules. Any dress or grooming not mentioned in the above policy, which is not appropriate for school attendance, will be dealt with individually by administration.

Recess Guidelines

Outdoor recesses will NOT TAKE PLACE when the outside temperatures are 32 degrees or less OR if the temperature when combined with the wind chill factor is 25 degrees or less. Therefore, please dress your child appropriately for outside play; coats, hats, gloves, etc. for when the temperature is 33 degrees and above.

Lockers

Lockers may be assigned to students at the beginning of the school year. The lockers are school property and students are expected to take care of them. Lockers may be opened for inspection by appropriate school staff and administration at any time for reasonable suspicion. Use of the lockers is a privilege granted to the student by the school. Inappropriate pictures (the school administrator has final decision) or materials found in lockers will be confiscated and destroyed. **Open containers of liquids or foods will not be allowed in lockers.** The school is not responsible for the theft or loss of items from a student’s locker. Students are urged to keep no valuables in their lockers at any time.

Internet Usage and Safe Internet Behavior **MCE Policy and Regulation 6320**

A. Introduction

It is the policy of the District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

B. Access to Inappropriate Material

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

C. Internet Safety Training

In compliance with the Children’s Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social

networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include Internet, cell phones, text messages, chat rooms, email and instant messaging programs. (See also Policy 6116 – State Mandated Curriculum – Human Sexuality- please note we do not offer instruction in Human Sexuality).

D. Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the District's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

E. Supervision and Monitoring

It shall be the responsibility of all District employees to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of Quality Network Solutions or designated representatives.

MCE Regulation 6320

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the "technology protection measures" be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, labels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District

electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

Textbooks

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

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

At the beginning of each term, or semester as applicable, students are to be informed by each teacher of the school's expectations of responsibility for school property and the need for care and return of books. A constructive and educational approach to the students is desirable, including a discussion of reasons for treating books with respect, caring for them, using them wisely, and returning them in good condition. Penalties for lost or damaged books are to be outlined. A monitoring process is to be devised such as textbook receipt cards or other check-out system that require the student's signature for use of the book(s).

Parents/guardians are to be informed by the principal/designee as to the textbook status in the building or department; i.e., in which subject students are provided with individual copies, class sets, consumable materials, etc. Newsletters to the homes, Open House presentations and PTO meetings may be used as means of communication.

Parents/guardians are to be informed of the penalties for lost or damaged textbooks early in the school year. Penalties may include a reasonable system of fines or repayments. For example, the student or the student's parents/guardians could be required to pay the fair value for replacement of a lost or destroyed book or for repair of a book. The student could choose to do some work for the school instead, if the principal finds that to be the best option.

No student is to be penalized if a book is lost because of factors beyond his/her control. All students will be made aware that if such losses are reported immediately, and if the administration agrees that the loss was beyond the student's control, fines will be canceled. The reporting procedure will be publicized in student handbooks and other school publications. Principals will handle cases individually

Messages to Students

In order to ensure classroom interruptions are kept to a minimum, please limit phone messages to your child when at all possible. Students will be notified but not called from a class, except in cases of extreme urgency to take a phone call. Phone messages from anyone other than a student's parent/guardian will not be accepted.

Sportsmanship/School Spirit

The school administration is responsible for the conduct of our students and fans at all school activities. The Hardeman R-10 School District appreciates all of the fans and students. **Good conduct and sportsmanship should be shown at all times.**

Extracurricular Eligibility- Athletic and Academic

Any student who receives ISS or OSS will be ineligible to attend any after school home or away activity (including practice) as outlined by each referral. **Activity suspension is the same day as the ISS or OSS is served. In the event the suspension covers a weekend the student will not be allowed to participate in any activities or practices over that given weekend. Activity suspension will stay in effect until the suspension has been served.**

The following activities are available in the Hardeman R-X School District:

- Basketball
- Cheerleading
- Student Council
- Spelling Bee
- Geography Bee
- Science Olympiad

Athletic Participation

Students wanting to participate in the inter-school basketball and cheerleading programs must first have a physical examination. Students who are absent from school more than ½ day will not be able to practice or play in a game that day. Absences due to a funeral or other excused and prearranged absences, such as doctor and dental appointments, may be exempt.

MCE Policy 2880 Student Physical Examinations

The Board may also require certification from a physician indicating a student's fitness to participate in specific educational programs or extra-class activities.

Refusal on the part of parent/guardian to obtain the required examination and to submit the certification indicating freedom from contagious or infectious disease may result in student exclusion from school.

Students may be excused from engaging in required educational activities upon proper certification from a physician advising of student disability.

All costs of physical or other examinations shall be at the expense of students unless state or federal law specifically mandates the examination to be the responsibility of the school.

Concussion Information

Please click on the link for information to help protect your children or teens from concussion or other serious brain injury. The information is to help you learn how to spot a concussion and what to do if a concussion occurs at your children or teens' games and practices.

https://www.cdc.gov/heads-up/media/pdfs/youthsports/parent_athlete_info_sheet-a.pdf?CDC_AAref_Val=https://www.cdc.gov/headsup/pdfs/youthsports/Parent_Athlete_Info_Sheet-a.pdf

Activity Suspension

While on activity suspension, a student may not attend any home or away extra-curricular or co-curricular functions or practices. The student is to leave school by 3:25 pm and not return until 7:20 a.m. the following day. Activity suspension is to be served the same day that ISS or OSS is being served. Students will not be able to participate in extra-curricular or co-curricular functions or practices until all their suspension time has been served. This includes events that fall on weekends, between suspension days.

School Parties

Classroom birthday or other celebratory parties are at the discretion of the teacher. The school will celebrate the following holidays, with classroom parties: Halloween, Christmas, Valentine's Day, and Easter.

Non School Party Invitation Guidelines

Parents frequently ask permission to send home invitations to birthday and other parties through the school. We are happy to cooperate under the premise that the invitation is extended to every member of the class. When a few children are excluded, their feelings are unnecessarily hurt.

Field Trips

The Board of Education believes that field and activity trips often enhance the program of instruction and add much to the education of a student. A signed permanent permission slip must be on file for each trip, before your child (children) will be allowed to attend the field trip. We also recommend that parents refrain from the use of tobacco products, vapes, and other similar products when they attend field trips.

Things To Leave At Home

1. All pets. Animals on the playground or in the classroom are potentially dangerous.
2. Knives and other sharp objects, toy guns, baseballs, etc. All of these items can be hazardous to other children and should not be brought to school.
3. Money in large amounts. Please send only the money a child needs for the day for the risk of lost money is always present.
4. Toys, unless prearranged with the teacher. Pupils can be easily distracted with their own toys or with those brought by others.

Fundraisers

All fundraiser requests must be submitted to the school administrator for approval. The Board of Education reserves the right to review all fundraising activities and to limit or change said fundraisers as the board sees appropriate.

Use of School Property

Arrangements for the use of school property after school hours must be made with the school administrator prior to usage.

Visitors

Visitors are welcome at any time. All visitors must check in with the office when first entering the building. Please refrain from use of tobacco products, electronic cigarettes, vapor products and other similar products while on the premises.

PARENT RESOURCES AND PUBLIC NOTICE INFORMATION

Dyslexia

Dyslexia is a disorder that is neurological in origin, characterized by difficulties with accurate and fluent word recognition and poor spelling and decoding abilities that typically result from a deficit on the phonological component of language, often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction, and of which secondary consequences may include problems in reading, comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

In order to close the gap between struggling readers and their “normally” developing peers, the District will:

1. Identify students at risk for dyslexia or reading failure.
2. Form small groups for instruction and intervention.
3. Plan instruction and intervention.
4. Goal setting for individual student achievement.
5. Set criteria for intervention exit.

Screening

Each student, kindergarten through third grade, will annually be screened for dyslexia within the first thirty (30) days of the school year. In order to monitor progress or lack of progress, benchmark assessments will also be completed for K-3 students in the middle and at the end of each school year.

The dyslexia screening protocol set forth in this policy will also be administered to the following students:

1. K-3 Missouri transfer students who have not been previously screened.
2. K-3 out-of-state transfer students who do not have documentation of previous screening.
3. Students in grades 4 and above with a record of potential dyslexia related issues as determined by the classroom teacher or as requested by the student’s parent/guardian.

The following groups are exempt from dyslexia screening:

1. Students with an existing diagnosis of dyslexia.
2. Students with a sensory impairment (visual/auditory).
3. Students with severe intellectual disabilities.
4. Students who are English Learners where screening administration and/or interpretation are not available. However, English Learners may be screened for dyslexia-related risk factors through screening in the student’s native language, where feasible.

Screening Components

There is no one test that encompasses all recommended skills. The District will utilize screening tools that are both reliable and valid. However, universal screening is not sufficient to identify students with dyslexia. Universal screening can reveal specific weaknesses that are consistent with dyslexia. Monitoring a student’s response to high quality reading instruction may be the best way to identify students with severe dyslexia.

The District will identify the appropriate staff to complete student screenings. These staff members may include: classroom teachers, reading interventionists, Title I teachers, reading specialists, or coaches or any combination of these individuals.

Supports and Accommodations

Once identified, students with dyslexia will be provided with the supports and accommodations tailored to meet the individual student’s needs. These accommodations will derive from the following supports and accommodations.

1. General classroom instruction modifications.
2. Instructional environment.
3. Technology
4. Social/Emotional
5. Design of Classroom Assignments
6. Test and Exams.

The District will consider the specific supports and accommodations set forth in DESE's "Serving Students at Risk for Dyslexia: Guidance to LEAs."

Practicing Teacher Assistance Problems

Practicing teachers will receive two hours of in-service training during the school year regarding dyslexia and related disorders. Teachers employed by the District in subsequent years, who have not received this training in another district will be provided the same training by video or by in-person training.

Such in-service training should include:

1. Introduction to dyslexia and dyslexia simulation;
2. Key areas of literacy and reading intervention;
3. Screening/progress monitoring, data-based decision-making, fidelity and classroom supports.
4. Training for secondary-level staff will be tailored to the unique needs of secondary students.

Parent Information Resource Center

Missouri Parent Information Resource Center (PIRC)

PIRC <http://www.missouri-pirc.org/>

The Missouri PIRC is comprised of a variety of statewide agencies whose collective mission is to provide high-quality services to meet the needs and interests of Missouri parents. The Missouri PIRC serves parents, schools, and community organizations throughout the state by providing a wide range of information, training, technical assistance, and resources to help parents promote their children's achievement in school. A collaborative effort of LIFT (Missouri's Literacy Resource Center), the Parents as Teachers National Center, Inc. (PATNC), Parent Link, Practical Parenting Partnerships (PPP), Missouri's Department of Elementary and Secondary Education (DESE), and the St. Louis Public Schools, the Missouri PIRC disseminates parent-related information to parents in all areas of the state. On another level, the Missouri PIRC partners provide intensive services targeted to parents in urban and rural communities in Missouri with children attending low-performing schools. During this three-year project, more parents will receive information and training to help them better understand Missouri's accountability system, their options and choices, and ways to improve their ability to help their children succeed in school. Building upon existing, high-quality parent education and early education services and programs, the Missouri PIRC works closely with the state department of education to provide parents timely, accurate information so that they better understand Missouri's accountability system and the options and choices in No Child Left Behind. The PIRC training and technical assistance components assist parents and schools in strengthening their parent involvement policies, plans, and activities. The Missouri PIRC employs a number of strategies and activities to share information and resources, including parent training, workshops, toll-free hotlines, print materials, and web sites. The Missouri PIRC also coordinates various Federal, state, and local parental involvement initiatives. The goals of the Missouri PIRC are:

- to improve parents' ability to support their child's academic achievement
- to expand and strengthen partnerships among parents, schools, and community organizations
- to coordinate a statewide comprehensive approach to improve student learning through parental involvement.

Public Notice Individuals with Disabilities Act (IDEA)

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 Hardeman R-X 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 Hardeman R-10 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 Hardeman R-10 School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provisions of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the education 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 Hardeman R-10 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 the locations listed below. Contact your agency for times/days available for review.

The Hardeman R-10 School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in their programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies. This notice will be provided in native languages as appropriate.

MCE Policy 2400 Student Educational Records

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

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

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

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

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students. A student's special education record is deemed a permanent record and shall be maintained as part of a student's cumulative scholastic record. This

provision is applicable to an Individualized Education Program (IEP), an Individualized Family Service Plan (IFSP) and a 504 Plan. The District will not destroy a student's most recent special education record.

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

MCE Policy 2170 Non-Curricular Publications The District recognizes that student expression regarding a variety of topics may be beneficial to the District's educational mission. Discussion and debate regarding serious issues can engender tolerance for diverse viewpoints. The District, however, has the obligation to ensure that student expression is consistent with the District's educational mission. Accordingly, the District has adopted guidelines to regulate student expression in a manner consistent with the District's educational goals.

Public Notice 504

- The Hardeman R-10 School District, as a recipient of federal financial assistance from the United States Department of Education and operates a public elementary or secondary education program and/or activity, is required to undertake to identify and locate every qualified person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The Hardeman R-10 School District assures that it will provide a free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that (i) are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and (ii) are based on adherence to procedures that satisfy the requirements of the 504 federal regulations.

The Hardeman R-10 School District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed at the buildings administrator's office between 9-3 on Monday - Friday. This notice will be provided in native languages as appropriate.

Notice of Parent and Student Rights

1. Parents/guardians and students have the right to be informed by the School District of their rights under Section 504. The purpose of these Procedural Safeguards is to advise you of those rights.
2. A student with a 504 disability has the right to a free appropriate public education. An appropriate education is defined as the provision of regular or special education and related aids and services that are designed to meet the individual educational needs of the disabled person as adequately as the needs of nondisabled persons are met and are based upon adherence to 504 regulatory procedures.
3. The provision of a free education is the provision of educational and related services without cost to the disabled person or to his or her parents or guardian, except for those fees that are imposed on nondisabled persons or their parents or guardian. Funds available from any public or private agency may be used to meet this requirement. Under the law, insurers and other third parties are not relieved from an otherwise valid obligation to provide or pay for services for a disabled student.
4. A child with a disability has the right to take part in, and receive benefits from, public education programs without discrimination because of his/her disability.
5. The parents(s) or guardian of a child with a disability have the right to receive notice with respect to the identification, evaluation, or placement of the child.

6. A student with a disability has the right to receive services and be educated in facilities that are comparable to those provided to nondisabled students.
7. A student with a disability has the right to have evaluation, education and placement decisions made based on a variety of information sources, and by persons who know the student and are knowledgeable about the evaluation data and placement options. The student also has the right to be periodically reevaluated.
8. A student with a disability has an equal opportunity to participate in nonacademic and extracurricular activities offered by the District.
9. A student with a disability has the right to have transportation provided to and from an alternative placement setting (if the setting is in a program not operated by the District) at no greater cost to the parent/guardian than would be incurred if the student were placed in a program operated by the District.
10. The parents/guardian of a student with a disability or an eligible student (over the age of 18) have the right to examine all relevant records relating to decisions regarding the student's identification, evaluation and placement.
11. The parents/guardian of a student with a disability or an eligible student and/or the District have the right to request an impartial due process hearing relating to decisions or actions relating to the student's identification, evaluation, program or placement and the parents or guardian have the right to be represented by counsel in such hearings. The parents or guardian or eligible student and/or the District also have the right to a review procedure involving such hearings. The procedures for requesting an impartial due process hearing and the relevant review procedures are described below.
12. The parents/guardian of a student with a disability or an eligible student have the right to file a local grievance with the District for issues unrelated to the identification, evaluation, program or placement of the student. Board Policy 1621 describes the procedures for filing a grievance and can be requested by contacting Kristy Forrester.

Persons who believe that the district is discriminating against eligible persons on the basis of disability may also file complaints with the District's Section 504 Coordinator and/or **[the address for the Kansas City Office of OCR is: OCR, U.S. Department of Education, 601 E. 12th St., Kansas City, Missouri 64106. The Kansas City office's jurisdiction extends to the states of Kansas, Missouri, Nebraska, South Dakota, and Oklahoma. For a list of other regional offices and their coverage area, see www.ed.gov**

Notice of Non-discrimination The Hardeman School District is committed to maintaining an educational and workplace environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service.

In its programs and activities, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, gender identity, disability, age, genetic information, or any other characteristic protected by law and as required as required by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975 and Title II of the Americans with Disabilities Act of 1990, and state law. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

This policy governs the district's compliance with the laws identified above, outside of Title IX. The following person is designated and authorized as the District's compliance officer to coordinate compliance with the laws identified above (outside of Title IX), including to handle inquiries or complaints regarding the District's non-discrimination policies:

Principal, Kristy Forrester

21051 Highway D

Marshall, MO 65340

(660) 837-3400

Title IX Investigator, Carey Johnson, 21051 Highway D Marshall, MO 65340

A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1300. A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

Commitment to Compliance Under ADA

In accordance with the requirements of Title II of the **Americans with Disabilities Act** of 1990 (“ADA”), the Hardeman R-X School District does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District’s services, programs or activities.

Employment: The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

Effective Communication: The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs). Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

Modifications to Policies and Procedures: The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District’s Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

Surrogate Parent Program

Pursuant to the requirements of state law 162.997-9999 RSM, the state board of education is required to appoint a surrogate parent at such a time as it becomes evident that a child with a disability does not have an apparent or a person acting as a parent to participate in matters dealing with the provision of special education. For the purpose of surrogate

parent appointment, “parent” is defined as a biological parent, a guardian, or a person acting as a parent of a child including, but not limited to, a grandparent, a step parent or a foster parent with whom the child lives. The term does not include the state if the child is a ward of the state. This term does not include a person who has had parental rights terminated. The local school district is given the responsibility to determine when a child with a disability who requires special education and who resides in the district is without a parent. The district must notify the Missouri Department of Elementary and Secondary Education of the need to appoint a surrogate parent. Training of persons serving as a surrogate parent will be provided by the Missouri Department of Elementary and Secondary Education and the district.

If you are interested in volunteering to serve as a surrogate parent, more information can be obtained from Kristy Forrester, Principal at 660-837-3400.

English Language Learner (ELL)

The Board of Education is committed to identifying and assessing the educational needs of students whose native or home language is other than English. Once identified, the District will provide appropriate programs to address the needs of these students. Students entitled to considerations under this policy include:

1. Language Minority (LM) - students who come from a background where English is not the student's first language, or where the primary language of the home is not English or both.
2. Limited English Proficient (LEP) - Students whose English language skills are insufficient to lead to success in an English-only classroom.

The District will also take steps to ensure to the maximum extent practicable that the interests of ELL students are included in the development and implementation of District programs and services that are offered by the District to and for its student body.

School personnel enrolling ELL students are trained in the process of identifying, assessing and providing services to these students.

To ensure that parents/guardians are properly notified of the ELL program, all new and enrolling students are to be given the Student Home Language Survey (Form 6180). The form shall be completed and returned to the school by the parents/guardians if they feel their child may be in need of such services.

Where the District has or may have in the future a low number of ELL students, the District may contract with a neighboring district for services until a qualified ELL teacher is employed. However, if the District serves twenty (20) or more ELL students, the District will employ a full-time certified ESOL teacher. The Board designates Carey Johnson to serve as the District’s ELL Implementer. Please contact her at 660-837-3400 if you have inquiries.

Migrant Students Identification

For purposes of Board policies and regulations, the phrase *migratory students* shall mean students aged three (3) through twenty-one (21) who are or whose parents/guardians or spouses are migratory agricultural workers, including migratory dairy workers or migratory fishers; and who in the preceding thirty-six (36) months, in order to obtain or accompany such parents/guardians or spouses in obtaining temporary or seasonal employment in agriculture or fishing work, have moved from one school district to another.

The District will identify migrant students by including questions on the District's enrollment form. If it is indicated that a migrant student is enrolling, the parents will then be asked to complete a parent survey/family interview form provided by the State Office for Migrant-English Language Learner (MELL) Program. The Regional Migrant Center or the State Director for Migrant Education will be notified of any migrant students who are enrolled in the District. The Regional Migrant Center will be contacted for any assistance needed for the migrant student(s).

Services

School District personnel including secretaries, nurses, counselors, teachers and principals will be advised of the presence of eligible migrant students in their assigned schools to ensure that equal access to all school programs is provided. Complaints concerning the placement of migrant students will be resolved by means of the District's complaint resolution procedure for homeless students. The Board designates Carey Johnson to serve as the District's Migrant Implementer. Please contact her at 660-837-3400 if you have inquiries.

Homeless Students

For purposes of Board policies and regulations homeless students include students under age twenty- one (21) who lack a fixed, regular and adequate nighttime residence and include students who:

- are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in hotels, motels, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;

- have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings;

- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

- Are a migrant child or youth who qualifies as homeless because they are living in circumstances described above.

School Selection

Parents, guardians, or unaccompanied youth will be informed of the homeless student's right to remain in the school of origin. For purposes of this policy, the school of origin means the school that the student last attended when permanently housed, or the school where the student was last enrolled including preschool. In determining the best interest of the student, the Board will consider:

- Keeping the student in the school of origin unless contrary to wishes of parent or guardian;

- Impact of mobility on admission;

- Education, health, safety of the student;

- Consider the views of an unaccompanied student;

- Irrespective of whether the student lives with homeless parents or has been temporarily placed elsewhere.

The District will provide a written explanation, including the right to appeal to the student or parent/guardian if the Board sends the student to a school other than the school of origin or the school requested by the parent/guardian.

Enrollment

A homeless student will be enrolled without undue or unreasonable delay. A homeless student will be enrolled even if their previous academic records, immunization records, proof of residence, or other documents are not immediately available. The District will ensure that homeless students, meeting eligibility standards, do not face barriers in accessing academic and extracurricular activities.

Transportation

The District will, upon parent/guardian or unaccompanied youth request, provide transportation to and from the school of origin as follows:

-If the student continues to live in the District, transportation will be arranged to the school of origin.

-If the student continues in their school of origin, but moves into another district, transportation will be arranged upon by the District of origin and the new District of residence.

-Parents, guardians and unaccompanied youth will be fully informed of all transportation services, including transportation to and from the school of origin, and are assisted in accessing transportation services.

Homeless Liaison

The Board of Education has appointed Carey Johnson as liaison for homeless students. Please contact her at 660-837-3400 if you have inquiries. For responsibilities and dispute resolution processes please see Policy and Regulation 2260.

All school personnel, District service providers and locally known advocates working with homeless families will be informed of the identity of the Homeless Liaison and the Homeless Liaison duties.

Identification

Homeless students will be identified by referrals from community organizations and District personnel and by review of the District's enrollment forms.

Students in Foster Care

The District is committed to ensuring and facilitating the proper educational placement, enrollment in school and checkout from school for foster children.

In order to facilitate this process and to serve as the educational liaison for District foster children, the District will designate Carey Johnson as liaison to oversee and assess the District's foster care program. Please contact her at 660-837-3400 if you have inquiries.

The Board recognizes students in foster care experience mobility in and out of the foster care system and from one home placement to another that may disrupt their education, and which may create barriers to academic success and on-time graduation. The District, in collaboration with state and local agencies, will work to minimize or eliminate educational barriers for students in foster care, particularly in enrollment, transfer of student records, and transportation to their school of origin, where appropriate. For purposes of this policy, "school of origin" is the school in which the student is enrolled at the time of placement in foster care. The District will, to the largest extent possible, ensure that a child in foster care enrolls or remains in his or her school of origin, unless a determination is made that remaining in the student's school of origin is not in the student's best interest.

In determining the student's best interest for purposes of this policy, the following factors will be considered:

- Preference of the student;
- Preference of the student's parent or educational decision making;
- The student's attachment to the school, relationships with staff and peers;
- Placement of the student's siblings;
- Influence of the school climate on the student, including safety;
- Availability and quality of the services in the school in meeting the student's educational and socio-emotional needs;
- History of school transfers and their impact;
- Impact of the length of commute;
- Whether the student has a disability under the IDEA or Section 504;
- Whether the student is an EL student receiving language services.

Parents Right to Know – Every Student Succeeds Act (ESSA)

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

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

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

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

This guide explains how to file a complaint about any of the programs that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?

Complaints filed with LEA

4. How will a complaint filed with the LEA be investigated?
5. What happens if a complaint is not resolved at the local level (LEA)?

Complaints filed with the Department

6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic school children handled differently?

Appeals

9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days.

That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.

2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed.

3. Resolution at LEA. The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).

6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

9. How will appeals to the Department be investigated?

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

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

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

1 Programs include Title I. A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17

2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

Due Process Rights

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions that are outlined in the Board Policies covering complaints and grievances.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) gives parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days after the day the Hardeman School receives a request for access. Parents or eligible students should submit to the school principal written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the Hardeman School to amend a record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

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

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

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student's parent;

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

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

1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use

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

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Hardeman Public Schools has adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Marshall Public Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Hardeman Public Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Hardeman Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

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

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-8520

Dear Parents/Guardians,

Hardeman School will continue implementing the text alert program called "Remind". This program will allow the school to conveniently notify you of any changes in the current schedule, such as changes in sports practices and games, inclement weather days, etc. These messages will be sent out via text messages through your cellular device. Messaging and data rates will apply through your cell phone provider.

The school has three categories. These categories include basketball parents, cheerleader parents and all Hardeman Hornet parents. In order to receive these messages you will need to sign up by following the included instructions. Each category must be signed up for separately. You cannot send one message with all three codes. Therefore, if you have children in both basketball and cheerleading then you will need to sign up for all three categories. To receive messages via text, text @hh12345 to 81010. You can opt out of messages anytime by replying unsubscribe @hh12345

To receive messages via text, text @hh12345 to 81010. You can opt-out of messages at anytime by replying, 'unsubscribe @hh12345'.

ALL PARENTS — @hh12345
BASKETBALL — @bb12345
CHEERLEADING — @cc12345

Enter this number
Text this message

Or to receive messages via email, send an email to hh12345@mail.remind.com. To unsubscribe, reply with 'unsubscribe' in the subject line.

New Message
Recipients hh12345@mail.remind.com
Subject (You can leave the subject blank)

Please note- if you were signed up last year for desired categories, you do not need to sign up again.

Text alerts about early outs and school cancellations due to inclement weather will be in addition to sending out the word through KMMO. We are very excited about this new convenient way to inform our parents and hope you will sign up to receive these text alerts!

Sincerely,

Mrs. Forrester

