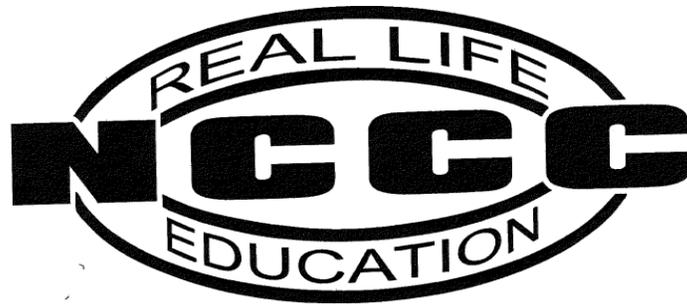


North Central Career Center



Secondary Student Handbook
2020-2021

North Central Career Center 2020-2021 School Calendar

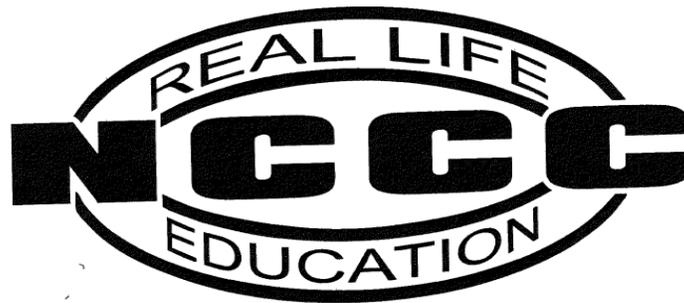
August	19-21, 24	Teacher In-Service – No School
August	25	First Day of School for Students
September	4	NWMO State Fair – Dismiss 1:00
September	7	Labor Day – No School
September	28	Teacher In-Service – No School – Advisory Meetings
October	23	Final Day 1 st Quarter
October	28	School in Session – Parent Teacher Conferences/NCCC Open House 3:30 – 7:00 pm
October	29	School in Session–Parent Teacher Conference 3:30–7:00 pm
October	30	No School
November	25-27	Thanksgiving Vacation – No School
November	30	Teacher In-Service – No School
December	22	Final Day 2 nd Quarter – 1 st Semester
December	23 – January 1	Winter Break – No School
January	4	Teacher In-Service – No School
January	5	School Resumes
January	18	Martin Luther King Jr. Day – No School
February	15	Presidents Day – No School
February	16	Teacher In-Service – NCCC in Session
March	12	Final Day 3 rd Quarter
March	17 & 18	School in Session – Parent Teacher Conferences 3:30 – 7:00
March	19	No School
April	1 -5	Easter Vacation – No School

April	6	Teacher In-Service – Career Center in Session
May	16	SH Graduation
May	21	Final Day 4 th Quarter – 2 nd Semester Dismiss 12:30 pm – Faculty In-Service – 12:30 – 4:00 pm



**NORTH CENTRAL CAREER CENTER
BELL SCHEDULE FOR 2020-2021 SCHOOL YEAR**

7:58 A.M.	Warning Bell for 1 st Period
8:00	1 st Period Begins
8:44	1 st Period Ends
8:54	2 nd Period Begins
9:35	2 nd Period Ends
9:45	3 rd Period Begins
10:26	3 rd Period Ends
(10:16 Clean-up bell)	
10:36	4 th Period Begins
11:17	4 th Period Ends
11:17-11:53	Career Center Lunch
11:53	5 th Period Begins
12:34	5 th Periods Ends
12:44	6 th Period Begins
1:25	6 th Period Ends
1:35	7 th Period Begins
2:16	7 th Period Ends
(2:06 Clean-up bell)	
2:26	8 th Period Begins
3:07	8 th Period Ends



**NORTH CENTRAL CAREER CENTER
2020-2021**

Mary Ward	Adult Education/ School-to-Work
Cas Derks	Early Childhood Development
Matt Williams	Auto Collision Repair
Jeff Hamilton	Auto Technology
Tracy Weller	Business Applications & Accounting
Eric Sweat	Construction Technology
Pam Plymell	Custodian
Erik Coffey	Director
Rebecca Johnson	Health Occupations
Kelly Hodge	Office Technology
Zeb Cook	Industrial Welding
Carrie Richardson	Secretary/Bookkeeper
Joyce Best	Secretary
Katie Harvey	Vocational Agriculture
Vonda Nelson	Vocational Resource Educator/Credit Recovery/Missouri Options

North Central Career Center Building Goals 2020-2021

1. North Central Career Center will communicate with post-secondary colleges, trade schools and local businesses. Our building and staff will act as a bridge for students to have a smooth transition to employment or post-secondary education.
2. North Central Career Center will constantly repair and maintain facilities as well as modernize facilities as needed.
3. North Central Career Center has improved their equipment and technology throughout several years, but through Professional Development Committee (PDC) instructors will have more advanced training on using and implementing the equipment.
4. North Central Career Center staff will relate their industry fields to their students with an emphasis in language arts and mathematics while still maintaining teaching their curricular areas.



WELCOME TO THE NORTH CENTRAL CAREER CENTER

Welcome to the 2020 – 2021 school year at the North Central Career Center. You have made a great decision in choosing Career and Technical Education as part of your high school experience. The fact that you are enrolled here means you are very serious about preparing yourself for life past high school. Our Career Center prepares students for skilled employment and/or higher education. During your time here, you need to develop the knowledge, skills, work habits, attitudes, and personality traits that will enable you to be successful upon graduation.

The staff and I want you to know we care about our students and only want each student to be successful. They have the unique opportunity to teach a career to young people that they feel very passionate about. Our teachers have all had successful work experience in the occupations they are teaching, and will share this information and experience with you. I hope you will work closely with your teacher and allow them to help you.

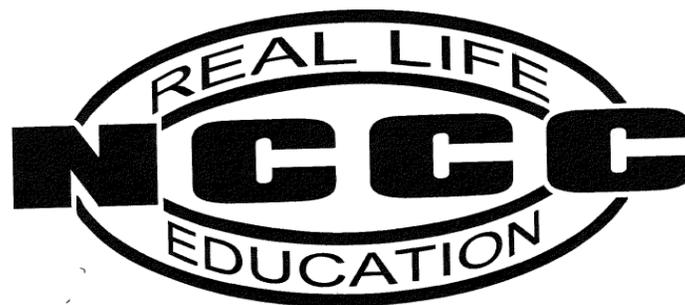
We are proud of the building, equipment and up-to-date facilities that we have at the Career Center. Each year we upgrade our facilities and equipment to industry standards. We hope you will share our pride and take care of our building.

While at the Career Center we ask a few simple things from each student. Treat others with respect, be here every day, and always do your best.

The school's website is www.shr2.k12.mo.us. The website will provide information concerning calendar dates, policies and classroom information.

If you have any questions, please feel free to contact your instructor or the office staff. We sincerely hope that you have a very successful school year.

Erik Coffey
Director



WHAT IT TAKES TO BE SUCCESSFUL AT NCCC

- Your school has decided to invest in your education at the North Central Career Center. Make the most of it and take advantage of the opportunity they have given you.
- Attendance is very important to being successful in education and life. If you miss the hands-on instruction, it is very difficult to master the technical skill that are being taught by your instructor. The first question employers ask when checking references on a former NCCC student is “Did they come to school on a regular basis?”
- Student safety is our number one priority. You will be trained and tested on safety procedures and guidelines. Your attention to all safety policies will provide a safe and secure learning environment.
- Get along with people and treat each other with respect. A big part of being successful in the work place is getting along and communicating appropriately with co-workers. People that are unable to do that often find themselves stuck were they started.
- Complete your work on time. Use your time wisely.
- Have a positive attitude and manage your responsibilities. Be teachable and be willing to learn. “Unteachable students often become unemployable adults.”
- North Central Career Center works very hard on to keep the equipment and facility in good working order and up to date. Take pride in our facility and if you see something that needs repair or is unsafe, alert the instructor or office personal immediately.
- Communication with home and family are very important part of the education process. Progress of grade reports, grade cards, discipline issues and other important information will be communicated whenever needed.
- We are all here because we want young people to be successful in life. We want to provide a transition into the work world or post-secondary education.

**North Central Career Center
Real Life Education**

INTRODUCTION

The North Central Career Center attempts to provide needed vocational-technical training programs for secondary and adult students. It is approved by the Missouri State Department of Education as an area school and is operated by the South Harrison R-II School District.

Over 350 secondary students will attend as part of their high school program from the following fourteen high schools:

Albany R-III	North Harrison R-III
Cainsville R-I	North Mercer R-III
Pattonburg R-II	Gilman City R-V
South Harrison R-II	Princeton R-V
Ridgeway R-V	Newtown Harris R-III
Stanberry R-II	North Daviess R-III
Winston R-VI	

PERSONAL GROOMING AND APPEARANCE

Employers put great emphasis on personal grooming and appearance. When prospective employers visit the school, classroom, or when you apply for a job, the first thing they notice is your appearance. It is important that they be favorably impressed if they are to be interested in hiring our graduates. You are making an effort to prepare for a job, so you need to be moving toward the type of job dress and grooming that will help you get a job. Personal grooming involves such items as cleanliness, daily bath, use of deodorant, clean nails, clean and neatly groomed hair, etc. Clothing worn should always be appropriate for the job you are doing. Your instructor will discuss with you the proper dress for your training program and occupation. You are expected to dress according to the instructions for your class. Refer to: Student Dress Code/FILE: JFCA, Basic.

SAFETY PRACTICES

Safety glasses will be worn in the shop/lab areas at all times. No exceptions. Failure to wear safety glasses will hurt effect daily grade and can lead to office referrals.

We must all be concerned about safety. In most of our programs, we have equipment and tasks that, if not done properly, can be dangerous. The instructor will give special instructions in safety rules and procedures in his occupation.

We have a State Law in Missouri that requires all students to wear safety glasses while working in school shops. It is the responsibility of the instructor to enforce this.

Any clothing worn by a student that poses a safety hazard is prohibited. EB Critical

SCHOOL DRESS CODE-

- Apparel combinations of tops and bottoms must be so that the midriff and lower back are not exposed.
- See-through clothing and spaghetti straps are not permitted.
- No portion of a student's undergarments may be exposed.
- Clothing with holes in inappropriate places is prohibited.
- Clothing, jewelry and personal belongings that display alcohol, tobacco, sex obscenity/sexually suggestive, controlled substances or that promote violence or defame any person on the basis of sex, race, color, national origin or creed are not permitted.
- Clothing, jewelry and personal belongings that indicate membership in or affiliation with, a support of any gang are not permitted.
- Caps, hats, hoods, bandanas or other types of headgear are prohibited unless by a pre-approved activity.
- No heavy chains or swags may be worn.
- Sunglasses are prohibited.
- Shorts must have a 6 inch inseam and skirts must be no higher than 2 inches above the knees.
- The wearing of inappropriate length shorts and skirts with tights and/or leggings are prohibited. FILE: JFCA CRITICAL

SCHOOL TRIPS-DRESS APPROPRIATELY

Students are expected to observe the same rules while on a school sponsored trip as they do while in the school building.

Dress up attire for participants is required, unless uniforms are worn, to all competitions.

Casual dress may be worn on trips where organizational competition is not involved. FILE:

JFCA

CRITICAL

BUILDING ACCESS

All outside doors to the Career Center building will be locked each school day. The South entrance will be used for anyone to enter the building while classes are in session. Any student who leaves the building during school hours must re-enter at the South doors and sign in/out at the office. All students unless directly under the supervision of faculty/staff must exit the building prior to 3:30PM.

ILLNESS OR INJURY DURING SCHOOL

A student who is too ill to remain in class is to go to the nurse's office where, if necessary, the parent will be called. Medication must be kept in the nurse's office.

GENERAL SCHOOL REGULATIONS

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. Refer to: Staff-Student Relations/FILE: JM, Basic; Disciplinary Procedures and Actions/FILE: JG-R; Discipline of Disabled Students/FILE: JG-1, Critical; Corporal Punishment/FILE: JGA.

With an understanding of the purposes of discipline in a school, you may form a correct attitude toward it and not only do your part in making your school an effective place of learning but develop the habit of self-restraint which will make you a better person. Refer to: Student Discipline/FILE; JG.

Common sense and observing common rules of courtesy are all that is required at school to meet the average situation. Good conduct is expected of students throughout the school day regardless of whether the student is in the classroom or not. The same holds true for students attending school activities here or at other schools. You will be held responsible for any conduct which involves a school program at home or away.

No guns (including squirt guns) or knives are allowed in school or on buses unless previous permission is granted. Normally, there is no useful purpose for such items and for safety reasons, they will not be permitted. FILE: JFCJ CRITICAL

Fireworks of any kind are forbidden and use on school grounds is liable for disciplinary action.

The wearing of hats/caps in the Career Center Building is **not** permitted.

Any student who, through his/her actions, behavior, dress, appearance or presence, shall disrupt the normal routines of the educational process of the school, or who follows a course of conduct which may reasonably be anticipated to become disruptive of the educational process, shall be subject to disciplinary action either by this school or your home school. FILE: JFCA-AP CRITICAL

Use of alcoholic beverages or drugs at any school function, on or away from the school itself, is strictly prohibited and will result in suspension from the Career Center with recommendation for expulsion. Refer to: Detention and/or In-School Suspension of Students/FILE: JGB, Critical; Student Suspension and Expulsion/FILE: JGD, Critical.

Except for authorized instructional materials, literature or materials of any kind shall not be distributed to students on the school grounds or within the school building without the specific prior approval of the Superintendent of Schools and/or the Career Center Director. FILE: KI CRITICAL

Any unlawful act taking place on school grounds or school buses, not only makes the student subject to penalties which the courts may prescribe, but also may result in suspension or dismissal from the Career Center. FILE: ECA CRITICAL; FILE: EEA CRITICAL

Any student leaving the Career Center building for any reason, other than returning to his/her high school building must check out at the Career Center office. Students must not go to the Career Center parking lot without office permission.

Students must have permission from their instructor to leave their classroom or lab area. They should report to where their business is immediately and report back in a timely manner. If visiting or sent to another instructional program area the first person they should see is the instructor of that class. Please let the instructor know who you are and why you are there.

Students on part-time attendance who leave early or any student who is not otherwise obligated to be at the Career Center a particular day must check in at the office if they need to return.

AUTOMOBILES

Sending schools furnish bus transportation for all students. Refer to: Student Conduct on School Buses/FILE: JFCC, Basic.

Sending school students can only drive vehicles when they have special permission from their school administrators.

For these students, parking facilities are available south of the Career Center. Students who need to bring a vehicle to the Career Center for any reason must first obtain a permission slip from the Career Center office and have it signed in the following order:

- 1. Career Center Instructor involved**
- 2. Student Involved**
- 3. Career Center Director**
- 4. Parent of student involved**
- 5. Sending School Administrator**
- 6. Sending School Bus Driver**

The Career Center parking lots WILL NOT be used on a daily basis by South Harrison students. If there is a need to drive a vehicle to the Career Center, a student must first get the permission of their instructor to obtain a permit from the Career Center office. The Instructor involved then signs the permit and the student obtains the remaining signatures prior to the date the vehicle is to be driven. South Harrison students could be granted permission to bring a vehicle to the Career Center by a building administrator. Refer to: Student Automobile/Vehicle Use/FILE: JHFD, Basic.

BREAK AREA

Three period block students can be granted an eight minute break each day. The break privilege will be decided by the instructor based upon their behavior while in class and on break. Example, if the instructor is not with you during the break that means you will be confined to the hallway break area near the bathrooms until your instructor returns for class. Each class will be responsible for keeping the break area clean. When you leave the break area, be sure your trash is picked up and the cans/bottle is thrown away. There should be no running, scuffling, loud talk or profanity in the halls or break area at any time. This is a privilege and any class or individual who cannot conduct themselves properly, will lose this privilege. Students should stay in the classrooms during the break period.

SMOKING AND/OR CHEWING

To promote the health and safety of all students and staff, and to promote the cleanliness of all facilities, the South Harrison R-II School District bans the use of all tobacco products in all school buildings. This also includes any electronic devices that simulate smoking or chewing.

This ban extends to all employees, students and patrons attending school-sponsored athletic events and meetings. The ban extends to all school facilities, school buses and buildings. The Board issues this ban in a sincere appeal to all employees, students and patrons to cooperate in helping to create within our facilities a truly healthy environment for all concerned. Refer to: Tobacco-Free Schools; FILE: AH, Critical.

ANTI-DRUG ABUSE POLICY

All students are prohibited from use, possession or distribution of illicit drugs and/or alcohol while on school property or as part of any school activity. Students who are found in violation will be subject to sanctions consistent with local, state and federal law, up to and including expulsion or termination of training, loss of financial aid and referral for prosecution for violations.

It is the intent of this policy to maintain a drug and alcohol free school setting for a safe learning environment. Students participating in Title IV Financial Aid will be required to sign a Drug Free Certification Statement. Refer to: Drug-Free Workplace/FILE: GBEB, Critical.

ALCOHOL AND DRUGS

Since illicit drugs and alcohol are dangerous to your health, the use, possession or distribution of alcohol or drugs in the building, on school grounds or at school sponsored activities is unlawful and prohibited. Students under the influence of either shall be subject to disciplinary procedures in the following manner:

1. The student shall be placed at level 4 or above on the Behavior Management Plan, which calls for a minimum of 3 days out of school suspension by the building administrator.
2. The student shall be ineligible to participate in or attend, for 90 school days, any class-related or non-class related school activity or social event, which includes dances, parties, class or club meetings where invitations are issued or guests are invited.
3. Students who are referred to the superintendent for further disciplinary action shall be dealt with according to the following board policy: Policy JG-R Student Discipline
 - a. Possession of or attendance under the influence of any unauthorized prescription drug, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act. First Offence, 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record. Subsequent Offence: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.
 - b. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, counterfeit drugs and/or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act. First Offense: 1-180 days out-of-school suspension, expulsion, possible notification to law enforcement officials, and documentation in student's discipline record. FILE: JFCH CRITICAL

TELEPHONE

There is a telephone in the central office. This is a business phone and is to be used for such purposes only. Students may not receive personal calls except in cases of family emergencies.
FILE: GBCC

CELL PHONES/ELECTRONIC DEVICES

Cell phone/electronic device usage will not be allowed during the regular school day. If students place or receive calls, or place or receive text messages, or use personal electronic devices, cell phones/electronic devices will be confiscated, returned to a parent/guardian and violation will be placed upon the behavior management plan (level one). If you need an electronic device the instructor of your class will provide what you need to help with the instructional process.

SENDING SCHOOL POLICIES

The rules and policies in this handbook were adopted by the South Harrison R-II Board of Education and will be followed unless a sending school has adopted rules, which place a greater demand on their students. If the latter be the case then the South Harrison R-II School District will honor the decisions made by the sending school district.

NORTH CENTRAL CAREER CENTER BEHAVIOR MANAGEMENT PLAN

Upon the third violation in levels 1-2-3, student will progress to next level for disciplinary action. Upon the second violation in levels 4 & 5, student will progress to the next level for disciplinary action.

DETENTIONS: Detentions will be served each Thursday, 6:50-7:50AM or 3:15-4:15PM.

SATURDAY SCHOOLS: Saturday schools will be served on assigned Saturdays, 8 AM to NOON in the high school commons. No admittance after 8 AM.

LEVEL 1 1 HR DETENTION/1 DAY RESPONSIBILITY ROOM	LEVEL 2 3 DAYS RESPONSIBILITY ROOM	LEVEL 3 2 DAYS SATURDAY SCHOOL	LEVEL 4 3 DAYS OUT- OF-SCHOOL SUSPENSION	LEVEL 5 5 DAYS OUT- OF-SCHOOL SUSPENSION	LEVEL 6 10 DAYS OUT-OF- SCHOOL SUSPENSION/ REFERRAL TO SUPERINTENDENT OF SCHOOLS
Genera I Misconduct Disrespectful action to student, staff, or school property Verbal abuse to student Leaving the classroom without permission Inappropriate dress or clothing including hats on in building Cell Phone Tardies	Possession of tobacco product Student to student harassment Acts with no regards to consequences Truancy Inappropriate/Vulgar language Disrespectful comment to teacher or staff Possession of pocket knife with blade of less than 3" Driving or riding to the Career Center without the proper paperwork	Harassment of staff Excessive Tardies	Physical attack with the intent to do bodily harm Theft Vandalism Verbal abuse to a staff member	Pulling the fire alarm	Illegal weapons Physical abuse to a staff member arson

BULLYING

In order to promote a safe learning environment for all students, South Harrison High School, the school prohibits all forms of bullying and student intimidation. Students participating in or encouraging inappropriate conduct will be disciplined in accordance with school policy. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. Students who have been subjected to bullying are instructed to promptly report such incidents to a school official.

For purposes of this policy, bullying is defined as intimidation or harassment of a student or multiple students perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts,

including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyberbullying or cyberthreats. Cyberbullying is sending or posting harmful or cruel text or images using the Internet or other digital communication devices. Cyberthreats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

For more information see board policy **JFCF**

CORPORAL PUNISHMENT

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 South Harrison County R-II 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.

WEAPONS DEFINITION

The school recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. 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 secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. 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.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. 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.

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

This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

ADDITIONAL INAPPROPRIATE BEHAVIOR:

- **USE OF TOBACCO PRODUCT:** 3 Days of In-School Suspension
- **POSSESSION OR USE OF DRUGS/ALCOHOL:** 1-10 days of out-of-school suspension

NOTE: DUE TO THE SEVERITY OF THE OFFENSE, STUDENT MAY BE PLACED AT A HIGHER LEVEL OR RECOMMENDED TO ALTERNATIVE PLACEMENT

EMERGENCY SCHOOL CLOSINGS

The Career Center will be closed when the South Harrison R-II Schools are not in session. In the event of snow, ice, or other emergencies the decision to close will be made by 6:30 a.m. The information will be given to the following radio stations:

KAAN /FM – Bethany

FIRE DRILLS-

Periodic fire drills will be held. The alarm is a long blast from the fire alarm buzzer. Evacuation routes are posted in each room. Please observe the following points:

1. Walk rapidly, single file, do not run or talk.
2. Take purses or valuables with you. Leave books and class materials.
3. Teachers are to make provisions for the handicapped. It may be necessary to assign students to assist.
4. Go at least 100 feet from the building. Do not block driveway. Do not re-enter building until "All Clear" is given.
5. Stay with your group or class under the direction of your teacher.

TORNADO DRILLS

The statewide tornado drill will be conducted during Severe Weather Week which is the second week of March.

A tornado signal is an intermittent tone announced over the intercom. In case of a tornado each room has the appropriate location of the take cover areas in that classroom. Students are to crouch or sit with their heads down until the "All Clear" is given.

EARTHQUAKE DRILLS

An earthquake drill will be held each year. Students will be instructed by each teacher as to the proper procedure. The signal for an earthquake will be the word "earthquake" yelled by faculty/staff or announced over the intercom.

INTRUDER DRILLS

Periodic Intruder drills will also be held. These drills will occur at various times during the day to practice procedures during the different parts of a student's day. Students will be educated on the proper procedures to follow in each instance.

ABSENCES/MAKE-UP WORK

Students have 2 days for each absence to complete make-up work but not to exceed 5 days. It is the responsibility of the student to contact each teacher upon returning from an absence. All semester incomplete grades must be finalized within 5 school days. Note*** Assignments that were assigned prior to the absence should be turned in upon return to school and are not included in the 2 day provision.

LEAVING SCHOOL

Any student leaving school for any reason **MUST CHECK OUT** at the principal's office. Students leaving school without checking out will be considered truant and placed on the Behavior Management Plan.

REPORTING TO LAW ENFORCEMENT

It is the policy of the South Harrison School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.023, .024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First-, second- or third-degree assault under §§ 565.050, .060, .070, RSMo.*
5. Rape in the first or second degree under §§ 566.030, .031, RSMo.
6. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs and distribution of drugs to a minor under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.

13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy.

SEARCH AND SEIZURE

The school will remain covenant of the school lockers and may conduct routine searches for missing property or disorderly or unsafe conditions. Searching of students, their property, and their possessions and the seizing of property deemed dangerous or disruptive to other students or to the orderly maintenance of the educational program or seizure of stolen property may be done under the direction of the South Harrison Administration.

Searches for particular items or information or searches of particular individuals must be on reasonable suspicion.

STUDENT VOCATIONAL CLUBS

The National Student Organizations have active local chapters at the Career Center.

- FBLA - Future Business Leaders of America
- FFA - Organization for Agriculture Education Students
- SKILLS USA - Vocational Industrial Clubs of America

These clubs have a fine tradition of participation and achievement at local, district, state, and national levels. You are encouraged to get involved with your club and make whatever contributions you can. The club will provide you with the opportunity for personal and social development, leadership training as well as job skill development.

South Harrison High School Academic Eligibility Policy

First Grade Check

Any student that participates in any extracurricular activity (including clubs, sports, or activities) that has at least one grade that is a 59.49% or lower will be put on Academic Probation based on the Lumen Student Summary Report the day of a grade check. MSHSAA guidelines will also apply.

Students on Probation are still eligible for competitions and all field trips.

Second or Next Grade Check

<u>Off Of Probation</u>	<u>Suspension</u>
Increase grade to above 59.49%	Student still has one or more grades below

Eligible to compete and attend all field trips.	59.49%. Student has two failing grades (F's) (MSHSAA) NOT eligible to compete or attend non-academic field trips.
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FILE: IGD CRITICAL

STUDENT ACCIDENT INSURANCE

Missouri State Law does not permit a school district to carry insurance on students. However, most schools do make accident insurance available for students to purchase. We feel that it is very important that students in our shop programs make sure that they have some type of accident coverage. High school students should get this coverage through their home high school. You will receive detailed information from your instructor upon request. All accidents must be reported immediately to the instructor. FILE: JHA CRITICAL.

COUNSELING AND PLACEMENT

The school will assist all vocational school students with career and/or personal counseling.

In addition, counseling is available to assist students with job placement in either part or full-time employment. FILE: JHD BASIC

TOOLS, SUPPLIES, AND TEXTBOOKS

The tools, supplies, textbooks and reference materials are provided by the Career Center. You can appreciate the fact that these items are expensive for the technical programs offered at the Career Center. We urge you to do your very best to take care of the books and equipment that are assigned to you. If these items are returned with just normal wear, there will be no charge to the student. However, if books, tools, etc. assigned to the student are lost or damaged through carelessness, the replacement cost will be charged to the student. For safety consideration, special items such as special shoes, coveralls, etc., are highly recommended and must be furnished by the student at his/her own expense. Your vocational instructor will inform you of the need for these items early in the school year.

All knives are prohibited on school property including pocket, belt, boot and box knives.
FILE: EDDBA BASIC

ACADEMIC INTEGRITY

Academic Integrity is essential in maintaining a climate of honesty, ethics, and fairness.

Violations:

Violations against the Academic Integrity Policy include cheating and plagiarism and applies to any work or assessment completed for a course.

Cheating includes (but is not limited to):

1. copying from others or allowing others to copy from you;
2. using unauthorized resources/assistance;

3. providing confidential information to other students (such as test questions to a student who was absent or will take the test later in the day);
4. deceiving a teacher/instructor to receive special consideration on work/assessments;
5. tampering with student scores/records;
6. forging a signature.

Plagiarism includes (but is not limited to):

1. receiving or giving improper assistance on an assignment;
2. using the same work for credit in more than one course without permission;
3. fabrication of data/information;
4. failure to use proper citation in giving credit to sources used.

Disciplinary Actions

- First Offense –
1. The student will receive a “0” on the assignment/assessment and will not be allowed to complete extra work or receive extra credit to compensate for this grade
 2. The student’s parents/guardians will conference with the teacher and the assistant principal
 3. The student will be placed on the SHHS discipline plan
 4. The student will write a formal letter of apology to all parties involved

Subsequent Offences – No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

FILE: JGR

STUDENT ATTENDANCE POLICY

Attendance and punctuality are most important. Laboratory and shop work cannot be made up adequately, therefore, excessive absences, whether excused or unexcused, may result in loss of credit and possible dismissal from the program. As a school, we must be concerned about such things as work habits, attitudes and attendance. Employers are not interested in hiring persons, especially in the skilled areas, with poor work habits and poor attendance records.

Poor attendance is disruptive to our classes, teachers and other students. In the overall view, it is detrimental to our school and to our students. We therefore believe it is necessary to establish the following attendance policy for all students.

The student will earn 2.2 attendance percentage points for each day of attendance. “School held” days will be counted for attendance purposes as though the student were in class.

Absences for any reason **other than religious or medical reasons** are counted as absences. A student and his/her parents may appeal the unexcused absences by providing the appeals committee with a written appeal, within 5 school days of the unexcused absence. Written material may include doctor’s or dentist’s notes, court summons, letter from parents. The attendance committee consists of the director and four teachers. Absences that occur during either semester may be appealed during that semester only. Students will be allowed to make up work, if possible, for “Excused Absences”. At the end of each quarter, the student’s academic/performance grade will be adjusted based upon the percentage points earned during

that quarter according to the following schedule. The percentage points possible per day are determined by the number of days in the quarter.

Days Present	Attendance Percentage	Factor
43-45	95.5%-100%	1.0
42	93.3%	.95
41	91.1%	.90
40	88.8%	.85
39	86.6%	.80
38	84.4%	.75
37	82.2%	.70
36	80%	.65
35	77.8%	.60
-34	below 75%	.55

Example:

If a student had attended 41 of 45 days of the quarter (91.1% of the time) and had earned an academic/performance grade of 82% his/her attendance factor would be .90. The academic performance grade would then be multiplied by the attendance factor to achieve the final quarter grade; I.E. $82 \times .9$ or 73.8% a quarter grade of C.

GRADE CARDS

At the first of the year, each student will be issued a grade card which will serve them the entire year. Sending school grade cards will be sent to their Principal each quarter for distribution. South Harrison students' grades are sent to the principal's office for recording and their grade card is placed in their permanent Career Center file.

A grade of "Incomplete" will be given for the following reasons:

1. Money owed to the school (safety glasses, etc.)
2. Lost textbooks or tools
3. Failure of seniors to turn in a resume
4. Incomplete work
5. Tool bill which may be assessed each quarter by the instructor for missing tools.

PERMANENT RECORD

A permanent record will be developed for each student. Your work at the Career Center will become a part of your permanent record. An official transcript will be made giving the hours of training, units of instruction, grades, attendance, etc. Your instructor will also rate you on personal traits, work habits, and attitudes with a recommendation to a prospective employer. This official transcript will be available at the Career Center and you may have a copy of it sent to a prospective employer at any time you desire.

The total list of competencies that you have accomplished during your stay at the Career Center will be placed in your permanent record. Prospective employers will be mailed the complete list upon notification to the Career Center. FILE: JO CRITICAL

CERTIFICATE OF COMPLETION

Students who complete a prescribed industrial training program of 1044 hours with no less than a C average and no more than 18 days total absence will eligible to receive this certificate.

END OF COURSE EXAMS

Students are required to take end of course exams (EOC) is courses that provide these statewide assessments. These exams may be called TSA's or IRC exams and are provide students who pass these exams various certifications in their program of study.

PREREQUISITE FOR A SECOND YEAR PROGRAM

Students in a two year program must have the Instructor's, Counselor's and Director's approval as a prerequisite for the second year program. Generally, employers are not interested in hiring students doing inferior and failing work. So it seems futile for a student to try an advanced course if he/she had difficulty in the beginning course.

SEXUAL HARASSMENT/DISCRIMINATION

It is a violation of district policy for any student to sexually harass or discriminate against other students. All reported acts shall be investigated by appropriate staff and administration. Punishment for substantiated acts of harassment or discrimination shall be determined by each building administrator and/or superintendent. Persistent or willful violation of the district's policies may result in suspension and/or expulsion from school. FILE: JFCF CRITICAL

PERScription AND OVER-THE-COUNTER MEDICINE

The South Harrison County R-II School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education program (IEP). 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. 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 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 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. 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. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible

for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

ELECTRIC COMMUNICATOIN AND AUDIO RECORDING EQUIPMENT

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

STATEMENT OF NON-DISCRIMINATION

Applicants for admission and employment, students, employees of South Harrison R-II Schools are hereby notified that this institution does not discriminate on the basis of race, color, creed, religion, national origin, sex, age or disability in admission or access to, or treatment of, employment in its programs and activities. Any person having inquiries concerning South Harrison R-II School's compliance with the regulations implementing Title IX or Section 504 is directed to contact Dennis Eastin, High School Principal, P.O. Box 445, Bethany, MO 64424 (816-425-8051) for Title IX; and for Section 504, contact Rhonda Price, P.O. Box 445, Bethany, MO 64424 (816-425-3049). Mr. Eastin has been designated by the South Harrison School Board to coordinate the institute's effort to comply with the regulations implementing Title IX and Mrs. Price, Section 504. Any person may also contact the Assistance Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with Title IX and Section 504. Refer to: Nondiscrimination/FILE: AC, Critical; Nondiscrimination on the Basis of Sex/FILE: ACA, Critical; Nondiscrimination on the Basis of Disability/FILE: ACB, Critical, pp 1, 2; Resolution of Discrimination Complaints/FILE: ACG, Critical, pp 1-4.

SPECIAL SERVICES

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, children who live outside the district but are attending a private school within the district, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The South Harrison R-2 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 South Harrison R-2 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 South Harrison R-2 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).

DIVERSE STUDENT POPULATIONS

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 unique educational needs of children working to learn the English language, student who are advanced learners, students with disabilities, homeless students, the children or migratory workers, and neglected or delinquent students. For more information, contact South Harrison R-2 Central Office.

ASBESTOS REINSPECTION STATEMENT

In November of 1988 the South Harrison School established an Asbestos Management Plan to be in compliance with the U.S. Environmental Protection Agency (EPA). The results disclosed the presence of asbestos in some locations in the district's buildings. These areas are currently being maintained to insure that all students and employees of the South Harrison district are provided a safe and asbestos free environment. The inspections and the findings of these inspections are on file and available for public review at the administrative offices of each of the school buildings. The Asbestos Program Manager, Dennis Eastin, is available to answer any questions you may have about asbestos in our buildings during normal school hours (M-F 8:00 am - 4:00 pm) at 660-425-8044.

Reference School Policy File: AC & AC-R

The FAMILY EDUCUCATION RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are 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. Schools may charge a fee for copies.

- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

MODEL NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include, but are not limited to, the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –
 1. Political affiliations or beliefs of the student or student's parent;

2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or student's parent; or
 8. Income, other than as required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
 - *Inspect, upon request and before administration or use –*
 1. Protected information surveys of students and surveys created by a third party;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

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

CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS

The South Harrison County R-II 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.

Process

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution.

The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.

2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy.

The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.

If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

ELECTRIC COMMUNICATION BETWEEN STAFF AND STUDENT

The South Harrison County R-II School District encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

SUICIDE AWARENESS AND PREVENTION

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The South Harrison County R-II School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.

Response Plan

District employees will respond immediately in situations where they have a reasonable belief

that a student may be at risk of suicide or may be having a suicide crisis.

Students Who May Be at Risk of Suicide

Any district employee who has a reasonable belief that a student may be at risk of suicide, even though the student is not having a suicide crisis as defined in this policy, will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Notify a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.

When a CRT member or the building administrator or designee receives notification that a student may be at risk of suicide, he or she will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, a CRT member or the building administrator or designee will use an evidence-based/informed tool to determine whether the student is at risk of suicide and the appropriate response. Regardless of the determination, the building administrator or designee will contact the student's parent/guardian to discuss the concern.

If it is determined that the student may be at risk of suicide, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Students Who May Be Having a Suicide Crisis

If an employee reasonably believes that a student is having a suicide crisis, the employee will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) for assistance. As soon as practical, the employee will notify the building administrator or designee.

When a CRT member or the building administrator or designee receives notification that a student is believed to be having a suicide crisis, he or she will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.

2. If the student has been located, the CRT member or the building administrator or designee will, based on his or her training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.
3. At an appropriate time after the crisis has passed, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Confidentiality

Employees are required to share with the CRT and administrators or their designees any information that may be relevant in determining whether a student is at risk of suicide, is having a suicide crisis or is otherwise at risk of harm. Employees are prohibited from promising students that information shared by the student will be kept secret when the information is relevant to the student's safety or the safety of another person.

Release of a student's individually identifiable education records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, information contained in a student's education records may be revealed at any time to the student's parents/guardians and school personnel who have a legitimate interest in the information. Education records may be shared with other appropriate persons when necessary to protect the health or safety of the student or others.

Abuse and Neglect

If any employee of the district has reasonable cause to believe a student has been or may be subjected to abuse or neglect or observes the student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, the employee will contact the Child Abuse and Neglect Hotline in accordance with law and Board policy.

Accommodating a Disability

If at any time a parent/guardian informs the district that a student has a medical condition or impairment that could require accommodation, district employees will contact the district's compliance coordinator to determine whether the student has a disability.

School and Community Resources

The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. Copies of or links to resources will be available to all students and families on the district's website and in all district schools.

A school counselor or a CRT member will periodically follow up with students and parents/guardians of students who have been identified as being at risk of suicide or who have

had a suicide crisis to offer additional assistance.

Response to Incidents Impacting the School

When the school community is impacted by the attempted suicide or death by suicide of a student, staff member or other person in the school community, the superintendent or designee will confer with the district-level CRT and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior or death.

The CRT and the superintendent or designee will determine appropriate procedures for informing the school community of an attempted suicide or death by suicide and the supports that will be offered. Staff and students who need immediate attention following an attempted suicide or death by suicide will be provided support and resources available through the district and will be given information about other resources.

Staff Education on Suicide Prevention and Response Protocol

All district employees will receive information regarding this policy and the district's protocol for suicide awareness, prevention and response. This information will be provided to current employees and each new employee hired. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and response procedures.

The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include district-led training, access to web-based training, or training provided in other school districts or by local organizations or health professionals.

Suicide Prevention Education for Students

Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

Policy Publication

The district will notify employees, students and parents/guardians of this policy by posting this policy on the district's website and providing information about the policy to district employees. The district may also include information about the policy in appropriate district publications and student handbooks.