

HOUSTON MIDDLE SCHOOL STUDENT HANDBOOK



2022 – 2023

**HOUSTON R-1 MIDDLE SCHOOL
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**Dr. Justin Copley, Superintendent of Schools
Mrs. Tracy Hughes, Principal
Mr. Brett Rawlings, School Counselor
Mrs. Samantha Bathon, Administrative Assistant**

Dear HMS Students and Parents:

On behalf of the faculty and staff of Houston Middle School we want to welcome everyone to the 2022-23 school year! Our mission at HMS is to motivate, educate, appreciate and celebrate every one, every day. Our vision is that we will create success with P.R.I.D.E., instilling and building on the characteristics of Positivity, Responsibility, Integrity, and Determination Everyday.

We are extremely proud of our school, students and faculty at HMS. We strive to provide a positive and safe learning environment. In addition, as an educational team, we are dedicated to academic excellence and holding high expectations to ensure that each and every student will be a successful learner. We are excited about the 2022-23 school year and know that through a positive culture we will successfully conquer challenges, meet established goals, focus our purpose, celebrate countless successes, and surpass all expectations

The information in our handbook provides a brief summary of our school procedures, student expectations, and guidelines. All students and parents are encouraged to read and reference this document throughout the school year. The complete handbook is available online. If you would like a printed copy, please contact the middle school office at 417-967-3024.

If you ever have any questions or concerns please do not hesitate to contact me.

I look forward to working with you throughout your middle school career.

Respectfully,

Tracy Hughes
Principal
Houston Middle School

IMPORTANT NOTICE:

In response to COVID-19, the district has created an additional link on the school homepage, www.houston.k12.mo.us, titled COVID-19 Re-Entry, Reopening, and Contingency Planning.

There will be a link for each building as we believe a “one size, fits all” approach is not appropriate in this circumstance.

The district will continue to work with the local Health Department and local stakeholders to ensure that protocols align with the most scientific knowledge and community expectations. It is also reasonable to expect that the protocols and procedures implemented will change as the local conditions change.

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HOUSTON MIDDLE SCHOOL STAFF

Administrative Staff

Mrs. Tracy Hughes	Middle School Principal
Dr. Justin Copley	Superintendent of Schools
Mrs. Stephanie Barbagiovanni	Director of Curriculum and Staff Development
Mrs. Jennifer Johnson	Director of the Exceptional Child Cooperative
Mrs. Stacy Fletcher	Special Education Process Coordinator

Board of Education

Mrs. Jennifer Scheets	President
Mrs. Christie Koch	Vice-President
Mr. Jeff Gettys	Secretary--Treasurer
Mr. Jeff Crites	Member
Mr. Darren Ice	Member
Mr. Charlie Malam	Member
Mrs. Jo Holland	Member

Staff

Department

Mandy Adey	Technology
Julie Allen	Art
Kathy Bradshaw	English Language Arts
Rachel Brotherton	Agriculture
Tory Wade	Reading / Intervention
Emily Dobson	Special Education
Brent Hall	Athletic Director
Dana Lewis	Food Service
TBA	Food Service
Jode Huffman	Art
Steve Huffman	Science
Joyce Jones	Food Service
Sarah Shelton	Food Service
Micah Lee	Social Studies
April McKinney	Special Education
Cody Mitchell	Special Education
Kristy IJames	Social Studies
Anthony Newsome	Algebra I
Matt Peterson	Foreign Language
Olivia Poynter	Mathematics
Rebecca Buckland	Food Service
Brett Rawlings	School Counselor
Jeff Richardson	Physical Education
Loran Richardson	Librarian/Wellness Coordinator
Calley Rogers	Music
Megan Bell	Family & Consumer Sciences
Carman Scholz	Special Education
Wytney Steelman	Instructional Coach
Jacob Threewit	Physical Education / Health
Michael Tottingham	In-School Suspension
Sam Van Dielen	Instrumental Music
Kyle Wake	Mathematics
Tina Webber	Food Service

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Andrea Williams	English Language Arts
Hershel Williams	Vocal Music
JuliAnna Yardley	Science

Secretarial Staff

Amy Allen	MOSIS/SIS/Core Data Coordinator
Samantha Bathon	Secretary to the Principal

Custodial, Paraprofessional, and Support Staff

Clay Ashworth	Building Maintenance
Donna Crisp	Food Service Director
Alex Carpenter	Custodian
Brenda Cooperman	Paraprofessional
Bobby Downey	Custodian
Kelsen Gilbert	Technology
David Jones	Technology
Dave Rust	Building Maintenance
Mary McGrath	Paraprofessional
Rodney Preheim	Paraprofessional
Matt Robertson	Bus Maintenance & Transportation Director
Justin Scholz	Custodian
Kenneth Moore	Custodian
Karen Smith	Nurse
Mark Stallcup	Building Maintenance
TBD	Paraprofessional
Kayla Wildhaber	Paraprofessional
Lauren Wilkins	Paraprofessional

Athletic Head Coaching Staff

Jake Brookshire	Boys Basketball
Brent Hall	Athletic Director
Justin Brown	Cross Country
Boulder McKinney	Track & Field
Todd McKinney	Football
Jessica Meier	Cheer
Jeff Richardson	Girls Basketball
Adam Vandiver	Baseball
Lindsey Vermillion	Softball
JuliAnna Yardley	Volleyball

SCHOOL CALENDAR

August 10-19	New Teacher In-Service
August 17-19	Teacher In-Service
August 22	First Day of School
September 5	No School- Labor Day
October 14	End of 1 st Quarter (38 Days)
October 17	Teacher In-Service (No Students)
October 20	Early Dismissal (12:31 p.m.) // Parent Teacher Conferences- 1:00 p.m.-7:00 p.m.
October 21	No School
November 21-25	No School- Thanksgiving Break
December 16	End of 2 nd Quarter (38 Days)/End of 1 st Semester (76 Days)
Dec. 19-Jan. 1	No School- Christmas Break
January 2	Teacher In-Service (No Students)
January 3	School Resumes
January 16	No School- Martin Luther King Day
February 17	Teacher In-Service (No Students)
February 20	No School- President's Day
March 10	End of 3 rd Quarter (46.5 Days)
March 13-17	Spring Break- No School
March 20-24	Parent Teacher Conferences (Before/After School)
April 7	No School - Good Friday
April 10	Teacher In-Service (No Students)
May 13	Graduation- 7:00 p.m.
May 19	Last Day of School
	End of 4 th Quarter (42.5 Days)/End of 2 nd Semester (89 Days)
May 19	Teacher In-Service Afternoon Only

***Make-up Days (In Order) (May be utilized after missing in excess of 9 days.): January 16, February 20, April 7

GENERAL INFORMATION

Alcohol/Drugs/Paraphernalia – Missouri Statutes

Sale or distribution of alcohol or other drugs and paraphernalia, or substances represented to be such, including legal and illegal drugs and paraphernalia, while on school premises or at school related functions, is prohibited.

UNLAWFUL DISTRIBUTION OF A CONTROLLED SUBSTANCE, ON OR WITHIN ONE-THOUSAND (1,000) FEET OF THE PROPERTY COMPRISING ANY PUBLIC OR PRIVATE SCHOOL IN THE STATE OF MISSOURI, IS A CLASS “A” FELONY PUNISHABLE BY IMPRISONMENT OF NOT LESS THAN TEN (10) YEARS WITHOUT PROBATION OR PAROLE. MO. STATUTE 195.214.

Articles Prohibited

Students will not bring to school articles that are either disruptive to the educational process, and/or of such value that the items are in danger of being stolen. This includes, but is not limited to: firecrackers, toys, radios, electronic games, collector cards, game playing cards, iPods/MP3 players, video cameras, etc. Such items will be confiscated and returned at the appropriate time.

The school will NOT be responsible for items of value belonging to students that are lost or stolen while at school or attending a school activity.

Assemblies

Assemblies are an important part of the educational program of our school. Assemblies are generally comprised in two types:

1. Programs provided by our own students under faculty direction.
2. Programs of educational or informational nature from outside individuals. Students are expected to be courteous and respectful to all performers and considerate of those around them. Good manners will be expected at all times.

Due to assemblies being a part of the regular school program and held during the regular school day, attendance is required and students not in attendance are considered absent or truant.

Bags & Other Carrying Devices

Students must leave backpacks, duffel bags, handbags, purses and any other carrying devices in their lockers during the school day. However, students will be allowed to take these items to the locker room for PE classes. Certain students have been given permission to carry their purses or bags for medicinal reasons. Those students must gain permission from the principal to be allowed the privilege.

Bell Schedule

Time schedule for a regular school day:

1	8:00-8:48	48
2	8:53-9:41	48
3	9:46-10:34	48
4 TNT	10:39-11:10	31
LUNCH	11:10-11:33	23
5	11:38-12:26	48
6	12:31-1:19	48
7	1:24-2:12	48
8	2:17-3:10	48 (5)

Books, Chromebooks (Charged), Equipment, and Supplies

Valuable instructional time is lost when students do not have the necessary items needed to work in class. It is the responsibility of the student to have all of the materials necessary for that class with him/her before class begins. Students not prepared will receive appropriate disciplinary action, which could include receiving a tardy.

Building Open (M.S.)

The Middle School building will be opened no later than 7:40 a.m. Please arrange your schedule to arrive no earlier than 7:40 a.m. Students arriving earlier than 7:40 a.m. will wait outside until 7:40 a.m. unless they are under the direct supervision of a teacher/sponsor in the classroom. Normally the classrooms will be locked by 3:25 p.m. and the buildings will be locked by 3:30 p.m. to enable the custodians to clean the buildings. No student should be in the building after 3:25 p.m. unless working with a teacher, sponsor, or coach, and under his or her direct supervision at all times. The district will not be responsible for supervising students outside the stated times. Parents should not drop off or leave children at the school during unsupervised periods.

Calendar of Activities

A calendar of activities is kept in the principal's office and located on the district website. To eliminate conflicts, sponsors and student officers are urged to schedule events as early in the year as possible. The principal will approve all dates before they are placed on the calendar.

Campus Passes

Students who must leave class must secure permission from the respective instructor and office. The student will carry a written pass. The classroom teacher will issue the passes before the student leaves the classroom. No student will leave campus without permission of the principal and checking out through the office.

Care of School Property

School property belongs to all citizens, it is the responsibility of all of us to see that all property receives proper care. Students are held responsible for the care of all books, laptops, chargers, supplies, or equipment furnished by the Board of Education. Students should do their part in keeping the buildings and grounds neat and clean. When property is damaged or lost, whether intentionally or inadvertently, it will be charged to the student responsible.

Closed Campus

The Houston Middle School operates a closed campus. Students are not to leave the school campus once they have arrived at school. Any student who leaves the school campus without checking out through the middle school office is truant.

Students are to stay east of the high school building to eliminate problems from occurring with the High School students except when walking to and from school, walking to and from the vocational bus, or if reporting to a class that deems it necessary. Students are to remain in the designated areas during the scheduled lunch period. Those areas are the cafeteria and the outdoor eating area between the cafeteria and the middle school. Students bringing their lunch or eating carry-in food will be required to go to the cafeteria.

Computer Usage at School

Computer and Internet access is available to students and teachers. The goal in providing this service to both staff and students is to promote educational excellence by increasing resource sharing, improving access to information and developing global communications.

With access to computers and communication with people all over the world comes the availability of material that may be considered controversial. The Internet is commonly used for an uncontrolled, unregulated group of worldwide-networked information resources. The Houston R-I District firmly believes that the valuable information and interaction available on this world-wide network far outweigh the possibility that users may find material that is not consistent with the educational goals of the school district.

The use of the computer network is a privilege that may be revoked by the building administrators and/or the network administrator at

any time for abusive conduct. Such conduct would include, but is not limited to, those offenses listed in the “Technology Usage Board Policy.”

Computer and Internet Acceptable Use Policy

Houston R-1 School District allows computer and Internet access for student, teacher, and staff use. This document contains the Acceptable Use Policy for your use of the district’s Internet connection.

All students are granted access to the Internet through their classroom, library, or school computer lab unless that students’ parent/guardian has a signed “Internet Denial Statement” on file in the technology director’s office. The district treats the Internet as an educational resource just as the students’ textbooks, workbooks, and supplemental educational resources.

A. Educational Purpose

1. Houston R-1 School District’s Internet connection has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. Houston R-1 School District’s Internet connection has not been established as a public access service or a public forum. The district has the right to place reasonable restrictions on the material you access through the system. You are also expected to follow the rules set forth in the student handbook and the law in your use of the network.
3. You may NOT use the Houston School District computer network or the school’s Internet access for any of the following:
 - a. offer, provide, or purchase products or services through the network of Internet
 - b. political lobbying
 - c. use of free email accounts through the Internet (such as HotMail, Yahoo Mail, etc.)
 - d. participate in any sort of “chat room”
 - e. post personal account information about yourself or other people (including address, phone number, school address, etc.)
 - f. gain unauthorized access to the network by logging in through another person’s account
 - g. make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses
 - h. no external storage devices will be allowed to be brought in or out of the district without being scanned for viruses
 - i. downloading programs or files from the Internet
 - j. engage in any other illegal act
 - k. plagiarizing works you find on the Internet
 - l. access material that is profane, obscene, or advocates violence, or discrimination towards other people (hate literature). If you mistakenly access inappropriate information, you should immediately tell your teacher or librarian. This will protect you against a claim that you have intentionally violated this policy.
 - m. access personal social media accounts and sites

B. System Security

You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

C. Your Rights and Searches/Seizure (Policy JFG)

You should expect only limited privacy in the contents of your personal files on the computer network system. The situation is similar to the rights you have in the privacy of your locker. Routine maintenance and monitoring of the computer network may lead to discovery that the student has violated this policy, the student handbook, or the law. An individual search will be conducted if there is reasonable suspicion that you have violated this policy, the student handbook, or the law. The investigation will be reasonable and related to the suspected violation. Your parents/guardians have the right at any time to request to see the contents of your files. Additionally, students have no expectation of privacy in lockers, desks, computers or other district-provided equipment or areas. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment. The district uses dogs to indicate the presence of alcohol, drugs or other prohibited substances on campus, including the parking lot. Additional searches of bags, purses, coats, electronic devices, other personal possessions and cars are conducted in accordance with law. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances.

D. Due Process

The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the computer network. In the event there is a claim that you have violated this policy you will be provided with a written notice of the suspected violation and an opportunity to be heard in the manner set forth in the student handbook.

E. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the district system will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The district is not responsible for the accuracy or quality of the information obtained through the Internet. The District will not be responsible for financial obligations arising through the unauthorized use of the system.

Daily Student Bulletin

The middle school office will publish a daily student bulletin which will be accessible through the student portal and district website (www.houston.k12.mo.us).

Items to be included in the bulletin should be turned into the middle school office no later than 8:00 a.m. with the approval of the appropriate sponsor.

Dances

Dances are a privilege, not a right. Dances are funded by the fundraising efforts of middle school students. Student Council members are responsible for the dance and all of its components. Students who demonstrate good citizenship for the semester will be allowed to attend dances. The principal will use professional discretion when determining the final roster of students allowed to attend the dance. As a guideline, students with only 1 documented incident on SIS will be determined on a case by case basis. Students with 2 or more incidents will not be allowed to attend the dance.

Guidelines

- Students must be a current middle school student at HMS.
- Students are not permitted to leave the dances early unless being picked up by parents. Students are not allowed to leave the building and then re-enter. If students leave, they must also leave school grounds.
- Students must wear gym appropriate tennis shoes or socks. Bare-feet are prohibited.
- Students are not allowed to have energy drinks at the dance.
- Students showing too much skin will be required to change clothes, cover up, or call home.
- Students running, playing tag or horseplay will be asked to leave the dance.

Discipline

If there is discipline or behavioral problems at the dance, parents will be contacted immediately to come and pick up their students.

Students disciplined at dances will not be eligible to attend another HMS dance during the school year. Depending on the severity of the infraction, students may be permanently removed from HMS dances including activities for the next year as well. If necessary, the principal may issue further discipline in accordance with the discipline code.

Distribution of Materials

No organization will offer or distribute publications or materials to any or all of the student body either inside the educational facility or on school grounds without prior approval from the principal.

Dress Code

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures are designed with the goal of balancing the competing interests of student expression and student safety.

Students are expected to come to school properly dressed. Student dress should not be: indecent, obscene, immoral or suggestive, or construed as impairing the moral atmosphere of the school or the educational learning environment. Students who violate the code will be given the opportunity to change and fix the situation. The entire dress code will be ruled at the discretion of the principal.

Failure to abide by the above guidelines will result in disciplinary action.

Code

1. HATS: Students are **not** permitted to wear hats or any head coverings while in campus buildings with exceptions being made for safety precautions when a head covering is necessary or during school sanctioned hat days. Helmets, bandanas, or other inappropriate head coverings are not permitted for safety reasons.
2. **Students will not be allowed to wear their hoods over their heads in the building.**
3. Students must wear shoes, boots, sandals, or other appropriate footwear at all times during the instructional day. Cleats, swim shoes, roller skates, or other inappropriate footwear is not permitted.
4. Students must not cover their faces with masks, bandanas, or any other face coverings at any time during the day.
5. Teachers of specific classes may require students to adjust their hair, clothing, or remove jewelry during that period for safety. Teachers have the ability and authority to use discretion for these standards of safety.
6. Students' clothing shall represent modesty and good taste. They shall not have writings, drawings, printings, slogans, or emblems that have obscenities, derogatoriness, vulgarities, nudity, inappropriate innuendos, or profanity. Clothing must not advertise alcoholic beverages, tobacco or drugs.
7. Dresses, shorts and skirts should demonstrate standards of modesty and good taste. Dresses, shorts, and skirts will be at least longer than the length of students' fingertips when they are standing straight with their arms down to their sides. Students will not be allowed to wear clothing that shows an undue amount of exposure of skin above the fingertip length.
8. Pants with holes in them (i.e. jeans, leggings, shorts, etc.) shall not have holes higher than the length of the tips of a student's fingers when their arms are down at their sides.
9. Transparent blouses or shirts, midriff garments, or any other clothing that displays a considerable amount of skin or undergarments are not acceptable. This includes wearing shirts with non-factory cuts and other alterations to the sleeves that show the underarm and sides.
10. Shirts or blouses must have a shoulder strap of at least 2 inches. Spaghetti straps and strapless shirts are not allowed. Shirts that cover one shoulder and hang off the other shoulder are not allowed. Shirts that expose too much skin on the chest will not be allowed.
11. Tight fitting shorts such as bicycle pants or spandex shorts are not acceptable as outerwear. However, if students are wearing this type of clothing underneath other clothing, it is fine as long as there is no visibility.
12. Wearing clothing in such a manner that would suggest gang-like association is not permitted. Sagging pants (pants worn below the natural waistline, hips, or below) or any other variation of dress deemed inappropriate by the administration will not be allowed.
13. Sunglasses, except those prescribed by physicians, may not be worn.
14. No trench coats are to be worn.

Physical Education classes have special requirements:

- Students are to wear proper attire which includes athletic shoes with non-marking soles, and t-shirts that have not been altered.
- Students may wear sweatpants and sweatshirts when necessary due to inclement weather or personal comfort.
- As students wear shorts for activities in physical education, the expectation is for the clothing to cover up the appropriate amount of skin.
- If there are questions or concerns regarding the length of shorts, refer to the general ruling on the length of shorts found in the general dress code.
- Undergarments should not be visible to students or teachers at any time during PE class.
- All jewelry must be removed prior to the beginning of class activities.
- The Houston R-1 School District dress code rules will be applied and enforced during PE class on a daily basis with no exceptions.
- All clothing worn or not worn must be taken home and appropriately washed at least once per week.

Drills (Fire-Tornado-Disaster-Lockdown)

For all emergencies, students are expected to follow the teacher's instructions.

- FIRE - single long ring of the bell. When the signal is given, students will go directly to the exit designated by the teacher.
- TORNADO - series of short rings of the bell. When the signal is given, students proceed to the predetermined areas as

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directed by the teacher.

- DISASTER - series of short-long-short rings. When the signal is given, students should follow the teachers' instructions.
- LOCKDOWN (Imminent danger) – announcement will be given. Students should follow the teacher’s instructions. Only law enforcement will be permitted to enter the building. Student checkout will not be permitted.
- SOFT LOCKDOWN (precautionary) - announcement will be given. Students should follow the teachers instructions. Entry may be restricted. Student checkout will be at the discretion of the administrator.

Electronic Devices (Personal Audio Devices/Cellular Phones/PDAs, IPODS, Earphones/Headphones, Smartwatches)

Because of disruption and interruption of the educational process, electronic devices (cell phones, smartwatches, bluetooth headphones, etc.) are not allowed to be used, heard, or visible during the hours of 7:40 a.m. and 3:10 p.m. It is important to note that smartwatches will be treated like cell phones and will be confiscated, if seen or heard, during school hours. Violation of this policy will result in confiscation and discipline will be assigned. The school is not responsible for the loss of, or location of any lost, missing, or stolen unauthorized electronic devices.

The owner of the electronic device is responsible for the usage/visibility of the device. This includes allowing someone else to use it (in which case, all students involved would receive discipline according to the discipline code). Video, pictures, and/or audio recordings are NOT allowed in any district restroom or locker room. Any violation will fall under the discipline code that best fits the situation.

Field Trips

Clubs or organizations that will take field trips during the school day will be held to the guidelines of the student handbook and Board of Education policy. Prior to the field trip, students are responsible to obtain class assignments and/or homework that will be missed while on the field trip. This work is due no later than two days following the return from the trip. Students who do not ask for work ahead of time may receive a zero (0) for that work. Students must ride school transportation to the event. The parent/guardian may sign the student out at the event if necessary. Any non-parent/guardian must have permission from administration prior to the trip. Field trips are a privilege, not a right. Students who demonstrate good citizenship for the semester will be allowed to attend the field trips. The principal will use professional discretion when determining the final roster of students allowed to attend the field trips. As a guideline, students with only 1 documented incident in SIS will be determined on a case by case basis. Students with 2 or more incidents will not be allowed to attend the field trip. If there is discipline or behavioral problems while on the field trips, parents will be contacted immediately to come and pick up their students. Students disciplined while on field trips will not be eligible to attend another HMS field trip during the school year. Depending on the severity of the infraction, students may be permanently removed from HMS field trips, including activities for the next year as well. If necessary, the principal may issue further discipline in accordance with the discipline code.

Fines and Fees

All fines/fees must be paid before a student may participate in activities such as athletic events, field trips, contests, dances, etc. Fines and fees will follow students to their senior year and graduation. Students owing fines/fees will not be allowed to participate in graduation ceremonies or receive their diploma until all fines/fees are paid.

High School Building

The following instructions will be followed concerning middle school students’ use of the high school building:

1. Students enrolled in high school classes (i.e. Algebra I or Spanish) may use the high school hallways to access assigned classroom as needed.
2. Middle school students who go to the high school for any other reason than a regularly assigned class must have a pass signed by the middle school office giving such authorization.
3. In the event that it is raining outside, middle school students may use the high school hall to access the cafeteria - ONLY WHEN INSTRUCTED BY THE OFFICE.

MIDDLE SCHOOL STUDENTS ARE NOT TO HAVE ANY CONTACT OR ASSOCIATION WITH HIGH SCHOOL STUDENTS DURING SCHOOL HOURS (7:40 a.m.-3:10 p.m.). STUDENTS VIOLATING THIS RULE WILL BE SUBJECT TO DISCIPLINARY ACTIONS.

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Insurance

The Houston R-1 School District does not provide students with supplemental accident school-time insurance coverage. However, the school will offer students the opportunity to participate in a group-student insurance plan. A student-accident policy will be issued on the first day of school. Students and their parents should read the insurance material carefully to fully understand the amount of coverage provided since all insurance policies have limitations. It is the responsibility of the parents to make sure the insurance claim is properly filed with the company. School officials will assist in every way possible, but will assume no obligation or liability in regard to the filing of claims.

Laptops

Laptop Orientation/Usage

Technology resources at Houston R-1 are provided for the purpose of supporting the educational mission of the school to provide all students with a quality education that supports success in an ever changing world. Laptops will be provided to 6th, 7th and 8th grade students. Use of these technologies is a privilege that carries responsibility and expectations consistent with all school rules and policies including, but not limited to, those stated in the Parent-Student Handbook, and the Student Acceptable Use Policy.

Houston R-1 students are required to attend to the following responsibilities:

- Review the following Houston R-1 documents:
- Laptop Acceptable Care, Use, and Responsibility Procedures
- Setting Up Your Laptop to Connect to a Wireless Network
- Laptop Damage Report
- Laptop Loaner Agreement
- Student Pledge of Laptop Care, Use, and Responsibilities Procedure

1. Laptop

1.1 Receiving a Laptop

Laptops will be distributed following “Laptop Orientation.”

In addition to the Laptop students will receive a charger. Students may purchase or bring their own earbuds or headphones.

1.2 Returning a Laptop

Laptops will be returned during the final week of school. The date will be determined by the district calendar. Students who transfer, withdraw, are suspended or expelled from Houston R-1 must surrender their laptop upon termination of enrollment or the last day of attendance, whichever comes first. Students are expected to return the following items with the laptop: laptop charger. All items will be inspected for damage. A student who fails to return the laptop at the end of the school year or upon termination of enrollment at Houston R-1 will be subject to criminal prosecution or civil liability.

1.3 Protecting and Storing a Laptop

Students should use a secure place to store their laptop. When students are not using their laptops, they should be stored in their locker. Students will be assigned to one laptop.

- When storing the laptop, nothing should be placed on top of the laptop.
- Laptops should not be stored in any location that is not climate controlled.

1.4 Loss or Theft of a Laptop

In the case of loss or theft occurring at school, the borrower must report the incident to the Middle School Principal immediately but no more than one day after the occurrence.

1.5 Fines and Fees

By taking possession of a laptop and charger, the borrower agrees to assume responsibility for the safety, security, care and proper use of the borrowed property. Students will be responsible for any damage(s) to the laptop, in the case of abuse, neglect, or intentional damage. The student may be charged a fee for intentional damage(s), not to exceed the replacement cost of the laptop. Houston R-1 School District Administration will make the final determination of any fees assessed.

2. Taking Care of a Laptop

Students are responsible for the general care of the laptop they have been issued. Laptops that are broken or fail to work properly must be taken to the Technology Department for an evaluation of the equipment. Students are responsible for anything done using their

assigned laptop or their login. The laptop is school property and all users will follow the Laptop Acceptable Care, Use, and Responsibilities Procedure; Student Pledge for Laptop Use; and, the Houston R-1 Acceptable Use Policy.

2.1 General Precautions

- A. While the laptop is considered scratch resistant, the laptop will scratch. Avoid using any sharp object(s) on the laptop.
- B. Laptops do not respond well to liquids. Avoid applying liquids to the laptop. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the laptop. Use of unapproved cleaners may damage the laptop.
- C. Do not attempt to gain access to the internal electronics or repair a laptop. If a laptop fails to work or is damaged, report the problem to the Technology Integration Coach or Principal.
- D. Cords and cables must be inserted carefully into the laptop to prevent damage.
- E. Laptops must remain free of any writing, drawing, stickers, or labels that are not the property of Houston R-1.
- F. Laptops have the ability to be remotely located. Modifying, disabling or attempting to disable the QNS App is a violation of the Acceptable Use Policy (AUP) and grounds for disciplinary action.
- G. Laptops have a unique identification number and at no time should the numbers or labels be modified or removed.
- H. Laptops must never be left on top of a locker, on the floor, on a table, in an unlocked car, or in any unsupervised area.
- I. Laptops are assigned to individual students and the responsibility for the care of the laptop solely rests with that individual. Students should not lend their laptop to another person.
- J. Please do not attempt to contact Lenovo service directly for repair questions. Please contact the Technology Integration Coach.

2.2 Carrying Laptops

Students are expected to carry the laptop in the closed position and to avoid placing too much pressure and/or weight (such as folders, workbooks, textbooks, etc.) on the laptop.

2.3 Screen Care

The laptop screen is particularly sensitive to damage from excessive pressure on the screen and/or excessive heat and cold temperatures. Also, if subjected to rough treatment, the screen can be damaged. The screen should be cleaned with a soft, dry cloth or anti-static cloth. No cleaners of any type should be used. The following tips should be followed:

- Do not lean on the top of the laptop when it is closed.
- Do not place anything near the laptop that could put pressure on the screen.
- Do not “bump” the laptop against lockers, walls, doors, floors, etc...as it will eventually damage the laptop.

3. Using a Laptop

Laptops are intended for use at school each day. In addition to teacher expectations for laptop in-class use, textbooks, school messages, announcements, planners, calendars, and schedules may be accessed using the laptop. Students are responsible for bringing their laptop, fully charged, to all classes unless specifically instructed not to do so by their teacher.

3.1 Laptops Undergoing Repair

Loaner laptops may be issued to students when their assigned laptops have been sent for repair (Laptop Loaner Agreement). A limited number of “loaner” laptops are available and are not guaranteed.

3.2 Camera and Photos

The laptop comes equipped with web camera capabilities. As with all recording devices, it is best practice and common courtesy to ask permission before recording and individual/group and notifying the individual/group of the intended usage of the image or video. Laptop cameras may NEVER be used in a locker room or restrooms.

3.3 Sound

Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.

3.4 Printing

Printing may or may not be available with the laptops. Students will be given information and instructions on printing from the laptop at school when it becomes available.

3.5 Behaviors and Discipline

Many behavior violations concerning technology can be directly related to an equivalent “traditional” violation and disciplined as such. The chart below identifies some common equivalencies.

Technology Violation

Failure to bring laptop to class

Equivalent “Traditional” Violation

Coming to class unprepared

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Emailing, texting, face timing, Surfing, etc...	Passing notes, playing games, etc...
Using someone else's account	Breaking into someone's locker
Accessing inappropriate material	Bringing inappropriate material to school
Cyber bullying	Bullying/Harassment
Using inappropriate language in text	Using inappropriate language in speech
Sending/forwarding assignment for Others to use – cheating, plagiarism	Giving a paper to someone to copy – cheating, plagiarism

4. Managing Files and Saving Work

- 4.1 Students should create a folder on the desktop on the laptop to save files for use.
- 4.2 Students should create a folder for each class to help stay organized on the laptop. Students should store all information on their H drive.
- 4.3 *Network Connectivity*

Houston R-I makes no guarantee that the school wireless network will be up and running 100% of the time.

5. Laptop Software

- 5.1 *Originally Installed Software*
 - The software originally installed by Houston R-I must remain on the laptop in useable condition and be easily accessible at all times.
 - It is the responsibility of the systems engineer to install additional software programs.
- 5.2 *Additional Software*
 - It is the responsibility of the systems engineer to install additional software programs or files. Students are NOT ALLOWED to install anything on the school's laptop.
 - Violent games and computer images containing obscene or pornographic materials are banned.
- 5.3 *Inspection*
 - The laptop is the property of the Houston R-1 School District. Teachers, administrators and/or systems engineers may ask to see the laptop at any time.

Lockers

Lockers will be assigned to each student at the beginning of the school year by the middle school office. They are to be used as a convenient place for storage of personal property. Articles are left in lockers at your own risk, but an attempt will be made to help locate missing or lost property. Lockers should be kept clean and orderly. Mirrors and decorations are only allowed if hung correctly and they don't cause problems. Stickers are not allowed to be stuck on lockers. Students are not to write on lockers with anything. Students are responsible for any damage to the locker. Students are to use only the locker assigned to them. All lockers are to be kept closed at all times and all books, paper, etc. are to be kept inside of the lockers- not on top of them. Do not over pack your locker, causing damage or the inability to secure your belongings. Students are free to bring their own locks to put on their assigned locker. However, the combination or key must be provided to the office of the principal. The principal has the authority to remove locks with bolt cutters. Locks that are cut by the principal will not be replaced by the school

Student lockers are for the convenience of the student. This privilege can be taken away if the student abuses the locker or uses it to hide alcohol, drugs, weapons, stolen items, or any other material that does not belong in school. Lockers may be inspected by the administrative staff at any time, for any available reason, without prior notification to the students.

Loitering

All students on campus will be required to attend classes according to their schedules.

Non-students will not be permitted on campus without authorization from the middle school office. Loitering on campus will not be permitted. Failure to leave when advised will cause trespassers to be subject to disciplinary action including prosecution and/or notification to the school resource officer or police department. Non-students are not allowed in class while school is in session.

Lost and Found

The lost and found department is maintained through the middle school office. Students who either find or lose items should report to the office. The loss of property may be minimized by placing the owner's name on every item or article, keeping valuable items and large sums of money at home, and by keeping items under lock and key. All items not claimed within a reasonable time period will be disposed of.

Passing Time Between Classes

The schedule allows five minutes to change classes. Students, especially those who change buildings between classes have little time to waste. Proper planning and utilization of time will help eliminate tardy problems. If you have an injury or other problems, which will cause you to be tardy, please contact the middle school office. The vocational bus is considered a mobile hallway and therefore, students are expected to act and behave appropriately. Sidewalks and places outside the building but still on campus are considered hallways as well. Students are expected to behave appropriately.

Pledge of Allegiance

Students will be asked to honor their country by saying the pledge of allegiance during school each day included with the daily announcements. Students not wanting to participate may opt out if they choose. Students choosing not to participate in the pledge of allegiance will be expected not to interrupt or cause problems so others can exercise their rights. Students causing disruptions or interrupting the pledge may be removed from the setting or face discipline according to the code of conduct.

Posting Printed Items

Materials are not to be posted on the walls or bulletin boards. All posted items must be approved by the building principal. The item(s) will be posted only in the area(s) designated by the principal. Student(s) will take down the materials on or before the specified date.

Residence

Students who move or change addresses are required to notify the middle school office and bring proof of residency (utility bill, real estate tax receipt, rental agreement with name and physical address). This is essential to ensure that all records are accurate.

Responsibilities (Students)

It is the responsibility of the students and staff of our school to learn and obey the district's policies and regulations. These policies are enforced to provide the most desirable educational environment and to protect the student. Policies are designed for the good of the school and all students; therefore, please do not ask that exceptions be made.

Students are expected to respect teachers, staff, and other students and act accordingly; be responsive to the requests of all school staff; be respectful and non-disruptive in class, assemblies, and other school sponsored activities; refrain from any behavior that would embarrass or discredit yourself, your parents, your school, or your community. Disrespectful behavior will not be tolerated.

Search and Seizure

School Personnel

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice. Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search.

The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist. The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted. School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents as soon as possible. During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets,

coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts. When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The agency desiring to interview the student will be responsible for notification of parents.

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student, and that official will have responsibility for parent notification.

Interview with the Children's Division

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

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

Selling in School

MS Students do not have permission to sell any products at school as a fundraiser unless they are a part of the school fundraiser. Students are also not allowed to sell or rent products or services at school for personal gain.

Shuttle Buses

Buses are provided for students who have classes in the vocational building. The buses are scheduled to leave at a definite time. Students will ride them and must be at the buses on time. The same rules of courtesy, good manners, and respect for private and public property will be displayed in the shuttle buses that are expected in any other part of the campus. Violations of good behavior will be dealt with according to the disciplinary code of the middle school. All students will be required to ride the school's shuttle busses when attending classes in the Vocational Building.

Skateboards/Bicycles

In order to best provide for the safety of students and pedestrians, students are not to use skateboards, bicycles, etc. on school property from 7:20 a.m. to 3:30 p.m. or at any school activity (from one hour from the start of the activity to one hour after the activity is concluded).

Telephones

Only in cases of emergency will students be called from class to accept phone calls. Important messages will be delivered to students.

Students are only allowed to use the office telephone for emergencies. They must receive permission from their classroom teacher and office staff. School telephones are for school business. Personal calls by students should be made from the designated phone during the lunch period, before school, and after school.

Textbooks

Textbooks are loaned to students. Notebooks, paper, and other supplies necessary for use in their courses are to be purchased by students. Students are expected to take proper care of their textbooks. When not in use, books are to be kept in students' lockers. Students will be charged for lost or damaged books.

Tobacco Products/Vapes

Use and/or possession, sale, purchase, distribution, and/or receiving (or the attempt of such) of any tobacco product(s) (including electronic cigarettes, vapes, etc.) on district property, district transportation, or at any district related activities is prohibited. Products will be confiscated and destroyed. It is against the law in Missouri for minors to buy, use or possess tobacco products.

Tuition

Non-Resident students may be admitted by the Board of Education and on a tuition basis.

Visitors

Visitors are not employed by the school, nor enrolled as students. Visitors must report immediately to the MS office upon arrival on campus. Visitors will not be given permission to wander the halls. If visitors request to visit with students, the answer will be "no" unless it is an emergency situation. The principal will make that determination. Students are not allowed to bring friends or relatives to school as a visitor while school is in session. The same goes for HMS dances. All visitors who have an academic or expected reason to be on campus will be wearing a visitor's pass. If students spot someone on campus that is not employed, substituting, or contracted to be here, without a pass, please report that information to teachers immediately. Parents wishing to visit with teachers should email the teachers to make appointments. Otherwise, a phone call to the MS office is appropriate as well. Appointments will be scheduled for their conference period, before, or after school. Parents should not make plans to eat breakfast or lunch with their children without prior approval of the principal.

STUDENT SERVICES

Food Services

Students are encouraged to eat breakfast and lunch in the school cafeteria. The cafeteria student purchasing and accounting procedures are computerized. The following procedures will be implemented:

1. All students desiring to buy anything in the cafeteria must use an assigned pin# method to purchase items.
2. A student must maintain a sufficient amount of money in his/her cafeteria food account to cover all items to be purchased in the cafeteria.
3. All money is to be deposited in the high school office. Food service deposits can also be made online through Parent Portal.
4. Students are encouraged to deposit money on a weekly or monthly basis.
5. The above procedures apply to the entire student body (including free and reduced lunches and breakfast programs).
6. Cafeteria prices for meals are set annually:

	<u>Breakfast</u>	<u>Lunch</u>
Regular	\$1.45	\$2.00
Reduced	\$.30	\$.40
Free	- 0 -	- 0 -

7. Please clean up after yourself and the area where you sit before leaving the cafeteria.
8. No food or drink will leave the cafeteria. Students bringing food or drink for breakfast or lunch must eat/drink these items in the cafeteria.

The school has provided picnic tables east of the cafeteria. Students must keep the area free of litter and food. Food should NOT be placed in outside trash barrels.

Breakfast Program

All students may participate in the breakfast program. Students qualifying for free or reduced lunches also qualify for free or reduced breakfast. Also, the pin# method will be used in the breakfast program.

Breakfast will be served in the cafeteria at 7:40 a.m. each school day. Middle school students will sit on the east side of the cafeteria.

Free and Reduced Lunches

Eligibility for free and reduced price lunches will be based on the income scale as established by the Department of Agriculture each school year. Consideration for eligibility will be given to economic needs as reflected by total family income, including welfare and ADC payments, family size and number of children from that family enrolled in school. Application forms are distributed during the first day of school. If the form is lost, application forms may be secured from the middle school office, completed, and returned for processing.

Account Balances

The account balance for students is to remain positive. Money can be put into accounts in the following ways: MS office or with the online credit card feature.

Lunch Expectations

Students will wait until the cooks are ready to proceed through the line. As noted above, students will be issued a 6 digit code to keep track of fund balances. They should keep this code a secret from other students. During lunch, students are to speak to students beside

them or in front of them only to help maintain volume. When students are finished eating, they are required to dump their trays and return to their exact seat. Students are not to move from seat to seat. Students who spend all of their time socializing will not be given extra time to eat. Students will not be allowed to leave their food or trash at the tables. Students are required to clean up after themselves. Students who choose not to eat at all are still required to go to the cafeteria. Students who choose to bring their own lunch are required to eat in the cafeteria. Students are not permitted to leave the campus to eat elsewhere. Seating charts will be given to students who are having a difficult time getting along, following directions, or causing other problems. Outdoor seating is only available when the weather is nice outside.

- Mondays are for boys only.
- Tuesdays are for girls only.
- Wednesdays are for 6th grade students.
- Thursdays are for 7th grade students.
- Fridays are for 8th grade students.

All paper cartons and napkins should be placed in the receptacles provided. Empty plates and utensils should be taken to the proper place. Metal utensils are not to be thrown in the trash. Students caught throwing metal utensils in the trash will be required to retrieve it if possible or pay a fine. Students are required to use good manners at school just like if they were eating at home. Even though eating in the cafeteria is considered a social aspect of school, it still qualifies as classroom time; therefore students will be held accountable for their behaviors. Students will not be allowed to leave the cafeteria during the scheduled lunch time, unless approved by a lunchroom supervisor. When lunchtime is over, school food, trays, utensils, or cartons are not to leave the cafeteria without appropriate permission. Students may go see the nurse only when granted permission by an on-duty supervisor.

Past-Due Meal Charges (EF-AP1)

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

District employees are mandated by the state of Missouri to report any instances of suspected abuse or neglect to the Children's Division (CD) of the Department of Social Services. District personnel will report to the CD any instance where a student's arrival at school with no provision for food leads to a reasonable cause to suspect neglect.

Working with Parents/Guardians

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will:

1. Provide timely notification to parents/guardians when account balances run low (when applicable) and each time their student charges a meal.
2. Invoice parents/guardians for unpaid meal charges during the district's monthly billing cycle, in addition to providing notification of outstanding balances by other means.
3. Work with parents/guardians to create a payment plan that allows for the payment of accumulated balances over time.

Delinquent Debt

Unpaid meal charges will be considered a delinquent debt 90 days after notice that charges are due when no payment or payment plan agreement has been made. Unpaid charges will be considered delinquent as long as the district determines the debt is collectible and efforts to collect the debt are ongoing. The district will make reasonable efforts to collect delinquent debt, including turning over

unpaid meal charge balances to a collection agency when the superintendent or designee determines such action is in the best interest of the district. The district's Nonprofit School Food Services Account (NSFSA) funds may be used to cover the costs of reasonable efforts to collect delinquent debt, including costs associated with using a collection agency.

Food and Drinks

Food is not allowed in any classroom, unless provisions for a special occasion are made by the teacher. Water bottles with screw-type lids are allowed in classrooms at teacher discretion.

Middle school students do not have access to any soda or snack machines throughout the day. Purchasing snacks or sodas in the vocational building is considered a violation of MS rules. Students are not allowed to drink or possess any type of energy drinks. If students are unsure whether or not a drink is considered an energy drink, the teachers will make the final decision.

Health Services

Parents and School Communication

Communication between parents and school is vital in regards to health. The middle school must be made aware of any health conditions students may have. The school must also be made aware of changes in phone numbers to enable the school to make contact with someone capable of making emergency medical decisions.

Medications/ Prescription Medication

Students are not allowed to possess medications or have them in their locker. Parents must bring all medicines to the nurse with the prescription from the doctor. Prescription medication, which contains neither narcotics nor controlled substances, will be administered by the R.N. or other trained personnel to the student. Students who need to take prescription medications while at school must have their parents bring the medicine directly to the school nurse and have it secured in the office. In order for the school to administer the prescribed medication, written permission from the parents must be on file, accompanied by written authorization of the physician. The medicine must be in the original container. The directions for administering the medicine, including the dosage and strength must be on the bottle or package. The prescription must be taken in the presence of the school nurse. Students who do not abide by this rule are violating the drug and alcohol policy of the district.

Inhalers

If students have inhalers, the school nurse and middle school office must be made aware. It is important that we know how to care for students in the event of an asthma attack. Students are not allowed to carry inhalers unless the appropriate paperwork has been completed and it is filed in the MS office and the nurse.

Immunizations

It is state law that immunizations be kept up-to-date with public school attendance. As required by Section 167.181 of Missouri School Laws, it shall be the duty of the parents of every pupil hereafter entering public school, to furnish to the middle school office upon enrolling, satisfactory proof of immunization. If students have not been immunized, there needs to be proof that parents are in the process of having that task accomplished in accordance with the rules and regulations of the State Department. Students may request not to furnish the middle school office an immunization document based upon religious beliefs or a note from a physician. Students infected with contagious diseases will not be permitted to attend school. Delinquent immunization letters are sent out throughout the school year

Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will verify only whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of exemption.

The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district.

Nurse

If students feel as if they are ill, they should report their injury or sickness to teachers. Teachers will make arrangements for students to be sent to the nurse's office. After examining students that are ill, the nurse will send students back to class unless it is necessary to send them home to rest. Depending on the severity of the illness or injury, the nurse may suggest the parents take the students to go see a physician. Students with a fever must be fever-free for 24 hours before returning to school.

Serious Injury or Sickness

If students become seriously ill or injured at school, parents will be notified. Parents should make decisions as to how to handle the situation. If parents cannot be reached in an emergency situation, the school will use the emergency contact information to contact the nearest relatives. If nobody can be reached, the nurse or personnel will help students with the best of their ability. HMS will look after the care of students in the absence of parents or nearest relatives even if that means contacting emergency officials. The MS representative will inform the emergency officials that every effort is being made to contact parents. HMS does not take financial liability for acting in good faith when parents are not available for communication on serious or life threatening injuries.

Other

If students have been prescribed an EpiPen, the school must be made aware. Please make the MS office and the nurse aware of all allergies. Random head checks are done for head lice. Parents will be contacted if their children have head lice. Students will be required to leave school grounds and get treatment.

Library Services

The library is available for students in grades 6-12. Library hours are 7:40 a.m.-3:30 p.m. All students are encouraged to use this resource center. Books and magazines are checked out to students for study or home use at the checkout desk. Checkout time is 28 days for each and can be renewed once. Students are to stamp books with the due date. A fine of .05 cents per school day is charged for each overdue item. Students will be charged for replacement costs of lost or damaged items. Students who repeatedly ignore requests to return overdue items or pay a fine may be refused library privileges until library regulations have been met. The library is located on the second floor above the administrative offices.

All students are to check-in and check-out at the library service counter.

School Counseling Services

A well-rounded school counseling program is essential in today's schools. A counselor is available to students. The counselor provides a variety of guidance and counseling services. Problems related to school, personal life, or the future may be discussed with the counselor as he/she is trained to help students with their problems. The goal of the program is to help students develop confidence and self-love. Another goal is to promote tolerance for other people. Finally, the counseling curriculum is designed to help students cope with the demands of life, especially in middle school.

Students are welcome to make an appointment at any time. However, if the counselor is unavailable, students should prepare to return to class. Students may request to see the counselor by completing the "Want to see the Counselor" link found on the school's website. Students may not linger unattended in the office of the counselor nor are they allowed to wait in the MS office either. The counselor will make arrangements to meet with students as soon as possible by scheduling an appointment. If possible, the counselor will try to see students who are scheduled right-away. In an emergency situation, students should contact the principal. The principal will contact the counselor or make arrangements with another counselor as needed.

All information shared with the counselor is kept strictly between the counselor and students. The counselor will not relay information to anyone without the permission of students. However, by law, the counselor is required to relay information to the proper person or persons if students convey information about something that could be harmful to self or others. Students will be informed of this duty to relay in the initial contact session with the counselor.

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ACADEMIC INFORMATION

Academic Recognition

Each spring, the Citizens for Education Committee hosts an academic awards ceremony. Students in grades 6-8 will be recognized by teachers for their attitude, attendance, leadership, and performance. During the ceremony, other local organizations offer recognitions as well. The middle school principal and counselor recognizes the recipients of the citizenship awards, presidential award, perfect attendance award, and the honor roll.

1. Citizenship Awards - Students are selected by majority vote of staff.
2. Presidential Excellence - This award is presented annually to 8th grade students who have a GPA of 3.5 or above for the fall semester of the current school year and have scored Proficient or Advanced on the previous year's MAP test in the subject area of either Communication Arts or Mathematics.
3. Presidential Achievement - This award is presented annually to 8th grade students who have a GPA of 3.0-3.49 for the fall semester of the current school year, recommended by principal, and have scored either Proficient or Advanced on the previous year's MAP test in the subject area of either Communication Arts or Mathematics.
4. Honor Roll - Houston Middle School Honor Roll exists to recognize those who achieve academic excellence. At the completion of each quarter, the honor roll will be published in the Houston Herald based on the tabulated grades for that quarter. The honor roll will be divided into two categories: The "High Distinction" Honor Roll and the "Distinction" Honor Roll. Students will be eligible for the "High Distinction" Honor Roll if they have achieved a 3.55 Grade Point Average with no grade below a "C-." To be eligible for the "Distinction" Honor Roll, students must achieve at least a 3.00 Grade Point Average with no grade below a "C-."
5. Outstanding Academic Achievement - Students achieving the High Distinction Honor Roll the first, second, and third quarters of the school year will be awarded an academic certificate.

Class Scheduling

Schedule changes will be permitted during the fall registration period prior to the first day of school only if possible and beneficial. Once school begins in August, students may request schedule changes only during the first three (3) days of school. This is done through the office of the middle school counselor. Not all schedule changes are possible due to the limited number of teachers and classes available. If students need schedule changes after the deadline, the principal will be notified by the counselor. The principal will only allow schedule changes after the deadline for extenuating circumstances.

Grading & Reporting

Students will receive notice of their grades approximately every three weeks via email to parent/guardian. At no point should this report be seen as a final report card. Progress reports can change on a daily basis as teachers enter grades into the computer system. Teachers are encouraged to send additional notices to parents at any time during the school year as the need arises. Parents can check their student's grades through Parent Portal by signing an agreement at the office. On a quarterly basis, a summative report will be issued to parents of students. The report will include a letter grade for each subject used to indicate the proficiency of students' learning. The grading system at HMS is based upon the total point system or the percentage method.

Grading Scale

100 Point Scale					
95 - 100	=	A	80 - 83	=	B-
90 - 94	=	A-	77 - 79	=	C+
87 - 89	=	B+			
84 - 86	=	B	74 - 76	=	C

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70 - 73	=	C-	60 - 63	=	D-
67 - 69	=	D+	00 - 59	=	F
64 - 66	=	D			

Incomplete

An incomplete may be given to students who have not completed the required work for the quarter. It is the responsibility of students to complete their work prior to the end of the quarter so teachers can accurately evaluate and report learning. Students who don't finish their essential work may be required to attend summer school to receive a grade.

High School Credit

8th grade students who take and pass Algebra 1 will receive high school credit. Below is a summary of how it works:

- 7th grade students will be evaluated in a variety of ways including placement tests, their grades, quality of work, formative assessment data, and teacher recommendations.
- Houston High School offers Algebra 1 credit in 8th grade. In order to receive high school credit for the course, a passing grade must be maintained. This grade will be reflected on the high school transcript.
- Students are encouraged to earn a B- or higher to provide evidence of proficiency. In some cases, earning less than a B- might warrant the need for students to repeat Algebra 1 again as a 9th grade student in the high school.
- The 8th Algebra course will implement the rigorous high school curriculum. This course is the foundation of all higher mathematics courses. Successful 8th Algebra students will move on to Geometry as 9th grade students in high school and take the Algebra I EOC during the fall assessment window of their 9th grade year.
- In some instances, students in 8th Algebra who are failing may be allowed to drop the course and return to the 8th Math section to finish out the year. This will be determined on a case-by-case basis. Doing so however, will result in no credit for the 8th Algebra class.
- Students who complete the course with a failing grade will be required to repeat the course in high school.
- Students earning Algebra I credit in 8th grade will be required to take an additional three math credits while in high school.

Registration and Enrollment

Transfer students may enroll during registration or at any time during the year providing they meet the following criteria:

1. In good standing at sending school and/or, not suspended/expelled at last school.
2. Suspended students from other districts will not be enrolled until the term of the suspension has expired. Consideration for enrollment is on an individual basis
3. Expelled students from other districts are not eligible for enrollment.

Report Cards (Policy KB-AP1)

A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public on the district's website. The district will provide information included in the report card to parents/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (20 U.S.C. § 6311, § 160.522, RSMo.)

Quarterly reports of student progress will be issued to parents. This will be sent home electronically. Students will also be issued an electronic grade card to reveal proficiency in the subjects at the end of each quarter.

Response to Intervention

HMS offers academic intervention time every school day. We call it TNT. (TIGERS NEED TIME) RtI is a means to expand our capacity to reach and support diverse learners. This first takes place in the classroom with great quality tier 1 instruction. Teachers provide instruction to all students. Some will be ready to move on after initial instruction from teachers because they either had prior knowledge or understood the instruction the first time. However, other students need just a little bit more time and focus. That time is called differentiated instruction.

Retention Policy

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Research indicates an effect of less than desirable outcomes for students who are retained in MS. Students will be promoted to the next grade level if they meet grade level expectations as identified by the local and State Department of Education regardless of their behavior.

The school year is composed of four core curriculum courses: mathematics, science, social studies and language arts. This allows for a total of eight semesters.

- Failed 1-2 semesters (core subjects)*: Student is recommended to attend summer school.
- Failed 3-4 semesters: Student is required to successfully complete summer school to be promoted or they will be retained**.
- Failed 5-8 semesters: Student is retained**.

*If a student fails both semesters of a course they are required to attend summer school for that subject.

** 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 explanation concerning the retention. However, the final decision will rest with the school administration.

Students may qualify for retention based upon their attendance. A decision will be made by the attendance committee whether or not students will be required to attend summer school to avoid retention. Students who qualify for retention based upon the recommendation of the committee may be required to attend summer school and meet academic standards during that time in lieu of retention. However, summer school is not always available for students each and every year.

Student Work and Assignments

Everything we do at HMS is to promote learning at high levels. Assignments, projects, quizzes, and tests are designed to be evaluated so a determination can be made to see if learning has taken place. The frequency, duration, and expectation is at the discretion of the teacher.

Missing Assignments

Keep in mind the purpose of assignments is to measure what is being learned and what is not being learned. At HMS, we only assign work that is meaningful and necessary for learning. Because of that, we also expect assignments to be completed with quality. When students have missing assignments, it makes it really difficult for teachers to evaluate their learning. Teachers may require missing assignments to be completed during TNT, lunch, focus room, ISS, study skills, before school, after school detention, Saturday school, or tutoring. Once students turn in work, it is at the discretion of the teachers to whether or not the work needs to be fixed, completed, or rewritten. Students who fail to turn in work will be motivated by teachers and administration to get their work completed or else face loss of privileges or discipline.

Late Assignments

One obstacle to academic success is the failure to complete assigned homework on the part of the student. Without student's completion of homework, teachers have no way of knowing if the student learned the concept or not. Teachers will set guidelines for late work. Grade reductions may occur. Students who consistently fail to turn in work will be referred to the office.

Assignment Policy

Teachers and administration will motivate, encourage, and reinforce good work ethic. However, consequences such as loss of privileges will soon follow for all students not turning in their work on time with quality. Students will be expected to complete their assignments and the assignments will need to be quality. Students will not be allowed to NOT do an assignment. If necessary, they will be required to do work in detention, Saturday School, or ISS. Students may receive an "Incomplete" if they still have missing assignments at the end of a grading period. Students may be required to do their missing assignments in Summer School (if available).

Make-up Assignments

Make-up work will be provided to students who are absent. Students need to take the initiative to find out what was missed while absent. However, if by the end of the first or second day back, students have not made the effort to recover make-up assignments, teachers will meet with students about what is owed. Students will be expected to keep track of their assignments. Once students have been given their make-up assignments, an allowance of time will be made for completion without facing consequences. A general rule for teachers to follow is: approximately two (2) days of allowance per one (1) day absent. All assignments assigned are worth doing

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and completing for the sake of learning and therefore, completion with quality is the expectation. If students do not complete the work in that general allowance of time, teachers can either extend the consequence free time allotment or issue a referral for missing work.

Withdrawal from School

In the event that a student should find it necessary to withdraw from school, the following procedures are applicable:

- The parent should notify the counselor of the intent to leave school and the reason for such action.
- Students should return all books, laptops/chargers, and equipment belongings to the school.
- Students should pay all fees, dues, and bills.

ATTENDANCE INFORMATION

Attendance Policy and Procedures

Philosophy

Recognizing the relationship between attendance and learning, the Houston R-I School District expects students to strive to maintain an excellent attendance record. Irregular attendance is one of the greatest causes of school failure. It also attributes to lack of achievement and success, non-graduation, drop-outs, etc. Parents can render no greater service to help their children than to see to it that they are in school every day.

Proper attendance patterns reflect on each student's integrity, citizenship, dependability, and responsibility and employment opportunities. To prepare for the world beyond high school, students must realize that prior attendance patterns may have a bearing on future success in post-secondary school or on the job. Employers carefully consider attendance patterns established by prospective employees. The success of an employer's company will be directly related to the dependability of their employees.

It is recognized that a few absences from school may be necessary under certain conditions. However, every effort should be made by students, parents/guardians, teachers and administrators to keep absences and tardiness to an absolute minimum.

Houston Middle School exists to meet the educational needs of students. The Houston School District seeks to enroll and educate all resident children in the community, as required by law and district policy. It is the purpose of this attendance regulation to improve student learning, raise student achievement, and maximize the learning potential of all students at Houston Middle School. Student excessive absences may be exempt only if the student's IEP or 504 Plan address the attendance requirement.

Perfect Attendance

Perfect Attendance is rewarded each quarter throughout the year.

What Should I Do if Absent Today?

Parents need to notify the middle school office when students are absent. For those who do not notify the middle school office the day of student absences, the office will send out a School Messenger call to the number in SIS at approximately 10:30 a.m. specifying students who are not in attendance.

Returning from an Absence

Whenever students return to school from being absent, it is helpful if parents provide documentation as to why. Forms of documentation may include some of the following: (1) Note from a doctor for illness, injury, or other health conditions; (2) Proof of an appointment with the juvenile office; (3) Proof of an appointment with a non-school agency counselor; (4) Note from home regarding an illness; (5) Calling the office is acceptable practice, however a note is preferred.

Leaving Early/Arriving Late

In some instances, students may need to leave campus during school hours. If this must happen, parents must either notify the middle school office in writing or with a phone call. Parents must also sign the students out in the middle school office when departing the school during school hours. In some instances, students arrive late to campus after school is in session. If this must happen, students need to immediately report to the middle school office so attendance can be credited. The computer system calculates attendance per minute. Houston Middle School is held accountable by the state for attendance minutes. The symbol "E" will notate students leaving early in the information system. The symbol "L" will notate students arriving late to class in the information system. Any students checking-in for the first time each day after the first bell will be considered "late." Leaving early or arriving to school late counts against students' attendance record. Students leaving school early or arriving late habitually will be monitored. In the event leaving early or arriving late from school consists of unverified reasons, students may face discipline for truancy per the code of conduct.

Truancy

Once students arrive to campus, they are not permitted to leave the campus until the dismissal bell at the end of the day. Students who leave campus without proper permission are considered truant. Students waiting until after classes have begun during the day and showing up late to school may be considered truant.

Excessive Absenteeism Warning

- Houston Middle School exists to improve lives through education. The Houston R-1 School District seeks to enroll and educate all resident children in our community, as required by law and district policy.
- Students accumulating at least four (4) absences in one or more CLASSES each semester will receive a letter explaining the importance of being in school. The letter will also note a warning expressing future consequences including educational neglect and truancy crimes. Keep in mind; this is per class - not necessarily full days.
- Students accumulating six (6) absences in one or more CLASSES each semester will receive a letter explaining the importance of being in school. The letter will also note a warning expressing future consequences including educational neglect and truancy crimes. A phone call will be made to parents to help improve attendance. If necessary, a meeting will be made with the principal and juvenile authorities. If meetings are required and parents are unable to attend, another appointment will be made. Home visits are likely. If communication is unavailable, a hotline for educational neglect may be made. Keep in mind; this is per class - not necessarily full days.
- Students accumulating eight (8) absences in one or more CLASSES each semester (and each subsequent absence after 8) may be hotlined for educational neglect. Referrals may be sent to juvenile authorities accompanied by evidence of attendance records and communications regarding attendance. Another letter may be sent to the prosecutor. Keep in mind; this is per class - not necessarily full days.
- In addition, students will be monitored overall per minute possible for the school year. Students arriving late to school or checking-out early accumulate a loss of minutes that don't necessarily accumulate absences in the informational system, but still negatively impact the attendance of students. Students falling below 92% of their maximum minutes per quarter may qualify for the same warning process as class absences.
- Students who fall below 90% attendance of their maximum minutes for the school year may be required to attend summer school to qualify for a promotion. A committee will meet in the spring to determine summer school placement for students with poor attendance. Keep in mind, Summer School is not always a guarantee each summer. Students with attendance below 90% for the year may be considered for retention if summer school is not available.

Principal Discretion

The principal will use discretion concerning all matters of attendance. Just like in discipline, it is unlikely every scenario can be addressed and outlined in writing ahead of time.

Arriving Late/Early Check-Out

Students reporting to first hour after the bell rings will be marked tardy until 8:30 am. After that time they will be counted absent. All check-ins after 8:30 am will result as a late check-in time and partial absence for the class during which they arrive. In some situations, a student may be considered truant, as well as being tardy or absent.

Homebound Instruction

Students who have a diagnosed or documented illness are encouraged to complete a homebound instruction form. This form must be signed by a licensed physician and will then be considered as an attendance waiver. Final approval of the homebound form is at the discretion of the principal. During this time, students are still responsible for their make-up work.

Physical Education

The State Department of Education requires each student to take physical education courses each year in the middle school.

Unable to Perform

Students truly unable to perform physical activities may have exceptions made as long as parents provide the MS office and nurse statements from licensed physicians certifying the extent of the health problems and the probable length of recovery. The physician's note will determine the length and consideration for a temporary or permanent excuse of non-participation. The principal will be involved in determining that length as well with the collaborative efforts of the PE teacher. We understand there are some days when students may not be feeling well. Therefore, at the discretion of the PE teachers, occasional notes may be sufficient for one day excuses. Parents should provide a note explaining the nature of the sickness or pain. However, notes from home will not be allowed to determine prolonged excuses for missing physical activity in class.

Food and Drink

Any food or drink besides water, will be thrown away during PE class.

Hygiene

It is vital that MS students understand and model acceptable hygiene and social awareness. Students will be required to dress out for PE. However, the PE attire must abide by the MS dress code. What is good hygiene? Students need to change into an appropriate different t-shirt, appropriate different pair of shorts or athletic pants such as sweatpants, and wear tennis shoes. Students should wear deodorant and apply new deodorant after sweating.

Participation

Students should be on their best behavior and treat equipment as well as other people with respect. The teacher can deduct participation points for non-active participation. If students choose to not to dress-out for physical education, they will incur disciplinary action from the teacher including alternative assignments. PE teachers will refer students to the principal's office after the 3rd no-dress. The principal will use the Physical Education discipline code for students who are not participating in PE.

Locker Room

The locker-room is not a safe place to leave billfolds, purses, or wallets. Students who lose something of value assume all responsibility for the items. The school will not be held responsible for lost or stolen property. Horse play, rough housing, or messing around will be disciplined as the same as fighting because of the risk of injuries.

Swimming Units

If the school chooses to do a swimming unit, students must participate for credit. The local pool does not charge any fees, but students are required to provide their own swimwear. Certain students may have physical limitations preventing them from being able to participate in every swim session. Collaboration with the teacher is necessary to determine if that is the case. Upon reviewing the situation, teachers may exempt students and they will be given alternative assignments for participation. Remember, while at the pool, the locker room is not a safe place to leave billfolds, purses, or wallets. Students who lose something of value assume all responsibility for the items. The school will not be responsible for lost, stolen, or damaged property.

Promptness

One of the goals of the administration is for all MS students to display responsibility by being punctual. Therefore, students are expected to not only arrive to class on time, but also; be seated and ready to learn. One of the best ways to accomplish this goal is for students to use the time between classes wisely and avoid excessive socializing. Students who practice taking the most direct path to classes have the best opportunity to arrive on time. Because MS students are given ample time to report to class, consequences will be assigned to students who habitually fail to adhere to the tardy policy. Teachers may use professional discretion when assigning tardies to students. Students who report to school late must sign-in at the office. Attendance is calculated based upon a percentage of minutes present in school not by class period. Students will be disciplined in accordance with the tardy policy.

Students will also be issued a tardy if they do not bring their chromebook (charged) to class. Students who forget their chromebook at home or fail to charge their chromebook will need to submit a work order during 1st hour. Upon receipt of the work order, an additional chromebook will be issued to the student. In this instance, the student will receive only one tardy for the day. However, after the issuance of a second chromebook, if the student fails to bring the chromebook (charged) to individual hours, the student could receive additional tardies.

School Activities

Students participating in school sponsored or sanctioned activities (i.e. field trips, etc.) will not be counted absent from school.

Students will check with their teachers in advance to obtain make-up work PRIOR to the activity. Assignments are due no later than two days after returning from the activity.

EXTRA AND CO-CURRICULAR STUDENT ACTIVITIES

Eligibility

In order for students to be eligible to participate in extracurricular activities, they must be in compliance with all MSHSAA guidelines. Students found to have a failing grade at the 3-week grade check, will be placed on academic probation. If the student still has a failing grade at the next 3-week grade check, the student will be placed on academic probation for an additional 3 weeks. If the student still has a failing grade at the next 3-week grade check, the student will be ineligible to participate. If students do not make standard progress in Special Education, they will be ineligible as well.

Attendance/Absences

If it is necessary to be absent from practice, the student is expected to obtain permission from the head coach prior to the absence from the scheduled practice. Students must be in attendance a minimum of 4 of the 7 hours in the day to participate in any activity scheduled for that day, or the day prior, if the activity is on a non-school day. Exceptions are granted with administrative approval only. If a student comes to school and is sent home from the nurse, he/she may not participate in any extracurricular activity that day. Students participating in extracurricular activities must have excessive absences (absences over 8 hours in any one class) made up before being allowed to participate in the next activity, event or competition. Students will be provided regularly scheduled Saturday school(s) prior to participation restriction.

Absent/Involvement in School Activities

Students who are absent from school due to their approved involvement in scheduled school activities (Examples: Music contests, track meets, basketball games, etc.) that are scheduled during the school day will not be counted absent from class(es), nor will it be recorded as an absence in the teachers' grade books. However, students are responsible for all assignments or tests that occurred in class while they were gone.

Athletic Participation Form

All students involved in athletics will complete a Missouri State High School Athletic Association Participation Certification form prior to the first practice session.

This form requires the following information:

Section 1: Athletes Application and Personal Information

Section 2: Parent Permission and Authorization for treatment to include verification that each student has basic Athletic Accident Insurance for the current school year.

Section 3: Emergency Information

Section 4: Physicians Examination Record

Section 5: Additional Pertinent Information

The athletic director will keep all documentation on file for two consecutive academic years.

Before/After Away Sporting Events

It is the intent of the Houston R-1 School District to provide adequate transportation for students to and from extracurricular activities. Students are required to use the transportation provided by the school to the activities. Exceptions will only be made with prior permission from the principal. At the conclusion of the activities, students will either ride the bus back to the school or be released to the parents. Students being released to their parents must sign the form provided by the sponsor. Parents must meet with the sponsor in advance if they wish for their children to have alternate transportation. The sponsor will direct the request to the principal for final approval. The principal will ask for an email or a signed letter in advance for documentation. In all cases, requests for alternate transportation for students, either to or from activities, will be granted only when a special situation exists which would create an unnecessary hardship on the parents.

Exclusion

Unless participation in an extracurricular activity or group is required for a course in which students are enrolled, participation is a privilege, not a right. Students may be excluded from extracurricular activities, clubs, or groups as a disciplinary action, as a consequence for poor performance in school or otherwise as determined by administrators. Students and parents are not entitled to a

hearing solely on the basis of exclusion from an extracurricular activity, club, or group that is not required for courses in which students are enrolled.

Extra and Co-Curricular Drug Testing (Board Policy JFCD)

Each student that wishes to participate in an extra or co-curricular activity, programs with elevated safety risks, and/or courses involving workforce integration will be drug tested. After the blanket testing, a selection of students will be randomly drawn to be drug tested. Each student and parent will receive an electronic copy of the Extra and Co-Curricular Drug Testing Policy. Electronic signatures will be required during the online enrollment process.

Extra-Curricular Activity Handout

All students participating in extra-curricular activities will receive from each coach/sponsor a handout containing the policies, rules, regulations, and expectations in reference to that particular activity. Each student and parent will receive an electronic copy of the Extra-Curricular Handout. Electronic signatures will be required during the online enrollment process.

Insurance

The school system DOES NOT pay for accident insurance to cover the students. However, the school offers parents the opportunity and encourages them to participate in a group student insurance plan. A student accident policy is sent home the first day of school. Participation is voluntary. All students participating in interscholastic athletics will be required to obtain some type of accident insurance.

The Missouri State High School Athletic Association's (MSHSAA) By-Laws state that a student will not be permitted to practice or compete for a school until it has the verification that he/she has basic athletic insurance coverage.

Sportsmanship

We encourage parents to attend and support their children at contests and games. As student athletes, it is a very important goal in life to strive for good sportsmanship. It is crucial to the development of good sportsmanship and a quality character that students be gracious winners as well as losers. At HMS, we believe it is possible for students and parents to be fierce competitors and yet, lose with dignity and honor. It is the expectation of HMS, that students demonstrate exemplary levels of sportsmanship in interscholastic competitions. The pride we have in our personal conduct is a direct reflection of what we have been taught at home and at school. It takes years to establish a good and positive reputation for the school. However, it only takes a few minutes to create a negative one. Students not displaying positive sportsmanship may lose privileges based upon the discretion of the sponsor and the principal.

Secret Organizations

The Board of Education prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the Houston R-I School District by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

EXTRA and CO-CURRICULAR OPPORTUNITIES

Sports and Athletics

Fall	Winter	Spring
Cheer Cross Country Football Volleyball	Basketball Cheer	Baseball Softball Track & Field

Fine Arts

The Music Department offers an instrumental program consisting of a beginning band class for the 6th grade students who are interested. Students wishing to continue their learning in band may do so in the 7th and 8th grade. Choir is offered to all students in 6th through 8th grade. Participation may include, but is not limited to two (2) vocal competitions and concerts.

Student Council

The student council is not a form of self-government for students. However, it is an opportunity for students to participate in service for their fellow students. Through the council, it is hoped that students will be aided in understanding and living in our democracy.

Participation in Student Council is a privilege. Students will be dismissed from serving if they do not comply with the established guidelines for duty.

24 and Math Team

The 24 Team is offered to all students in 6th through 8th grade. Participation may include, but is not limited to two (2) Saturday competitions

Junior Beta Club

Junior Beta Club is offered to students in 7th and 8th grade to eligible, qualifying students. The mission of the Beta Club is to promote the ideals of academic achievement, character, service and leadership among elementary and secondary students. The eligibility requirements include: (1) must be on the High Distinction honor roll for two previous quarters (2) must not have excessive absences, any disciplinary office referrals, or suspension from school. Junior Beta members are expected to: (1) Attend scheduled meetings. (2) Act responsibly at all meetings and activities/events and as a leader at HMS. (3) Stay on the High Distinction honor roll. (4) Be a good citizen. Junior Beta is a team. Being a team player and a positive role model to others is very important. (5) Attend all committee meetings and perform assigned responsibilities at activities/events. (6) Complete an individual service project. Junior Beta is a service and leadership club, so generosity towards others is a core value in our club. A minimum of three hours is required. (7) Complete a group service project. A minimum of three hours is required.

Drama Club

Drama Club is offered to all students in 6th through 12th grades. Participation may include, but is not limited to rehearsals and performances for two productions each school year.

STUDENT EXPECTATIONS AND DISCIPLINE

Rationale

One of the most important goals of the educational process is the development of good discipline. Discipline is the development of self-control, sound character, due diligence, and proper consideration for other people. Students need firm yet careful discipline to learn good values and to portray wisdom. If we fail to deliver proper consequences, students may feel permitted to behave inappropriately. We want to help students develop integrity and good character by taking the time and energy to follow through with discipline when necessary. One of the most caring outcomes and teachable moments we can provide for students is to hold them accountable through appropriate discipline.

Board Approved

When students are under the care of school officials, it is necessary for the learning to take place in an environment that is consistent, controlled and safe. The rules, outlined in this policy and approved by the Houston R-1 Board of Education, have been deemed appropriate and necessary for the maintenance of a wholesome MS climate.

Minor Discipline

Classroom teachers, staff members, or other personnel will make every effort to deal with the problems as they arise. A lot of minor discipline problems are quickly resolved by meeting with students for a moment, explaining the nature of what happened and why it was wrong, and redirecting them to better decisions next time. Unfortunately, some students react to corrective discipline inappropriately causing a minor discipline problem to escalate to a serious one in a hurry. We ask students to respectfully accept responsibility for their actions, thank teachers for their guidance and input, and get back to work.

Sometimes, parents are called in as cavalry to help get the point across to students. However, with minor discipline, we shouldn't ever have to get to that point. At HMS, every effort will be made to work out minor discipline problems with just the students.

Teachers are asked to instruct content and manage behaviors at the same time. Students who continually display behaviors such as nuisances, sneaky behaviors, belligerent attitudes, lack of respect, and poor listening skills, make the opportunities for learning very difficult for others. Teachers are asked to correct those behaviors early and often. Students who do not take heed and correct their misbehavior find themselves facing consequences that seem worse than the infractions committed. Often times, the little things are the most difficult for teachers to correct because it is so time-consuming and distracting to the overall learning process.

Progressive Code

The HMS discipline code is progressive. Each additional office referral constitutes more stringent disciplinary action until students are excluded from school altogether. Our goal is not to exclude a student from school, but rather, provide a system which delivers, natural and appropriate consequences for inappropriate behavior. Our philosophy determines that it is never, under any circumstances, acceptable for students to be a distraction or cause a distraction to the instructional process.

We discipline to teach! Students receiving consequences for their actions are meant to prevent the next infraction. Students getting in trouble more than once or twice are not adequately taking the discipline seriously. Teachers should not have to stop class to address distracting behaviors. Staff members should not have to remind students about proper passing from class-to-class, boisterousness, name-calling, or any other expected cultural norms for behavior. Nonetheless, we do it. We teach behavior in the school just like we teach reading, writing, and arithmetic. Students cannot learn if they will not learn.

The MS principal understands that no discipline code can specifically address all disciplinary circumstances. The administrative staff will exercise professional judgment while administering disciplinary options set forth under the student disciplinary code. The principal always reserves the right to immediately remove students from class or the school grounds, if their presence constitutes a danger to staff members, themselves, visitors, or students. This includes threats which distract the orderly conduct of school and if they are in violation of state statutes and city ordinances. The administrative staff is vested with the authority to advance beyond the normal discipline chart if students' conduct is in warranted violation of the school policy, regulation, and rules.

Bullying Policy

Bullying Definition Statement:

Bullying is intimidation, unwanted aggressive behavior, or harassment that is repetitive. Or is substantially likely to be repeated, and (1) causes a reasonable student to fear for his or her physical safety or property; (2) substantially interferes with the educational performance, opportunities, or benefits of any student without exception ; or (3) substantially disrupts the orderly operation of the school. This may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus.

“Cyberbullying” means bullying as defined through the transmission of communication including, but not limited to: a message, text, sound, or image by means of an electronic device including, but not limited to: a telephone, wireless telephone, or other wireless communication device, computer, or pager.

(Notwithstanding any other provision of law to the contrary.” schools may prohibit cyberbullying that originates on school property or at a school activity if the student used the school’s technology or the student’s personal technology, if there is sufficient nexus to the educational environment. The school may discipline any student for such cyberbullying to the greatest extent of the law.)

PROCEDURES FOR REPORTING INCIDENTS OF BULLYING

1. A teacher or staff member who has firsthand knowledge of bullying or witnesses bullying, must make a report to the designated building administrator in writing within 2 school days of the initial report.
2. The designated administrator must initiate the investigation within 2 school days of the report first being received.
3. The investigation must be completed within 10 school days of the initial report. If the 10 day deadline is not met, good cause must be documented for a delay in the investigation (inclement weather, school, out of session on break, etc.).
4. All information pertaining to the investigation must be documented in SIS. This will become the “written report” for documentation and recordkeeping purposes.
5. Follow up services will include, but are not limited to training, referrals for services, and outside agency involvement.

Types of Consequences

- **After School Detention** - After-school detention is a structured study time, which begins at 3:15 p.m. and runs until 4:15 p.m. every day. All students are subject to this consequence if necessary. Teachers have the authority to assign ASD for repeated tardiness, repeated horse-play, repeated cell phone violations, and ongoing minor classroom disruptions. Detentions will be communicated by teachers and parents to ensure proper transportation can be arranged. Parents are responsible for making necessary arrangements for transportation for the agreed upon time. Students who fail to attend assigned after school detention sessions will be required to make-up the session on another date or during Saturday School unless another arrangement is made in advance. If necessary, ISS may be given if arrangements cannot be made.
- **Counselor Referral** - Students may be required to meet with the counselor on a periodic basis. The counselor will advise students on ways to improve their behavior.
- **Disciplinary Assignment** - Teachers have full authority to use their discretion to assign discipline assignments which focus on improving the behavior of students. The DA will not include extra homework and will not count as a grade. This consequence is not to be used as mass discipline. It is on an individual basis only. The DA will be returned to the teacher for accountability within the expected time limit.
- **Informal Talk** - School officials (teacher, administrator, or counselor) will talk to students and try to reach an agreement regarding how behavior should be corrected.
- **Expulsion** - Students, who consistently refuse to conform to school policies and regulations as outlined in the student discipline code, may be recommended to the superintendent for expulsion from school.
- **Agency Referrals** - Any violation, which also violates state statutes or city ordinances, may be referred to the appropriate law enforcement agency. The principal may refer students to other agencies to include, but not limited to: Texas County Juvenile Office, Division of Family Services, or other outside counseling agencies.
- **In-School Suspension** - In-School Suspension is a behavior modification program which involves students being suspended from their regular school-day schedule. ISS has locations in both the high school and the elementary. ISS operates with the same bell schedule. Students must report to the ISS room with their necessary supplies and materials needed for the entire

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day. Students will not be permitted to leave the ISS classroom during the school-day unless authorized by the ISS instructor, another teacher, or the principal. ISS students will eat lunch separately from their peers. Students in ISS do not take regular breaks between each class period. Students who violate the rules and regulations of the ISS program will receive additional disciplinary penalties. All further discipline will be ruled by the discretion of the principal.

- **Loss of Privileges** - The principal reserves the right to withhold privileges from students such as but not limited to athletic participation, extracurricular activities, dances, field trips, in-school rewards and activities, and student organizations.
- **Lunch Detention** - At HMS, we expect students to be on their best behavior as well as work hard to complete their assignments. Students who choose to act out poor behaviors or neglect to work in the classroom do not deserve to participate in privileged activities. We provide appropriate consequences and discipline. Students may receive a detention to be served during their lunch period. Students serving lunch detention will be required to sit in isolation without talking to others. Depending on the reason for lunch detention, students may be required to work on missing assignments. Lunch detention may be served in another room or in the cafeteria depending upon the discretion of the principal. In the event the principal determines this to be used, students will still be allowed to eat their lunch.
- **Out of School Suspension** – Out of School Suspension is the removal of students from the regular school environment, which prohibits them from attending school. Suspended students are not allowed to be on or around the school campus at any time day or night unless permission is obtained from the principal in advance. Students who are serving their OSS are not allowed to attend or participate in any extracurricular activities sponsored by Houston R-1 Schools. In some cases, the principal may require students to attend Saturday School in addition to or in lieu of OSS. Students receiving OSS will be given the opportunity to stay current with their assignments.
- **Parental Involvement** - Parents are notified of disciplinary action by a certified letter, personal contact, Email, or telephone. A conference may be appropriate for some incidents. Oftentimes, consequences at school are only as good as they are at home. As a team, the principal and parents can help students learn from their misconduct.
- **Report of Misconduct** - Teachers are required to document the negative behavior of students in a step-by-step process. Certain infractions skip the progressive reporting process and go straight to the principal. However, most of the classroom discipline has historically been minor. Therefore, teachers who are concerned about distracting behaviors of students will document their concerns. The documented concerns can be reported to parents in a variety of ways such as face-to-face conferences, Email, letters, or phone calls. Once parents receive the report of misconduct from teachers, an intervention should take place at home. Also, teachers and parents can work together to help prevent discipline incidents from progressing to office referrals.
- **Saturday School** - A student will be assigned Saturday School by school authorities as disciplinary action for inappropriate student behavior or for attendance recovery. All school rules and policies will apply to Saturday School. Computers will not be used during Saturday School unless approved by the building principal. Students will be supervised at all times during the session (9:00 a.m.-12:00 p.m.) in the middle/high school library or designated classroom. Parents are responsible for prompt pick up of their child at 12:00 p.m. Law enforcement may be contacted in the event that the student is not picked up and parents/guardians or emergency contacts can not be reached.
- **Time Out** - Students may simply need a time-out. Time-outs can be an effective re-directive for struggling students as long as it is done appropriately. Time-outs take place when students are removed by teachers and placed in a different classroom with different school personnel for a short time. Students may also request time-outs if they know they are necessary to prevent escalation. Teachers will use their discretion regarding this request.

Code of Conduct

Progressive in Nature - The following illustrations show the types of disciplinary actions that will be taken for each problem area. In each instance a minimum and maximum action is listed as well as an action for the first occurrence and one for repeated occurrences. If students have demonstrated excellent behavior and then become involved in a problem area, their prior record of behavior will be taken into consideration before any action is taken. Students, who are continually involved in problem areas, will continue to receive disciplinary action. This might be at the maximum action. Factors such as students' attitude while being disciplined, time between offenses, and severity of the problems, will be taken into account before any action is taken. If incidents occur that have not yet been addressed in the listed code, the principal will use professional discretion for determining consequences, if any. All consequences may be adjusted by the principal on a case-by-case basis.

Discipline Away From School

Students are subject to disciplinary action up-to and including expulsion for serious misconduct away from school. Students are subject to disciplinary action up-to and including expulsion for serious misconduct during school activities such as but not limited to interscholastic contests and athletic activities. Students will be disciplined pursuant to the discipline policy of the MS as if the misconduct had occurred during normal school hours.

Drugs and Alcohol

District Policy

The Houston R-I School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

Law

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c). Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Discipline

Students found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with Disabilities

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

Sexual Harassment

The Houston School District is committed to providing an environment free from intimidating, hostile or offensive behavior; unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by an employee, student or other person in the district against any person is prohibited. In general, isolated incidents of an offensive nature are differentiated from sexual harassment by one or more request from the offended person to halt the offensive action(s) and the offender continuing to engage in the undesired activity. Repeated action or severe words or actions of this nature, even the first time, are "sexual harassment". Some physical acts may also be considered assault, indecent exposure or sexual acts. Some examples of sexual harassment include but not limited to, the following examples:

Physical:

- a. Forcibly grabbing or kissing someone
- b. Cornering, restraining or purposely bumping someone
- c. Inappropriately pinching someone
- d. Inappropriately touching someone
- e. Making sexual gestures to someone
- f. "Flashing" or "mooning" someone

Verbal:

- a. Commenting about someone's body
- b. Spreading rumors or writings regarding someone's sexual acts, sexual preferences, or sexual activity
- c. Making kissing sounds or whistling

d. Talking about someone or about "sex" in a manner that makes them feel uncomfortable

Allegation of sexual harassment will be investigated and, if substantiated, corrective or disciplinary action taken, up to and including suspension and/or expulsion of the student or suspension and/or termination of the employee.

Students with Disabilities

If students' determined to be in violation of the regulation is a student with a disability; under the Individuals with Disabilities Act, the district will assign the student to an alternative education placement for a period of up to forty-five (45) days and take other steps to address the misconduct of the student, as permitted by law. Excessive discipline problems could result in a long-term suspension or expulsion from school.

STUDENT DISCIPLINE CODE

Bus Rules and Regulations

Privilege

Bus transportation is a privilege offered by the Houston R-1 School District. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Discipline

Students, parents, bus drivers and school officials must work together to provide for the safe transportation of students. Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible. Students are subject to district authority and discipline while waiting for, entering, and riding district transportation. All statements written in the student discipline code shall be applicable to the bus discipline code. Any offense, which is not listed in the code, shall be referred to the principal for professional discretion. Students who commit infractions on an activity bus or regular scheduled school bus may result in the loss of privilege to ride the bus. In addition, the principal may utilize the discipline code. Bus suspensions include activities as well as regular scheduled school days. See bus matrix in discipline.

Guidelines

In order to maintain high standards of safety on school buses, students are expected to abide by the following rules as well as any additional rules the driver may require:

1. The driver is in charge of the pupils as well as the bus.
2. Students must obey the driver promptly and cheerfully.
3. Students must be on time to their bus stop – the bus cannot wait for late students.
4. The driver is encouraged by the principal to assign seats to students.
5. Students who are misbehaving may have special assigned seating to allow for driver supervision.
6. Students should never stand in the roadways while waiting for the bus.
7. Students should avoid unnecessary conversation with the bus driver.
8. Students are expected to speak at reasonable volumes and maintain normal classroom conduct.
9. The use of alcohol, drugs, or tobacco products is prohibited on the bus.
10. Students must not throw paper or other rubbish on the floors of the bus.
11. Students must not, at any time, extend arms or heads out of bus windows.
12. Students are expected to sit in the appropriate seat upon entering the bus.
13. Under no circumstances shall a student move seats or stand on the bus while the bus is in motion.
14. Any damage to the bus is to be reported immediately to the driver.
15. When leaving the bus, students must observe the directions and commands of the driver.
16. Students will not be permitted to board or depart the bus at any location other than the usual, assigned, and designated place without parental permission and driver approval.
17. Students must not, at any time, be in the driver's seat nor tamper with the bus in any way.

All bus rules and regulations are designed to provide for student's safety and well-being and school bus transportation safety. It is each student's responsibility to adhere to the policies, rules and regulations of the Houston R-1 School District. It is the bus driver's responsibility to enforce the above rules.

School Bus Offenses

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

**Houston Public Schools Transportation
Discipline Policy**

Student Misconduct	1st Offense	2nd Offense	3rd Offense
Possession of any illegal substance, controlled substance, drug (other than epi-pin, and other emergency drugs, when approved in advance by the principal), drug, or alcohol (in any amount) and/or paraphernalia	Loss of bus privileges and school discipline		
Not Following Bus Rules as Posted Including: Being in the aisle of the bus, moving seats, not in assigned seat, not sitting completely in seat, reaching out windows, eating or drinking, talking loudly, yelling, distracting noises, playing music, throwing items, throwing items out of the bus window	Warning from principal	5 days loss of bus privilege	10 days loss of bus privilege
Conduct resulting in safety issues/threats to students	5 days loss of bus privilege	10 days loss of bus privilege	Loss of bus privileges
Harassment and bullying	Warning and school discipline	10 days loss of bus privilege and school discipline	Loss of bus privileges and school discipline
Vulgar/cursing, inappropriate language on bus or bus stop	Warning	5 days loss of bus privilege	10 days loss of bus privilege
Sexual contact/Indecent exposure	Loss of bus privileges and school discipline		
Weapons as defined in handbook	Loss of bus privileges and school discipline		
Vulgar/cursing language at driver, threat to driver	10 days loss of bus privileges and school discipline	Loss of bus privileges and school discipline	
Tobacco possession	5 days loss of bus privilege	10 days loss of bus privilege and school discipline	Loss of bus privileges and school discipline
Fighting, tobacco use, and violent physical contact	10 days loss of bus privilege and school discipline	Loss of bus privileges and school discipline	
Vandalism	Loss of bus privileges until restitution made for repairs/replacement and school discipline	And 5 days loss of bus privilege and school discipline	And 10 days loss of bus privilege and school discipline
Horseplay, disruption conduct	1 day loss of bus privileges	3 days loss of bus privileges	5 days loss of bus privileges

Parent/students requesting reinstatement of bus privileges will meet the Superintendent and Administration.

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Riding a Different Bus

Parents who want their children to ride a bus or ride a different bus other than the one regularly scheduled, must provide either a signed note or make a phone call to the MS office no later than 30 minutes prior to the dismissal of school. A bus note will be delivered to the student.

Corporal Punishment (Policy JGA-2)

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Houston R-I School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools. A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

Stewardship

Students are responsible for leaving the school buildings and equipment in good condition. The school and its contents are the property of all taxpayers in the school district. Trash cans are provided throughout the school buildings and on school grounds. Students are expected to dispose of trash properly and help keep the school buildings, grounds, and buses neat and attractive. Restrooms, locker rooms, and the cafeteria are areas of high concern. It is the responsibility and duty of students to keep those areas tidy and in working order. Students who fail to do so will be disciplined per the code of conduct.

Student Discipline Code

The disciplinary consequences listed for each offense may be increased or decreased by the Administration or the Board of Education under mitigating or aggravating circumstances.

- LD: Lunch Detention
- ASD: After School Detention
- SS: Saturday School
- ISS: In School Suspension
- OSS: Out of School Suspension

AGITATING INCIDENTS – Student actions that provoke negative behavior by other students.

Offense	Middle School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

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

Offense	Middle School
1st	No credit for work, grade reduction, replacement of assignment, ASD/LD, SS
2nd	No credit for work, grade reduction, replacement of assignment, ASD/LD, SS, ISS (1-2)

3rd	No credit for work, grade reduction, replacement of assignment, ASD/LD, SS, ISS (3-4), OSS (1-3)
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ARSON – Starting or attempting to start a fire or causing or attempting to cause an explosion.

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	OSS (1-180), restitution of property
2nd	Expulsion, restitution of property

ASSAULT – (1) Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	SS (1-2), ISS (1-3), OSS (1-5)
2nd	ISS (5-10), OSS (5-10), expulsion
3rd	OSS (5-180), expulsion

ASSAULT - (2) Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	OSS (1-180), expulsion
2nd	OSS (1-180), expulsion
3rd	OSS (1-180), expulsion

BULLYING – Repeated and systematic intimidation, harassment and attacks on a student or multiple students; perpetuated by individuals or groups. Bullying includes, but is not limited to: physical violence, cyberbullying, verbal taunts, name-calling and put-downs, threats, extortion, theft, damaging property, and exclusion from a peer group. (See Policy JFCF)

CYBERBULLYING: Bullying as defined in subsection through the transmission of communication including, but not limited to: a message, text, sound, or image by means of an electronic device including, but not limited to: a telephone, wireless telephone, or other wireless communication device, computer, or pager.

*****POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
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1st	SS, ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

BUS MISCONDUCT – Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student’s assigned school. In addition, transportation privileges may be suspended or revoked.

Offense	Middle School
	See Transportation Discipline Policy/Matrix

CHRONIC FAILURE TO WORK ON ASSIGNMENTS – When a student chronically fails to work on their assignments in the classroom setting or refuses to put forth effort in class under the direct supervision of the teacher. This includes activity classes such as art, band, choir/music, library and physical activity.

Offense	Middle School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

DISHONESTY – Any act of lying, whether verbal or written, including forgery.

Offense	Middle School
1st	Nullification of forged document, Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	Nullification of forged document, SS (1-2), ISS (1-5), OSS (1-5)
3rd	Nullification of forged document, ISS (1-10), OSS (1-10)

DISRESPECTFUL CONDUCT OR SPEECH – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

Offense	Middle School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)

2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

DISRUPTION/MISCONDUCT– Any activity that disrupts the normal functionality of the educational process.

Offense	Middle School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

DISRUPTIVE/HARMFUL DEVICES – Possession or use of devices including, but not limited to – *water balloons, knives, laser pointers, rocks, peashooters, firecrackers, silly string, shaving cream, etc.* (See Policy JFCJ)

Offense	Middle School
1st	Confiscation, warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	Confiscation, SS (1-2), ISS (1-5), OSS (1-5)
3rd	Confiscation, ISS (1-10), OSS (1-10)

DRESS CODE VIOLATION – Any student that fails to follow the conditions outlined on page 10 of this handbook.

Offense	Middle School
1st	Correction of violation, warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	Correction of violation, SS (1-2), ISS (1-5), OSS (1-5)
3rd	Correction of violation, ISS (1-10), OSS (1-10)

DRUGS/ALCOHOL –

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

REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Middle School
1st	OSS (1-10)
2nd	OSS (1-180)
3rd	OSS (1-180), expulsion

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

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	OSS (1-10)
2nd	OSS (1-180)
3rd	OSS (1-180), expulsion

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

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	OSS (1-10)
2nd	OSS (1-180)
3rd	OSS (1-180), expulsion

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

*****POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	SS, ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

FAILURE TO MEET CONDITIONS OF SUSPENSION – Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district’s discipline policy.

*****POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	Verbal warning, extended suspension
2nd	Extended suspension

3rd	Extended suspension
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FALSE REPORTS/TAMPERING – Tampering with emergency equipment setting off false alarms, making false reports; communicating a threat or false report that disturbs the educational environment and/or causes the evacuation or closure of school property.

POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Middle School
1st	Restitution, warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	Restitution, SS (1-2), ISS (1-5), OSS (1-5)
3rd	Restitution, ISS (1-10), OSS (1-10)

FIGHTING – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Middle School
1st	SS, ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

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

POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Middle School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

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

POSSIBLE REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Middle School
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1st	SS, ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

HITTING, STRIKING, SLAPPING OR KICKING STAFF MEMBERS

REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Middle School
1st	OSS (10-180)
2nd	OSS (11-180), expulsion
3rd	OSS (11-180), expulsion

INCENDIARY DEVICES – Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.

Offense	Middle School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

INSUBORDINATION – Choosing to purposefully disobey a teacher or authority figure’s reasonable request.

Offense	Middle School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

MALICIOUS MISCHIEF – Unintentional damage to school or student property.

Offense	Middle School
1st	Restitution, warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	Restitution, SS (1-2), ISS (1-5), OSS (1-5)
3rd	Restitution, ISS (1-10), OSS (1-10)

OFFENSIVE/OBSCENE LANGUAGE AND GESTURES DIRECTED AT STAFF MEMBERS

Offense	Middle School
1st	SS, ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

PROFANITY, DEGRADING, OFFENSIVE LANGUAGE AND LEWD/OBSCENE GESTURES OR LITERATURE DIRECTED AT FELLOW STUDENTS.

Offense	Middle School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

PUBLIC DISPLAY OF AFFECTION – Physical contact that is inappropriate for the school setting, including, but not limited to, kissing and groping.

Offense	Middle School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

SEXUAL ACTIVITY – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation. *****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	SS, ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

SEXUAL HARASSMENT – (1) Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. *****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School

1st	SS, ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

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

REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Middle School
1st	Confiscation, warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	Confiscation, SS (1-2), ISS (1-5), OSS (1-5)
3rd	Confiscation, ISS (1-10), OSS (1-10)

TARDIES –Tardies accumulate PER QUARTER.

Offense	Middle School
1st	4TH Tardy – Administrative Warning & Letter Home
2nd	5TH Tardy - LD (2)
3rd	6TH Tardy - ASD (2)
4th	7TH Tardy - SS
5th	8TH Tardy – and each one thereafter, ISS (2)

TECHNOLOGY MISCONDUCT

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

Offense	Middle School
1st	Restitution, loss of user privileges (5 days), warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	Restitution, loss of user privileges (10 days) SS (1-2), ISS (1-5), OSS (1-5)

3rd	Restitution, loss of user privileges (to be determined by building administrator), ISS (1-10), OSS (1-10)
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(2) Electronic devices (cell phones, smartwatches, bluetooth headphones, etc.) are not allowed to be used, heard, or visible during- the hours of 7:40 a.m. and 3:10 p.m.

Offense	High School
1st	Confiscation, student may pick up at the end of the day (after 8th hour bell) and (1) day of ASD.
2nd	Confiscation, parent/guardian must pick up the device in the office during regular business hours and (1) day of Saturday School
3rd	Confiscation, parent/guardian must pick up the device in the office during regular business hours and (1) day of ISS

(3) Violation other than those listed in (1), (2) or of Board policy (Notice of Policy: Use of electronic communication devices and audio and visual recording equipment) Policy EHB, Procedure EHB-AP, and Policy KKB.

Offense	High School
1st	Confiscation, restitution, loss of user privileges (5 days), warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	Confiscation, restitution, loss of user privileges (10 days), SS (1-2), ISS (1-5), OSS (1-5)
3rd	Confiscation, restitution, loss of user privileges (to be determined by building administrator), ISS (1-10), OSS (1-10)

(4) Use of audio or visual recording equipment in violation of Board policy KKB. Non-Confidential Areas

Offense	High School
1st	Confiscation, restitution, loss of user privileges (5 days), warning, ASD/LD (1-2), SS, ISS (1-10), OSS (1-5)
2nd	Confiscation, restitution, loss of user privileges (10 days), SS (1-2), ISS (1-10), OSS (5-10)

(5) Use of audio or visual recording equipment in violation of Board policy KKB. **Confidential Areas**

Offense	High School
1st	OSS (3-180) and documentation in the student's discipline record.
2nd	OSS (10-180), Expulsion, notification to law enforcement officials and documentation in the student's discipline record.

THEFT – Theft, attempted theft or knowing possession of stolen property.

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	Restitution, return of property, warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	Restitution, return of property, warning, SS (1-2), ISS (1-5), OSS (1-5)
3rd	Restitution, return of property, warning, ISS (1-10), OSS (1-10)

THREATS OR VERBAL ASSAULT – Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	Warning, ASD/LD (1-2), SS, ISS (1-5), OSS (1-5)
2nd	ISS (1-10), OSS (1-10)
3rd	ISS (1-10), OSS (1-180), expulsion

TOBACCO – (1) Use and/or possession of any tobacco product(s) (including electronic cigarettes, vapes, etc.) on district property, district transportation, or at any district related activities is prohibited. Products will be confiscated and destroyed. It is against the law in Missouri for minors to buy, use or possess tobacco products.

Offense	Middle School
1st	Confiscation, 3 days ISS, complete tobacco/vape education course at administrator discretion
2nd	Confiscation, 5 days ISS, complete tobacco/vape education course at administrator discretion
3rd	Confiscation, 5 days OSS -Further instances could mean referral to the superintendent for long

	term suspension.
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(2) Sale, purchase, distribution, and/or receiving (or the attempt of such) of any tobacco product(s) on school grounds, school transportation or at any school activity. Products will be confiscated and destroyed. It is against the law in Missouri for minors to buy, use or possess tobacco products.

Offense	Middle School
1st	Confiscation, ISS (3-5)
2nd	Confiscation, OSS (3-5)
3rd	Confiscation, OSS (5-10) -Further instances could mean referral to the superintendent for long term suspension.

TRUANCY – Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non -justifiable absences, even with the consent of parents/guardians.

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

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

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	SS, ISS (1-3), OSS (1-180)
2nd	ISS (3-5), OSS (1-180)
3rd	OSS (1-180), expulsion

UNDESIGNATED AREA AND/OR FRATERNIZATION - Unauthorized association with other students and/or areas.

Offense	Middle School
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1st	Warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-2)
2nd	SS (1-2), ISS (1-5), OSS (1-5)
3rd	ISS (1-10), OSS (1-10)

UNSPORTSMANLIKE/DISRUPTIVE BEHAVIOR AT ATHLETIC CONTEST OR SCHOOL RELATED ACTIVITY -
 Unsportsmanlike/ Disruptive Behavior is divided into three categories. The following discipline guidelines are in addition to other appropriate disciplinary actions for assault, disorderly conduct, etc.

(1) INAPPROPRIATE LANGUAGE AND/OR DISORDERLY CONDUCT:

Offense	Middle School
1st	Suspension (7 calendar days) from participating or attending athletic events or school district sponsored activities to suspension for the remainder of the school year from participating or attending any school district activities
2nd	Suspension for the remainder of the school year from participating or attending any school district activities.

(2) FIGHTING/ASSAULTIVE BEHAVIOR/THROWING OBJECTS:

Offense	Middle School
1st	Suspension (14 calendar days) from participating or attending athletic events or school district sponsored activities to suspension for the remainder of the school year from participating or attending any school district activities
2nd	Suspension for the remainder of the school year from participating or attending any school district activities.

(3) DRUGS, ALCOHOL, POSSESSION OR USE:

Offense	Middle School
1st	Suspension (28 calendar days) from participating or attending athletic events or school district sponsored activities to suspension for the remainder of the school year from participating or attending any school district activities
2nd	Suspension for the remainder of the school year from participating or attending any school district activities.

VANDALISM – Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

REFERRAL TO JUVENILE/POLICE DEPARTMENT

Offense	Middle School

1st	Restitution, warning, ASD/LD (1-2), SS, ISS (1-2), OSS (1-180)
2nd	SS (1-2), ISS (1-5), OSS (1-180)
3rd	ISS (1-10), OSS (1-180)

WEAPONS – (Possession/Use) See Board of Education Policy JFCJ. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know-basis.

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	OSS (1-180), expulsion
2nd	OSS (1-180), expulsion
3rd	OSS (1-180), expulsion

WEAPONS – (Possession of Dangerous Device) See Board of Education Policy JFCJ. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know-basis.

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	ISS (1-5), OSS (1-180), expulsion
2nd	OSS (1-180), expulsion
3rd	OSS (1-180), expulsion

WEAPONS – (Attempted Use or Use of Dangerous Device) See Board of Education Policy JFCJ. This offense may qualify as a Safe Schools Violation and require Administration to notify staff members on a need-to-know-basis.

*****REFERRAL TO JUVENILE/POLICE DEPARTMENT*****

Offense	Middle School
1st	OSS (1-180), expulsion
2nd	OSS (1-180), expulsion
3rd	OSS (1-180), expulsion

Weapons

In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide a secured storage of student firearms if necessary.

A weapon is defined to mean one or more of the following: A firearm as defined in 18 U.S.C. § 921, A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo, A dangerous weapon as defined in 18 U.S.C. § 930(g)(2), All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense, Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

EXTRA & CO – CURRICULAR DISCIPLINE

All students participating in extracurricular activities or groups are subject to district supervision and discipline. Students must comply with all policies, eligibility requirements, rules and procedures established by the district and the Missouri State High School Activities Association (MSHSAA), when applicable.

The Houston R-I School Extra/Co-Curricular discipline code is a guideline for Extra/Co- curricular discipline. Participation in those programs at Houston is a privilege, and students must maintain a high standard of good discipline.

Athletes who engage in criminal activity or violations of civil law may be denied participation in an athletic program. (By-Law MSHSAA 212) Recognizing the varying degrees of the severity of the violations the administration and athletic staff may advance an athlete beyond the offense category after conferring with the athletic director and/or building principal.

Athletes shall abide by additional rules and regulations presented normally to all team members of a particular sport by the coaching staff.

The athletic department will stress to all athletes the citizenship standards for eligibility. Refer to activities handout; citizenship (Eligible to Participate).

It is the policy of the activities department and coaching staff that any action taken by a coach, under the general rules and regulations, against an athlete can result in an indefinite suspension for the athlete from that team. An infraction must be observed by a teacher (supervising that event), coach, school administrator, a member of any law enforcement agency, or the parent of the athlete in violation or self-reported and/or confession by the athlete. In the event of any infraction of these policies or rules, the following procedures will take place:

1. The coach/advisor must inform the athlete either verbally or in writing about any infraction and the subsequent consequences. The coach/advisor will then conduct an informal hearing to allow the athlete to explain his/her actions.
2. The coach/advisor must contact the athlete's parents, athletic director, and principal-- either verbally or in writing--that the athlete is being denied participation. The coach must also explain the appeal process.
3. In keeping with due-process procedures, if requested by the parent, a hearing involving the athlete, his/her parents, the involved coach, the athletic director, and the high school principal may be held. At that hearing, the denial of participation may be given definite duration or it may be lifted.
4. If an athlete or parent is dissatisfied with disciplinary decisions concerning that individual they will be given the opportunity to discuss the circumstance through the following channels:

Motivate, Educate, Appreciate and Celebrate, Every One ~ Every Day

A parent should schedule a meeting that is appropriate and convenient for all parties involved, when necessary. Coaches are instructed not to conduct meetings before or after athletic contests.

Three Strike Policy:

The athletic department has adopted a three strikes and you are out policy. Eligibility to represent Houston Schools in any athletic program is a **PRIVILEGE**. All student athletes will meet the standards set by the Missouri State High School Activities Association, Houston Schools, and the organization or team. Because a student must be a credible citizen (MSHSAA By-Law 212.0) and judged so by the proper school authority certifying a list of students for competition, a student must conduct him or herself in such a manner that is in accord with the standards of good discipline.

A middle school student who receives an accumulation of three strikes during his middle school eligibility will be ineligible for participation in middle school athletics. A high school student who receives an accumulation of three strikes during their high school eligibility will be ineligible for participation in high school athletics.

If there is a conviction that is pending, the athlete may not participate until they are cleared of the charges.

The head coach or sponsor is vested with the authority to advance the student beyond the offense category where the offense would normally fall if the violation(s) of the school rules, regulations, and the policies were of such a nature as to warrant it.

STUDENTS MAY NOT BE ELIGIBLE TO PARTICIPATE IN ACTIVITIES IF THEY HAVE IN-SCHOOL SUSPENSION ON THE DAY OF THE EVENT.

Eligibility for student begins when:

- A) Middle School- when a student is promoted from 6th grade into 7th grade
- B) High School- when a student is promoted from 8th grade into the 9th grade.

Athletic Discipline Code

INCIDENT	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Felonies Convictions as charged by juvenile or police	Suspended for the remainder of the sports season	Same as 1 st offense	Dismissal from athletic participation
	1 STRIKE	1 STRIKE	1 STRIKE
Misdemeanors Convictions as charged by juvenile or police (Excluding minor traffic violations)	Partial to multiple game suspension Pending coaches' conference with A.D.	One to multiple game suspensions Pending coaches' conference with A.D.	Dismissal from athletic participation
	1 STRIKE	1 STRIKE	1 STRIKE

Possession, Use, Transmission, Sharing, or Under the Influence of legal or illegal drugs, alcohol, or prescribed medication. (If a situation occurs outside of a season or in between seasons, the student may be suspended when the next season starts.)	Partial to multiple game suspensions Pending coaches' conference with A.D.	Suspended for the remainder of the sports season	Dismissal from athletic participation
	1 STRIKE	1 STRIKE	1 STRIKE
Use of tobacco products, including vapes	Conference with coach and a double aerobic reminder Possible partial to one game suspension	1-3 game suspension	Suspended for the remainder of the sports season
		1 STRIKE	1 STRIKE

INCIDENT	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE	4TH OFFENSE	5TH OFFENSE
Students placed in I.S.S. violating athletic citizenship standards	Conference with coach and an aerobic reminder	Conference with coach and a double aerobic reminder	Partial to multiple game suspension	Partial to multiple game suspension	Suspended for the remainder of the sports season
				1 STRIKE	
Violation of athletic citizenship standards	Conference with coach and an aerobic reminder	Conference with coach and a double aerobic reminder	Partial to one game suspension	Partial to multiple game suspension	Partial to multiple game suspension
					1 STRIKE
Fighting (in/out of school)	One game suspension	One to multiple game suspension	Multiple game suspension	Multiple game suspension	Dismissal from athletic participation
			1 STRIKE	1 STRIKE	1 STRIKE

*All offenses not indicated above, will be referred to the Student Discipline Code. The staff is vested with the authority, after conferencing with the athletic director, to advance the student beyond the offense category where the offense would normally fall, or to the Student Discipline Code if the violation(s) is of such a nature to warrant it.

GENERAL DISTRICT INFORMATION

Administration of Medications to Students (Policy JHCD)

The Houston R-I School District prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. The Board directs the superintendent or designee to employ, contract with and train the necessary personnel to administer medications to students. Medications will be administered at school only when it is not possible or effective for the student to receive the medication at home. Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an individualized education program (IEP), Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law.

Over-the-Counter Medications: The district may administer over-the-counter medication to a student if the district has received permission to do so from the parent/guardian. Over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications: The district may administer prescription medication to a student if the district has received permission to do so from the parent/guardian and appropriate direction on how the medication is to be administered. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Medical Marijuana and Cannabidiol (CBD) Oil: The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law. In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy. When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication.

Assessment Information (Policy IL)

The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA). In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

The district's policy on student participation in statewide assessment is made available in the district's office for public viewing. This includes who is expected to participate, a list of statewide assessments the district participates in (MAP, NAEP, LEP, EOC, etc.) and dates on which those assessments are given, if known. Currently state law does not allow for students to opt out of statewide assessments.

Cancellations

Houston R-I School will utilize the School Messenger System (automated phone messages), local news outlets, radio stations, as well as any other social media networks such as Twitter and Facebook to notify parents and guardians of school cancellations. Additionally, Please ensure phone numbers and contact information are updated as necessary. On occasion, it may be necessary to dismiss school early due to poor weather conditions. The same resources will be used for notification. Parents may also opt-in to receive text message alerts from the district. You can receive information about School Messenger by contacting your child's respective school office.

Directory Information and Access

Family and Educational Rights and Privacy Act (FERPA)

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students. The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The superintendent and building principals will develop a student records system that includes protocols for releasing student education records. Principals are responsible for maintaining and protecting the student education records in each school. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

Definitions

- *Eligible Student* – A student or former student who has reached age 18 or is attending a postsecondary school.
- *Parent* – A biological or adoptive parent of a student, a guardian of a student, or an individual acting as a parent or guardian in the absence of the student's parent or guardian.
- *Student* – Any person who attends or has attended a school in the school district and for whom the district maintains education records.

Health Information

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

Parent and Eligible Student Access

All parents may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. These rights transfer from the parent to the student once the student becomes an eligible student; however, under the Missouri Sunshine Law, parents maintain some rights to inspect student records even after a student turns 18. The district will extend the same access to records to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally modified. If a parent or eligible student believes an education record related to the student contains information that is inaccurate, misleading or in violation of the student's privacy, the parent or eligible student may use the appeals procedures created by the superintendent or designee to request that the district amend the record. The district will annually notify parents and eligible students of their rights in accordance with law.

Directory Information

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released. Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district email addresses in classes in which they are enrolled, or students

may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

- *General Directory Information* – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
- *Limited Directory Information* – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and email address and the parents' addresses, telephone numbers and email addresses.

Law Enforcement Access

The district may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released.

The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in federal law. If the district reports a crime committed by a student with a disability as defined in the Individuals with Disabilities Education Act (IDEA), the district will transmit copies of the special education and disciplinary records to the authorities to whom the district reported the crime as allowed by law. Law enforcement officials also have access to directory information and may obtain access to student education records in emergency situations as allowed by law. Otherwise, law enforcement officials must obtain a subpoena or consent from the parent or eligible student before a student's education records will be disclosed.

Children's Division Access

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

Earthquake Safety for Missouri's Schools

The New Madrid Seismic Zone (NMSZ) 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.

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

Know What to Do When the Shaking BEGINS:

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

Know What to Do AFTER the Shaking Stops:

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

The information contained was extracted from the American Red Cross website

http://www.redcross.org/services/prepare/0,1082,0_241_00.html, Missouri State Emergency Management Agency website

(<http://sema.dps.mo.gov/EQ.htm>) and the Federal Emergency Management Agency website (<http://www.fema.gov/hazard/earthquake>).

This flier could be distributed by School Districts to each student annually to satisfy the requirements of RSMo 160.455.

Insurance

School Districts are not generally held legally liable for accidental injuries sustained by students while at school or while participating in school-related activities.

As a service to students and parents, the District does provide an accidental injury policy for students which can be purchased at a reasonable price. The policy is available on a “school-day basis” or “24-hour basis”. All students participating in interscholastic athletics will be required to obtain some type of accident insurance.

Detailed information and application forms are made available to students and their parents at the time of enrollment or the first day of school.

Missouri Course Access and Virtual School Program (MOCAP) (Policy IGCD)

The Missouri Virtual Instruction Program (MOVIP) transitioned to the Missouri Course Access and Virtual School Program (MOCAP) as a result of updates to Section 161.670, RSMo. Information about state funding for students enrolled in virtual education can be found in Section 162.1250, RSMo. Missouri students may enroll in MOCAP courses for the fall and spring semesters. MOCAP is not available in the summer.

Office Hours

School office hours are from 7:40 a.m. to 4:00 p.m.

Parent-Teacher Conferences

The Houston Schools have scheduled two Parent-Teacher Conference sessions during the school year during first and third quarters. Other conferences may be held during the year to communicate information about a child’s progress and behavior. These conferences can be initiated by either the parent or the teacher. Parents who wish to schedule a conference with their child’s teacher should call the school to make an appointment. Conferences may be scheduled before school, after school, or during the teacher’s planning time.

Public Notices:

1. NOTICE OF NON-DISCRIMINATION // PROHIBITION AGAINST DISCRIMINATION, HARASSEMENT, AND RETALIATION
2. PUBLIC EDUCATION FOR STUDENTS WITH DISABILITIES // SPECIAL EDUCATION AND SECTION 504
3. COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT
4. NOTIFICATION DIRECT SERVICE CLAIMING – MEDICAID
5. FERPA – NOTIFICATION UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT
6. PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE
7. EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES
8. HOMELESS, MIGRATORY, AND ENGLISH AS SECOND LANGUAGE (ELL) NOTICE
9. CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS (POLICY KLA)
10. HAZARDOUS MATERIALS (ASBESTOS CONTROL) (POLICY EBAB-AP1)

1. NOTICE OF NON-DISCRIMINATION // PROHIBITION AGAINST DISCRIMINATION, HARASSEMNT, AND RETALIATION (POLICY AC-AF1)

- a. GENERAL: The Houston R-I School District Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Houston R-I School District is an equal opportunity employer.
- b. FACILITIES: The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law.
- c. SCHOOL NUTRITION PROGRAMS: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices and employees, and institutions participating in or administering USDA programs (including the district), are prohibited from discriminating based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by the USDA. These programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program and the Summer Food Service Program.
- d. INDIVIDUALS WITH DISABILITIES: The district will identify, evaluate and provide a free, appropriate education to all students with disabilities in accordance with law. Anyone who knows or believes that a child may have a disability—regardless of whether the child is currently enrolled in the Houston R-I School District—is encouraged to contact the district's compliance officer listed below. Anyone who, because of a disability, requires an auxiliary aid or service for effective communication or requires a modification of policies or procedures to participate in a program, service or activity should contact the compliance officer listed below as soon as possible, but no later than 48 hours before the scheduled event.
- e. REPORTING: The district's nondiscrimination policy and grievance forms are located on the district's website at www.houston.k12.mo.us or at any district office. The following compliance officer has been designated to address inquiries, questions and grievances regarding the district's nondiscrimination policies:
 - i. Mrs. Stacy Fletcher, 504 Compliance Coordinator
423 W. Pine Street
Houston, Missouri 65483
(417) 967-3024
sfletcher@houston.k12.mo.us
- f. In the event that the compliance officer is unavailable or is the subject of a grievance that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:
 - i. Dr. Justin Copley, High School Principal
423 W. Pine Street
Houston, Missouri 65483

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(417) 967-3024

- g. Inquiries about the application of Title IX or any complaint alleging sexual harassment should be directed to the Title IX coordinator:

- i. Mrs. Jody Jarrett
423 W. Pine Street
Houston, Missouri 65483
(417)967-3024
jjarrett@houston.k12.mo.us

- h.

Inquiries may also be made to the U.S. Department of Education's Office for Civil Rights, the U.S. Equal Employment Opportunity Commission, the Missouri Commission on Human Rights, the USDA or the U.S. Department of Justice if applicable.

- a. Office for Civil Rights
Phone: 816-268-0550
TDD: 800-877-8339
E-mail: OCR.KansasCity@ed.gov

Equal Employment Opportunity Commission
Phone: 800-669-4000
TTY: 800-669-6820
E-mail: info@eeoc.gov

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, DC 20250-9410
Phone: 866-632-9992
Fax: 202-690-7442
TDD: 800-877-8339
E-mail: program.intake@usda.gov

U.S. Department of Justice
Phone: 202-514-4609
TTY: 202-514-0716
E-mail:
AskDOJ@usdoj.gov

Missouri Commission on Human Rights
Phone: 877-781-4236
TDD: 800-735-2966
Relay Missouri: 711 or 866-735-2460
E-mail: mchr@labor.mo.gov

2. PUBLIC EDUCATION FOR STUDENTS WITH DISABILITIES // SPECIAL EDUCATION AND SECTION 504

- a. 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

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

The Houston 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 Central Office, Monday through Friday, from 8:00 a.m. to 3:00 p.m.

This notice will be provided in native languages as appropriate.

3. COMMITMENT TO COMPLIANCE UNDER THE AMERICANS WITH DISABILITIES ACT

- a. In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the School District of Houston, R-12 ("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 District does not discriminate on the basis of disability in its hiring or employment practices. The 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 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 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 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 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).

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Modifications to Policies and Procedures: The 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 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 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 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.

COMPLIANCE COORDINATOR

423 W. Pine Street
Houston, Missouri 65483
Phone: 417-967-3024

4. NOTIFICATION OF DIRECT SERVICE CLAIMING

Insurance - Individual with Disabilities Education Act (IDEA)

For a number of years Missouri has participated in a Federal program called, Medicaid School-Based Services. This program helps school districts by providing partial reimbursement for some medically-related services listed on a student's Individualized Educational Program (IEP). Under the Individual with Disabilities Education Act (IDEA), school districts are permitted to seek payment from public insurance programs such as Medicaid (MO HealthNet in Missouri) for some IEP related services provided at school.

In 2013 the requirements under the Individuals with Disabilities Education Act (IDEA) have changed and now school districts are required to provide parents with written notification before they access public insurance for the first time and then every year thereafter. This notification is to inform you of the requirements under IDEA, regarding written notification and consent to access public insurance, such as MO HealthNet. For more information on MO HealthNet for Kids Program, please visit www.benefits.gov/benefits/benefit-details/1606.

Do I need to do anything?

You will be asked to provide a one-time written parental consent to release information from your child's educational records or information about the services your child receives through his or her IEP. This information is needed for the purpose of billing MO HealthNet and seeking partial reimbursement for some medically-related IEP services.

What type of information will be in the consent form?

The consent form must inform you of the personally identifiable information that may be disclosed (including your child's name, birth date, Medicaid number or other ID, disability, IEP and evaluations, type of service, times and dates of service and progress notes), the purpose of the disclosure (e.g., payment from MO HealthNet) and the agency that will be receiving the information.

What does it mean if I give my consent?

By consenting, you state that you understand and agree that MO HealthNet insurance will be billed to partially pay the cost of IEP related services and that the necessary information about your child and his or her IEP services may be shared with MO HealthNet Division, a contracted billing agent, and/or a physician to obtain necessary supporting documentation (e.g. physician scripts, referrals) in order for the billing to be done. There will be no cost to you for the services.

Am I required to enroll with MO HealthNet Division (MHD) for public insurance?

You are not required to sign up for or enroll in public insurance for your child to receive a free appropriate public education, including IEP services.

Will my consent affect my family's MO HealthNet benefits?

No. Reimbursed services provided by your school district do not limit or reduce lifetime coverage or benefits, change eligibility, affect benefits, count against visit or funding limits in MO HealthNet programs or increase costs to you.

What if I change my mind?

You have the right to withdraw consent to disclose your child’s personally identifiable information to MO HealthNet Division for billing purposes at any time.

Will my consent or refusal to give consent affect my child’s IEP services?

No. Your school district must provide all required IEP services to your child at no cost to you, whether you give consent or refuse to give consent for purposes of the school accessing your MO HealthNet benefits.

What if I have a question?

Please call your school district’s Special Education Department with any questions or concerns.

Our School District of Houston, R-12, and (“District”) receives funding from the Medicaid Direct Service Claiming (DSC) program for IEP covered services to eligible children through the Missouri’s Medicaid agency – MO HealthNet. This is a state-approved program that allows our District to receive reimbursement from federal funds for providing some health-related covered services to eligible children in the District. Examples of covered services include speech therapy, assistance with daily living skills, physical therapy, and nursing services. We are required to notify you of our participation and the IDEA regulations stated below.

The District, working with the MO HealthNet, will need to determine if your child is eligible or should become eligible in the school-based Medicaid program. Your written consent indicates that you understand and agree that the District will submit your child’s information to MO HealthNet and their authorized agencies to verify eligibility and submit claims for the DSC program. The District may use Medicaid benefits in which a child participates to provide or pay for services documented in the child’s Individualized Education Program (“IEP”). Parents are not required to sign up for or enroll in Medicaid to receive IEP services or a free appropriate public education from the District, nor are they responsible for any out-of- pocket expenses for these IEP services. Also, the District’s access to these benefits is not allowed if it would have a negative impact on your public insurance.

We will provide the required special education or related services to your child at no cost to you whether or not you grant your written consent. Your consent is voluntary and may be revoked at any time. The District’s use of this reimbursement program does not in any way affect or impact other Medicaid benefits to which the child is entitled, including any otherwise eligible services out of the school.

5. NOTIFICATION UNDER FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Houston R-I School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the District may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The District complies fully with FERPA, which affords parents/guardians (“parents”) and students who are at least age 18 (“eligible students”) the following rights:

Right to Inspect: Parents or eligible students have the right to inspect and review the student’s “educational records,” as that term is defined under FERPA, within 45 days of the date upon which the District receives a request for access. The District is not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. The District may charge a fee for copies.

Right to Prevent Disclosure: Parents or eligible students have the right to prevent disclosure of educational records to third parties with certain limited exceptions. The District will attempt to limit the disclosure of information contained in educational records to those instances when prior written consent has been given for the disclosure. However, upon request, the District may also disclose information under the provisions of FERPA that allow disclosure without prior written consent, as well as directory information (unless you have refused to permit such disclosure of directory information), in accordance with FERPA regulations. The District will disclose educational records to school officials who have a legitimate educational interest in the records. Officials include those persons employed by the District, whether paid or unpaid, as an administrator, supervisor, instructor, or support staff member, including health or medical staff; persons retained by or under contract to the District to perform a special task, such as an attorney, auditor, etc. School officials have a legitimate educational interest if the officials are: performing a task related to a student’s education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid; or maintaining the safety and security of the campus.

Designation of Directory Information: The District has designated certain information contained in the educational records of its students as directory information for purposes of FERPA. The District considers the following to be directory information:

Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: student's address, telephone number and email address and the parents' addresses, telephone numbers and email addresses.

The District may disclose such directory information for any purpose in its discretion without the consent of a parent of a student or an eligible student. Parents of students and eligible students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed by FERPA. Any parent or student refusing to have any or all of the designated directory information disclosed must file written notification to this effect with the principal of the school which the student attends. In the event a notification of refusal is not filed, the District assumes that neither a parent of a student or an eligible student objects to the release of the directory information designated.

Military Recruiter Access/Student Recruiting Information: Upon request of military recruiters, the District is required by law to provide access to secondary students' names, addresses, and telephone listings. However, any secondary student or parent of a secondary student may request that the student's name, address, and telephone listing not be released without prior written consent of the parent. Requests that a student's name, address, and telephone listing not be released to military recruiters must be submitted, in writing, to the Superintendent, Houston R-I School District, 423 West Pine Street, Houston, Missouri 65483.

Right to Request Amendment: Parents or eligible students have the right to request that the District correct any parts of an education record believed to be inaccurate, misleading or otherwise in violation of their rights. A parent or eligible student must submit the request to the Central Office, Houston R-I School District, 423 West Pine Street, Houston, Missouri 65483. The request must identify, in writing, the part of the record sought to be corrected and specify why it is inaccurate/misleading. If the District decides not to amend the record, it will notify the parents or eligible student and provide information on the right to a hearing to present evidence that the record should be changed.

Right to Complain to FERPA Office: Parents or eligible students have the right to file an external complaint regarding the District's implementation of FERPA, and such complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202.

6. PROTECTION OF PUPIL RIGHTS AMENDMENT NOTICE

The federal Protection of Pupil Rights Amendment ("PPRA") affords parents certain rights regarding a school district's initiation of certain federally funded 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: Political affiliations or beliefs of the student or student's parent; Mental or psychological problems of the student or student's family; Sex

behavior or attitudes; Illegal, anti-social, self-incriminating, or demeaning behavior; Critical appraisals of others with whom respondents have close family relationships; Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; Religious practices, affiliations, or beliefs of the student or parents; or Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of: any other protected information survey, regardless of funding; any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the District 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 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: Protected information surveys or students; Instruments used to collect personal information from students of r any of the above marketing, sales or other distribution purposes; and 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. The District has adopted policies 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.

The District will notify parents of these policies at least annually at the start of each school year and after any substantive changes. The District 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. The District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. 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 examination or screening as described above. Individuals who believe their rights under the PPRA have been violated may file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington D.C. 20202-5920.

7. EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA) COMPLAINT PROCEDURES

- a. Update: SEE APPENDIX A
- b. Parent's Right to Know:

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:

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- 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.

8. HOMELESS, MIGRATORY, AND ENGLISH AS SECOND LANGUAGE (ELL) NOTICE

- a. Missouri school districts are responsible for meeting the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migratory workers, and neglected or delinquent students. For more information, contact your respective building counselor.

9. CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS (POLICY KLA)

- a. The Houston R-I School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

10. HAZARDOUS MATERIALS (ASBESTOS CONTROL) (POLICY EBAB-API)

- a. The district will comply with all state and federal laws regarding the identification, management and abatement of asbestos in district buildings. This procedure outlines compliance measures but is not intended to expand or conflict with applicable federal law.
- b. All inspections and reinspections will be done by an accredited inspector and conducted as required by law. The inspections and reinspections will include the collection of samples that will be analyzed by accredited laboratories, as required by law. The inspector will provide a written report to the asbestos manager for inclusion in the district's asbestos management plan.

Release of Student Records

The District complies with the federal law governing the release of educational records. This law defines the condition that parent permission is required for release of educational records. A form is provided in the back of this handbook if a parent wants to ensure that directory information is NOT released regarding their child.

The District complies with the Health Insurance Portability and Accountability Act (HIPAA) regarding release of health information.

Student Education Records are accessible to:

- school officials, including teachers of the District who have legitimate educational interest in the records
- parents and/or legal guardians
- parents and/or legal guardians of students eighteen (18) years of age or older who are dependent upon their parents as defined by the Internal Revenue Code
- officials of schools in which the student seeks or intends to enroll
- other agencies, institutions, or individuals upon receipt of written release from parent, guardian, or eligible student
- other state and federal offices and agencies as prescribed by law

A record access log is kept as part of the Student Education Record indicating all who have had access except professional staff members of the District.

Student record maintenance is the responsibility of the building Principal. Records are maintained in the school the student attends.

Board Policy JO-AP 1 includes the complete copy of the record policy, review, and hearing procedures.

School Resource Officer

Houston R-I School District employs a state licensed School Police Officer. The officer is interactive daily in schools across the District. Goals of the SRO program include bridging the gap between the officers and students, increasing positive attitudes toward law enforcement, and in a proactive effort to reduce crime. The officers strive to build a rapport between officers, students, and staff to work toward providing a safer learning environment.

Sexual Health Instruction (Policy IGAEB)

The Board of Education recognizes that parents/guardians should be the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction.

Notice and Opt-Out: The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

Human Sexuality and Sexually Transmitted Diseases

As required by state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Teach students about consent, sexual harassment and sexual violence. Specifically, students will be taught that:

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- a. Consent is a freely given agreement to the conduct at issue by a competent person, and that:
 - i. An expression of lack of consent through words or conduct does not constitute consent
 - ii. Lack of verbal or physical resistance does not constitute consent.
 - iii. Submission resulting from the use of force, threat of force or fear does not constitute consent.
 - iv. A current or previous dating, social or sexual relationship between two parties does not by itself constitute consent.
 - v. The manner of dress chosen by a person does not constitute consent.
 - b. Sexual harassment is uninvited and unwelcome verbal or physical behavior of a sexual nature, especially by a person in authority toward a subordinate.
 - c. Sexual violence is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress or without the person's consent.
7. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.
 8. Teach students about the characteristics of and ways to identify sexual predators.
 9. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.
 10. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
 11. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.
 12. The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. No district personnel or agents, acting in their official capacities, will encourage any student to have an abortion.

Sexual Abuse: In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 regarding sexual abuse including, but not limited to, instruction on how to recognize sexual abuse; how to report an incident of sexual abuse; how to obtain assistance and intervention; and resources for students affected by sexual abuse.

The web address of the Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative for parents/guardians is www.dese.mo.gov/traumainformed.

Staff and Student Harassment (Policy AC)

The Houston R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Houston R-I School District is an equal opportunity employer.

Definition: Harassment is a form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Subsequent Action: All allegations of harassment shall be fully and confidentially investigated and immediate and appropriate corrective or disciplinary action shall be taken. Complaints concerning alleged harassment by an employee of the School District should be made to the Central Office. Complaints concerning alleged harassment by a student should be made to the student's building Principal. Unresolved complaints of discrimination or harassment can be escalated in accordance with Policy AC.

An employee, supervisor or student who is aware of any harassment directed toward a student or employee of the School District shall immediately report such conduct to the appropriate school official, set forth above. When a complaint alleging harassment is received, an investigation will be conducted by the School District during which every effort shall be made to preserve the confidentiality of the person making the complaint. In determining whether the alleged conduct constitutes harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

The complaint files containing allegations of harassment shall be separately maintained and shall be confidential to the extent possible under law.

Grievance Procedure: Employees who believe that their complaint has not been satisfactorily resolved may utilize the appropriate School District grievance procedure. A student who believes that his or her complaint has not been satisfactorily resolved may utilize the School District's grievance procedure, Board of Education Policy, AC.

Staff/Student Relations (Policy GBH)

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district. Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Suicide Awareness and Prevention (Policy JHDF)

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Houston R-I School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

Visitors to the Building (Policy KK)

Parents/Guardians and patrons of the district are welcome to visit district schools and attend district events; however, all visitors during business hours, including Board members, must sign or check in at the building office prior to proceeding elsewhere in the building. The district discourages parents/guardians or others from using district property or events as places for visiting students and may refuse the use of district property for that purpose.

The principal or designee of each school building will post appropriate signs to direct visitors to designated doors nearest the building office. It is the responsibility of all district employees to direct visitors to the office and report any person in violation of district rules.

The Board and administration will not tolerate any person whose presence disturbs classes or district activities or hinders the instructional process. Visitors to district property may not possess weapons, including concealed weapons, on district property, on district transportation or at any district function or activity sponsored or sanctioned by the district unless the visitor is an authorized law enforcement official or is otherwise authorized by Board policy.

Volunteers

Volunteers provide a variety of services including such activities as reading to children, assisting in libraries, working with children on a one-to-one basis, playing the piano, assisting with the District music festival, and other activities where extra hands and minds can help in the instructional process. All volunteer positions require a background check. To become a school volunteer, please contact the elementary principal at 417-967-3024.

Wellness Program/ Nutrition Guidelines (Policy ADF)

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The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based. For more information, please visit www.houston.k12.mo.us.

It is the policy of the Houston R-I School District that all foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day. For the purposes of this policy, the school day is the time period from the midnight before to 30 minutes after the official school day.

APPENDIX A:

**Missouri Department of Elementary and Secondary Education
Every Student Succeeds Act of 2015 (ESSA)
COMPLAINT PROCEDURES**

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA)².

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
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.

¹ Programs include Title I, A, B, C, D, Title II, Title III, Title IV-A, Title V
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.

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.