

**HARDIN-CENTRAL
MS/HS
STUDENT HANDBOOK**



2023-2024

**HARDIN-CENTRAL HIGH SCHOOL
500 N.E. 1ST STREET
PO BOX 158
HARDIN, MO 64035
(660) 398-4394**

***“Every Student, Every Day”
Future Ready!***

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HARDIN-CENTRAL C-2 SCHOOL DISTRICT

BOARD OF EDUCATION

2022-2023

President – Brian Wheeler

Vice President – Josh McNelly

Secretary – Stacy Nolker

Member – Jeff Doyle

Member – Becky Franklin

Member – Jacob Noelker

Member – Beth Weisz Riead

WELCOME

The Hardin-Central School Board, Administration, Faculty and Staff would like to take this opportunity to welcome the 2022-2023 student body. The school year ahead should provide each student with ample opportunity to enthusiastically explore the academic programs available, as well as the numerous extra-curricular offerings at Hardin-Central.

The policies and procedures contained in this handbook are designed to help the school run smoothly so that every student will have a successful year at Hardin-Central School.

This information has been prepared to assist you in becoming better acquainted with our school and to provide you with an opportunity to gain a clearer insight into the organizations, regulations, curriculum and activities. Teachers are eager to help you prepare for a successful adult life, continued diligence in your studies is critical to your future success. We encourage students to get involved in co-curricular and extracurricular activities, as these activities are designed to help you enjoy school life. Remember, your success is directly related to your efforts.

School Song

Play the Game for Hardin

Play the game for Hardin,
Play hard to win;
Stone wall when they charge-
Dashing then whenever we get the ball for Hardin.
Play the game for Hardin,
Play hard to win;
Never surrender

For we shall win

**Confirmation of Receipt of the
Hardin-Central School District Student Handbook**

Parents and students of Hardin-Central School District,

We have made available each student with a copy of the 2023-2024 Hardin-Central School District Student Handbook. The information in the handbook is included to help both the student and his/her family become familiar with procedures, facilities, and guidelines that will ensure a safe, positive, and orderly environment for all our students. The administration, faculty, and staff of Hardin-Central Schools ask that both parents and students read the 2023-2024 Hardin-Central Student Handbook.

Acceptable Use Policy - Students

Section 1. Purpose of Technology Use

The Hardin-Central School District provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

Section 2. The Opportunities and Risks of Technology Use

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting, or that may be harmful or disruptive. Because information on networks is transitory and diverse, the District cannot completely predict or control what users may or may not locate. The Board of Education believes that the educational value of limited access to the information, interaction, and research capabilities that technology offers outweighs the possibility that users may obtain or encounter material that is not consistent with the educational goals of the District. In accordance with the Children's Internet Protection Act, the District installs and operates filtering software to limit users' Internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process, notwithstanding that such software may in certain cases block access to other materials as well. At the same time, the District cannot guarantee that filtering software will in all instances successfully block access to materials deemed harmful, indecent, offensive, pornographic, or otherwise inappropriate. The use of filtering hardware/software does not negate or otherwise affect the obligations of users to abide by the terms of this policy and to refrain from accessing such inappropriate materials.

No technology is guaranteed to be error-free or totally dependable, nor is it safe when used irresponsibly. Among other matters, the District is not liable or responsible for:

- 1) Any information that may be lost, damaged, or unavailable due to technical, or other difficulties;
- 2) The accuracy or suitability of any information that is retrieved through technology;
- 3) Breaches of confidentiality;
- 4) Defamatory material; or
- 5) The consequences that may come from failure to follow District policy and procedures governing the use of technology.

Section 3. Privileges and Responsibilities

The District's electronic network is part of the curriculum and is not a public forum for general use. Student users may access technology for only educational purposes. The actions of student users accessing networks through the District reflect on the School District; therefore, student users must conduct themselves accordingly by exercising good judgment and complying with this policy and any accompanying administrative regulations and guidelines. Students are responsible for their behavior and communications using the District's computers and networks.

Student users of technology shall:

- Use or access District technology only for educational purposes
- Comply with copyright laws and software licensing agreements
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy rights of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges, complying with all required system security identification codes, and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses.
- Abide by the policies and procedures of networks and systems linked by technology.

Student users of technology shall not:

- Access, download, create, send or display offensive messages or pictures.
- Use harassing, offensive, obscene or defamatory language.
- Harass or attack others; as outlined in the bullying and cyberbullying section of the handbook
- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs;
- Knowingly spread computer viruses;
- Violate copyright laws or software licensing agreements;
- Use others' passwords or accounts;
- Misrepresent themselves or others;
- Trespass in others' folders, work, or files, or gain unauthorized access to resource or entities;
- Reveal their personal address or phone number, or those of other users;
- Use District technology for non-school purposes or personal financial gain or to access or attempt to access restricted websites or other information unrelated to the curriculum and educational purposes of the school; and
- Use technology for any illegal purpose or activity.

Granting of Access:

Students may access the networks and technology resources only after submitting a signed Acceptable Use of Technology Consent Form. Parent or guardian permission is also required for minors.

Section 4. Disciplinary Actions

Violations of this policy, or any administrative regulations and guidelines governing the use of technology, may result in disciplinary action which could include loss of network access, loss of technology use, suspension or expulsion, or other appropriate disciplinary action. Violations of local, state or federal law may subject students to prosecution by appropriate law enforcement authorities.

Section 5. No Expectation of Privacy

The District's electronic network is part of the curriculum and is not a public forum for general use. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor file server space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

Section 6. Additional Rules/Actions

The Superintendent/Principal or his/her designee may establish regulations and guidelines, and shall take appropriate action to implement this Policy.

Bullying and Cyberbullying:

“Bullying” is:

- Intimidation, unwanted aggressive behavior, or harassment (either repetitive or substantially likely to repeated) and causes a reasonable student to fear for his or her physical safety or property;
- Or substantially interferes with the educational performance or opportunities, or benefits of any student;
- Or substantially disrupts the orderly operation for the school.

Bullying 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 is:

Bullying through, for instance, a message, text, sound, or image by means of an electronic device.

- That originates on a school’s campus or at a district activity if electronic communication was made using the school’s technological resources;
- If there is a sufficient nexus to the educational environment;
- Or if the electronic communication was made on the school’s campus or at a district activity using the student’s own personal technological resources.

The school district may discipline any student for such cyberbullying to the greatest extent allowed by law. (See policy MCE 2655, and school handbook page 32 under “Bullying”)

Reporting Bullying or Cyberbullying Procedures:

All students are encouraged to report to the school staff when they feel they have been bullied. When bullying or cyberbullying is reported the following will occur:

- Students will be asked to fill out a bullying report form found at the counselor’s office. If students are unable to fill out the report a staff member may assist.
- This form will then be given to the school administration.
- Within two (2) school days of receiving a report of bullying and/or cyberbullying an investigation of the alleged incident(s) will occur.
- The investigation will be completed within ten (10) school days, unless good cause exists to extend the investigation.
- The administration may issue findings and outcome of the investigation, including recommendations for corrective action, including discipline, as appropriate.

Hardin-Central School District
STUDENT ACCEPTABLE USE OF TECHNOLOGY CONSENT FORM

We are pleased to offer our students access to the District’s computers/chrome books, network, and technology for educational purposes. Parents and students are advised that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. The District cannot guarantee that filtering hardware/software will in all instances successfully block access to inappropriate materials. Hardin-Central School District is not liable or responsible for: any information that may be lost, damaged, or unavailable due to technical or other difficulties; the accuracy or suitability of any information that is retrieved through technology; breaches of confidentiality; or defamatory material.

The District’s electronic network is part of the curriculum and is not a public forum for general use. Please carefully read the attached Acceptable Use of Technology Policy. Violations may result in disciplinary action. To gain access to email and the Internet, all students must sign and return this form to the homeroom teacher. Students under the age of 18 must also obtain parental consent.

Student Consent

I understand that my computer use is not private and that the school district will monitor my activity on the computer system. I have read the District Acceptable Student Use of Technology policy and regulations and agree to abide by these rules. I understand that violation of the policy or regulations may result in disciplinary action, including loss of technology use, suspension, expulsion, and/or replacement costs. Replacement/Repair costs will be based on severity of damages. Replacement costs for Chromebook chargers will be \$25 and replacement costs for Chromebook will not exceed \$300.

Print Student Name _____ Grade _____

Student Signature _____ **Date** _____

Parental Consent

I have read and understand the District’s Acceptable Student Use of Technology policy and regulations. In consideration for my child being able to use the District’s electronic communications system and have access to the public networks, I hereby release the school district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the system, including, without limitation, the types of damage identified in the school district’s policy and administrative regulations. Student(s) will be responsible for any damage(s) not deemed normal wear and tear as determined by the District technology staff and/or Administration. Excessive damage due to negligence includes, but is not limited to, cracked screen due to objects being shut in it, dropping device, spilling food/drinks on device, etc. Replacement/Repair costs will be based on severity of damages. Replacement costs for Chromebook chargers will be \$25 and replacement costs for Chromebook will not exceed \$300.

Parent/Guardian Signature _____ **Date** _____

Please return this form signed by Friday, August 25, 2023.

<p style="text-align: center;"><u>August</u></p> <p>16-18: Teacher In-service 17: Back to School Night, 6:30 pm 22: First Day of School 23: First Day of Vo-Tech</p> <p style="text-align: center;"><u>September</u></p> <p>4: No School & Vo-Tech, Labor Day 11: No School (Yes Vo-Tech), Teacher PD Day 13: 1st Quarter Mid-Term (<i>Sent out 9/15</i>)</p> <p style="text-align: center;"><u>October</u></p> <p>9: No School (Yes Vo-Tech), Teacher PD Day 13: End of 1st Quarter 19: No School (Yes Vo-Tech), P/T Conferences 20: No School, No Vo-Tech</p> <p style="text-align: center;"><u>November</u></p> <p>13: No School (Yes Vo-Tech), Teacher PD Day 15: 2nd Quarter Mid-Term (<i>sent out 11/17</i>) 20-24: No Vo-Tech 22-24: No School, Thanksgiving Break</p> <p style="text-align: center;"><u>December</u></p> <p>11: No School (Yes Vo-Tech), Teacher PD 15: End of 2nd Quarter, Dismiss at 12:41 18-19: Vo-Tech in Session 18 - Jan 2: Winter Break (<i>School resumes Jan. 3</i>)</p>	<p style="text-align: center;"><u>January</u></p> <p>2: No School, Teacher PD Day 3: Classes Resume 15: No School, MLK Day</p> <p style="text-align: center;"><u>February</u></p> <p>12: No School, Teacher PD Day 14: 3rd Quarter Mid-Term (<i>sent out 2/16</i>) 19: No School, President's Day</p> <p style="text-align: center;"><u>March</u></p> <p>8: End of 3rd Quarter 11: No School, Teacher PD Day 28-29: No School, Spring Break</p> <p style="text-align: center;"><u>April</u></p> <p>1-2: No School, Spring Break 8: No School, Teacher PD Day 10: 4th Quarter Mid-Term (<i>sent out 4/12</i>)</p> <p style="text-align: center;"><u>May</u></p> <p>10: Last Day for Seniors 12: Graduation @ 2:30 15: Last Day of School, Dismiss at 12:41 16-17: Make-Up Snow Days</p>
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Calendar Breakdown

Quarter 1 Mid-Term 9/23
Quarter 1 Ends 10/13

Quarter 2 Mid-Term 11/15
Quarter 2 Ends 12/15

Quarter 3 Mid-Term 2/14
Quarter 3 Ends 3/08

Quarter 4 Mid-Term 4/10
Quarter 4 Ends 5/15

Snow Make-Up Days

December 18-19 (1st & 2nd Snow Days)
March 28 (3rd Snow Day)

April 2 (4th Snow Day)
May 16-17 (5th & 6th Snow Days)

DISTRICT INFORMATION

Mission Statement

The mission of the district is to provide a safe environment where each student has the ability to become productive members and leaders in society. Students will develop positive character traits and become lifelong learners.

Vision Statement

Through the direction provided by our mission, Hardin-Central C-2 will become a school community that:

- Provides an educational environment that meets each student's needs.
- Develops critical thinkers and problem solvers through teamwork, technology, and communication.
- Applies learned knowledge in a diverse world.
- Seeks for knowledge beyond the classroom.

Hardin-Central Core Value Statements

- Everyone can learn.
- Learning is not just preparation for life, but a vital and continual part of life.
- All people have the right to be treated with dignity and respect while being responsible for themselves.
- Honesty is an essential factor in all relationships.
- Support of the family is beneficial for the optimal development of the individual.

POLICIES, REGULATION AND FORMS

The following policies, regulations and forms are either mentioned or used as a resource throughout the handbook. They can be accessed by going to our website <http://www.hardin-central.org> clicking on HARDIN CENTRAL BOARD OF EDUCATION POLICIES. This link will direct you to the Missouri Consultants for Education site where you will find the policies that our district has adopted.

RELEASE OF DIRECTORY INFORMATION BY HARDIN-CENTRAL SCHOOL DISTRICT

Each school year the Hardin-Central School District, in conformance with the U.S. General Education Provisions Act, declares the following as “directory information.” As provided in that act, this information concerning students may be made public: 1) student's name, address, telephone listing, electronic mail address, student ID; 2) date and place of birth; 3) pictures; 4) participation in officially recognized activities; 5) weight and height of members of athletic teams; 6) dates of attendance, grade level; and 7) honors and awards received. Any student who is 18 years of age or older and/or any parent of the Hardin-Central School District who does not wish any of the above information to be released must notify Hardin-Central in writing. Each year the school will notify students and parents of their right to withhold “directory information” in the handbook.

HARDIN-CENTRAL CONTACT INFO

Phone660-398-4394
Fax.....660-398-4396
Web Address.....www.hardin-central.org

EMAIL UPDATES

Email updates will be sent out to the email address that parents enter into the student information form. These will include reminders, updates, grades, etc. If you do not receive these, please contact the school.

SCHOOL/ACTIVITY EVENT CANCELLATIONS

Students and parents may sign up for **BULLDOG ALERTS** via the cell providers App store to receive text messages concerning emergency information, school closings, early dismissals and school event reminders. The use of the H-C Facebook page and the H-C App will also be used. You may also listen to KMMO 102.9 FM or 1300 AM. KMZU 100.7 FM. KCTV 5, KMBC 9 and /or KSHB 41. Parents should have arrangements made each school year for emergency-type situations. These arrangements should be discussed with your child/children so they will know what to do. If school is announced as a **late start**, students will come to school two hours later than the usual start time. Bus routes will also run 2 hours later than usual.

BULLDOG ALERTS

Bulldog Alerts will be utilized through the “Bulldog App” and text messages will be sent out via our Lumen SIS. It is important that all parents/guardians have an updated cell phone number on file through the office to receive these alerts.

ACTIVITIES CALENDAR

The administration will make out a yearly schedule of events. A master calendar will be kept in the office where all school events will be entered. To eliminate conflict in scheduling, it is necessary that the principal be advised of all planned activities. All dates are to be scheduled and turned in not less than (5) days before the scheduled event unless an event is being rescheduled. Before the date of any event is decided, permission and available dates should be discussed with the principal, with proper forms filled out when necessary. * All events and activities are subject to change.

SCHEDULE OF SCHOOL HOURS

School begins at 8:00 a.m. for all grades and a child is tardy after 8:00 a.m. School ends at 3:05 p.m. for a regular day and 12:41 p.m. for an early dismissal schedule. No one is to be in the school building before 7:40 a.m. or after 3:15 p.m. unless they are supervised or have special permission from the office. School office hours are from 7:30 a.m. - 4:00 p.m., Monday through Friday.

REGULAR SCHEDULE:**1st Hour – 8:00 - 8:53****2nd Hour – 8:56 - 9:47****3rd Hour – 9:50 - 10:41****4th Hour – 10:44 – 11:35****5th Hour – 11:38 - 12:54 (Lunch Hour)****Bulldog Hour - 12:57 - 1:17****6th Hour – 1:20 - 2:11****7th Hour – 2:14 - 3:05****LATE START:****10:00-10:38****10:41-11:18****11:21-11:58****12:01-1:00 (Lunch Hour)****1:03-1:42****No Bulldog Hour****1:45-2:24****2:27-3:05****EARLY DISMISSAL:****8:00-8:38****8:41-9:14****9:17-9:50****9:55-10:28****10:31-11:04****No Bulldog Hour****11:07-11:40****11:43-12:41 (Lunch Hour)****NON-DISCRIMINATION STATEMENT**

The Hardin-Central School District does not discriminate nor permit discrimination on the basis of race, color, national origin, religion, sex, gender, age or disability in admission or access to, or treatment of employment in, its programs and activities. If there are questions, please feel free to contact The Office of the Superintendent, 660-398-4394 (Board Policy 1310 Equal Opportunity-Civil Rights, Title IX, and Section 504).

SPECIAL PROGRAMS

The Hardin-Central School District provides a wide range of services for students who have special needs. Special education for disabled gifted students, migrant/ESL education and Title I services are provided to students who meet current state and federal guidelines. Whenever possible, all attempts are made to provide appropriate accommodations to identified students within the general education classroom. The focus of Special Programs is to develop a close collaborative relationship with parents, general education teachers and special programs teachers for the purpose of meeting the needs of students with special needs. Questions about how a student may receive additional support can be directed to the building principal or to the Director of Special Programs.

TITLE I SERVICES

Title I is a federally funded program approved by the Missouri State Department of Education and the Hardin-Central Board of Education. Title I services are available for eligible students in the elementary schools. A limited number of students may participate in small group tutorial activities in reading to reinforce the basic skills taught in the regular classroom. The Title I teacher and classroom teacher work cooperatively to plan supplemental activities in these two subject areas.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities (such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking,

breathing, learning, and working);

2. Has a record of such impairment or is regarded as having such an impairment.

In order to fulfill obligations under Section 504, the Hardin-Central School District has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

The school district has responsibilities under Section 504, which include the obligation to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact The Office of the Superintendent, Section 504 coordinator for the school district, at 660-398-4394.

SEXUAL HARASSMENT

Sexual harassment is defined as inappropriate behavior which portrays sex or sexual conduct in a manner offensive to community standards. Words (spoken or written), actions, touching, or other physical contact of a sexual nature violate this guideline and will be subject to disciplinary action.

GENERAL INFORMATION

BUILDING SAFETY AND SCHOOL HOURS

Students are allowed in the building at 7:40 a.m. and need to leave the building before 3:15 p.m. (unless under the direct supervision of a staff member). Visitors or students entering the building shall use the main entrance and gain access to the building by utilizing the buzzer system. Students are not to be in any classroom without teacher supervision. Teachers are available to help students from 7:30 a.m. until 8:00 a.m.

STUDENT DISMISSAL

No student is to leave school during the day for any reason unless it is cleared in the office. No student will be allowed to check out of school without first presenting a parent/guardian note to the office or by their parent/guardian contacting, by phone, and having office personnel talk to them. The student will sign out from the office and sign back in when returning. In case of illness, the parent must be contacted before the student will be allowed to go home. ***Common errands and off-campus lunch are NOT permissible.***

VISITORS

Visitors, parents, and patrons are always welcome. However, all visitors during the regular school day shall check in at the office prior to proceeding elsewhere in the building and sign in with the school secretary. The Board of Education and the administration will not tolerate any person or persons whose presence disturb classes or school activities or hinder the instructional process. If such persons will not leave the school premises upon request, the building principal or designee may refer charges to the proper legal authorities. (Policy 1430) ***Visitors are not permitted during lunch hours to eat with students unless prior approval by administration.***

ALCOHOL/TOBACCO/DRUG POLICY

Students and parents should be aware that the Hardin-Central Board of Education has specific policies concerning the possession and/or use of these items at school. Students having tobacco products, e-cigarettes, vaporizers, cartridges, and over-the-counter medication in their locker or in their possession on school premises, school buses, and/or at school-sponsored activities will receive due process and consequences in accordance with Board Policy.

Students having alcohol, illegal drugs, counterfeit drugs, prescription drugs, drug paraphernalia, and/or substances purported to be drugs in their locker or in their possession on school premises, school buses, and/or at school-sponsored activities will receive due process and consequences in accordance to board Policy.

TELEPHONE MESSAGES

Any incoming call, if not an emergency, will be reported to the student called, but the student will not be called from class to answer the telephone. The office will take the number and the message and inform the student. Students making calls must get permission from their teacher and the secretary.

TRANSFERRING STUDENTS

Parents of children who are leaving the district and transferring to another school should notify the office at least 10 days in advance of the child's last day or as soon as reasonably possible of the child's last day. The new school will send Hardin-Central a release form and all records are then sent directly to the new school from the Hardin-Central office. Any money owed the school must be paid, as well as all library books and textbooks returned before the students leave. This will make for a smooth transition for school district records.

CELL PHONE/ELECTRONIC DEVICE MISUSE

Personal electronic devices (PEDs)(i.e., cell phones, watches, radios, personal recording devices, laptops, portable video games, etc.) should be stored in purses, bags, or pockets, and kept out of sight and be turned off or in silent mode (non-vibrating) during instructional time. (For complete definition of "Personal Electronic Devices" and "Use", refer to Board Policy The 2656 and 6320)

- Instructional times are defined as the time spent in a classroom during periods with learning occurring bell-to-bell. Before or after school tutoring, detentions, seat time, etc. will follow the guidelines of instructional time. This includes the use of restrooms, water breaks, etc. during a class period. Students who are granted permission to use the restroom, get a drink, etc. during the instructional time period, will not be allowed to take cell phones with them.
- Non-Instructional times are defined as follows:
 - Any time before 8:00 am and after 3:05 pm
 - Lunch Period

Students may not use their cell phones at any time during the school day to:

- Take Pictures
- Record Videos
- Record Audio

Cell phones are strictly forbidden in the following locations:

- Locker Rooms
- Restrooms
- Other District Schools (i.e. during A+, Cadet Teaching, Internships, etc.)

Consequences for breaking policy on possession PED:

- 1st offense: PED confiscated and turned into Principal = verbal warning and returned to student at the end of the school day.
- 2nd offense: PED confiscated and turned into Principal = Incident reported to parents and device will returned to student at the end of the school day.
- 3rd offense: PED confiscated and turned into Principal = Incident reported to parents and parents will need to pick up the PED from the office.
- 4th offense and subsequent offenses: PED confiscated and student will turn the device into Principal at the beginning of each school day.

***The school is not responsible for lost or stolen cell phones, tablets, laptops, or other personal**

technology devices nor will administrators spend time investigating cell phone theft. A student phone (located in HS office) may be used free of cost. All calls made by students on this phone should be brief. Using the student phone does not constitute an excused tardy or absence from class. All personal calls shall be made outside of scheduled class times.

FUNDRAISING

Fundraising for student activities shall be held to a minimum and must have prior approval from the administration. Sponsors of student activities are required to deposit all collected funds daily at the office. Sponsors shall obtain a receipt from the secretary for such funds. Sponsors shall maintain records and issue receipts for any funds collected from students and/or adults. At no time shall any sponsor maintain a private or “petty cash” fund.

DUE PROCESS

All students are entitled to due process as guaranteed by constitutional provisions. This means there are certain procedures that school officials will follow prior to taking appropriate disciplinary actions. The process will be in accordance with state law, as well as with the provisions outlined in the Board’s policies and regulations on student suspension and student expulsion. In any disciplinary situation the rights of the student will be considered.

A. The Right to Due Process of Law with Respect to Student Suspension

The Board of Education believes that the right of a student to attend the Hardin-Central Schools carries with it the responsibility of the student to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential to permit others to learn at school.

Therefore, the administrative prerogative to remove a student from the school setting because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students or the property of the school shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific action by the Board of Education. The Board of Education authorizes the summary suspension of pupils by building principals for a period not to exceed ten (10) school days and by the superintendent for a period not to exceed one hundred eighty (180) school days, provided such action is in accordance with due process and state statutes. The Board of Education must be notified of any suspension exceeding ten (10) days. A student may be suspended by the principal for misconduct in accordance with the District’s discipline policy. Notice of such suspension shall be given immediately to the parent or guardian and to the superintendent. The student and/or parents/guardians may appeal the principal’s decision to suspend the student to the superintendent.

In the case of a suspension of a student by the superintendent for a period of more than ten (10) days, the student and/or parents/guardians may appeal the decision of the superintendent to the Board of Education. Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board of Education renders its decision, unless in the judgment of the superintendent, the student’s presence

poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the student and parents/guardian, and the student shall be immediately removed from school. Upon the filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten (10) days, the superintendent shall report to such action. The Board of Education, upon request, shall grant a hearing to the appealing party, as set forth in applicable state law and Board policy.

B. The Right to Due Process of Law with Respect to Student Expulsion

If a student consistently or grossly refuses to conform to school policies, rules, and/or regulations, the principal and superintendent may recommend to the Board of Education that the student be expelled from school. The Board of Education will review such recommendations and decide whether to proceed with the expulsion. No student may be expelled without a prior hearing before the Board, unless this right to a hearing is waived in writing by the student's parent/guardian or the student. In the event of an expulsion hearing the following due process shall apply:

1. Board action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student's parents/guardians, or others having his custodial care. Such notification will include charges, contemplated action, and time and place of a hearing on such charges and that the student, parents/guardians or others having custodial care shall have the right to attend the hearing and to be represented by counsel.
2. The hearing will be closed unless the student, parents/guardians or others having custodial care request an open hearing. At said hearing, the Board of Education, or counsel, shall present the charges, testimony and evidence as may be deemed necessary to support the charges. The Board of Education will expect the principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parents/guardians or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense there against. At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student from school for a specified time or expel the student from the schools of the district. Prompt notice of the decision shall be given to the student, parents/guardians or others having custodial care, and counsel, if applicable.

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be required by law), following a suspension or expulsion from this or any other school until the District has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

C. The Right to Due Process of Law with Respect to Interrogations and Searches

The Hardin-Central School administration is responsible for making an effort to protect each student's rights with respect to interrogations by law enforcement officials. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school principal or designee will be present.

Students will be afforded the same rights in dealing with law enforcement officials that exist outside the school. Parents must be notified; students must be informed of their constitutional rights by the law officials; students may remain silent if they so desire and they must not be subjected to coercion or illegal restraint. However, within the framework of legal rights, students have the responsibility to cooperate with law enforcement officials. Students may be requested to submit to voluntary personal searches, based on reasonable suspicion of a violation of District rules, policy, or law. Students who refuse to submit to a voluntary search may be referred to appropriate law enforcement authorities, if such action is deemed appropriate by the principal. School lockers and desks are the property of the Board of Education

and are provided for the convenience of students and, as such, are subject to periodic inspection without notice. The lockers and desks may be subject to search by school administrators for a variety of reasons. Among the reasons—but not limited to these reasons—are suspicion of concealing drugs, alcohol, material of a disruptive nature, stolen properties, weapons or other items posing a danger to the health or safety of students and school employees.

An officer of the law may take a student from the school only if the officer has ready for service a subpoena, a warrant for arrest or an order for civil arrest. The school principal will attempt to notify the student's parent/guardian that the student is being removed from school.

Occasionally, a principal may find it necessary to call the law enforcement officials for assistance in handling a student responsible for a serious offense committed at school. In such a case, the officials may not arrest the student unless a sworn complaint is filed. However, the circumstances may, from time to time, justify the removal of the student from school in the absence of a complaint or warrant.

D. The Right to Due Process of Law with Respect to Privacy Rights of Students and Parents

It is the intention of the Hardin-Central School District to protect the privacy rights of students and parents in carrying out the Discipline Code Policy. Each building principal will be responsible for adhering to correct procedure in maintaining records concerning student discipline.

EMERGENCY DRILLS AND PROCEDURES

Drills for emergencies are conducted periodically. The signal for a fire drill will be a continuous series of short tones on the intercom, the bells, whistles, or any other signaling device. Each classroom has an emergency escape route map posted in the room. Students should leave the building quickly and quietly - no running or talking. Each class should stay together and walk to their assigned area. Classroom teachers will take roll for their class. If all students are accounted for the teacher will raise a green piece of paper to signal to the administration that their classroom is all clear. If there are students that are unaccounted for in a teacher's class, the teacher shall raise a red piece of paper to let administration know that a student is not accounted for in that teacher's room.

The signal for a tornado/storm will be a continuous tone on the intercom, the bells, or other signal device. Students are to move toward the designated areas as posted on maps in the rooms. As soon as they get in or as close as possible to the designated area, students shall kneel down, face the wall, and cover their heads with their arms. Students should remain quiet in order to hear any instructions. Classroom teachers will take roll for their class. If all students are accounted for the teacher will raise a green piece of paper to signal to the administration that their classroom is all clear. If there are students that are unaccounted for in a teacher's class, the teacher shall raise a red piece of paper to let administration know that a student is not accounted for in that teacher's room.

A lock-down drill will be signaled by an intercom announcement giving directions. When this is heard, all students should follow the directions of the nearest authority figure. Students in the hall should go to the nearest safe location.

PUBLIC COMPLAINTS

The Board recognizes that situations of concern to parents/guardians or the public may arise in the operation of the district. Such concerns are best resolved by addressing them at the level where the concern originated through communication with the appropriate staff members. The administration has developed procedures for addressing those issues, copies of which are available at each building. (See Board Policy 1480) Any concern regarding federal programs administered by the Missouri Department of Elementary and Secondary Education (DESE) may also be appealed to DESE or the United States Department of Education as permitted or required by law.

BUS TRANSPORTATION

The Hardin-Central Board of Education provides bus transportation for all students who live one mile or more from school. Designated pickup stations have been established, and students who wish to ride the bus must be at the appropriate station at the time the bus leaves. Because of time schedules, buses cannot wait for students at these stations beyond the designated departure time. At the conclusion of the school day, buses are available to return students to specified areas near their homes.

The safety of every student on our buses is of great concern to all of us. Every precaution is taken to see that students arrive at their destination safely. This requires the cooperation of the student, the driver, and the parents. Bus drivers are not authorized to make special stops. Therefore, students should not make these requests. This is necessary so that drivers can make their runs according to the official time schedule.

To continue riding a bus to and from school, a student must conduct himself properly at all times and abide by the rules established by the driver, who has complete authority over the conduct of students when they are on or near a school bus.

Anytime that bus transportation will not be provided by the school because of weather conditions, refer to our inclement weather section of this handbook. If you are in doubt about whether buses will run, please listen for the radio announcement rather than call school personnel.

"Don't Lose Your Riding Privilege"

- Follow These Rules -

1. The driver is in charge of pupils and bus. Cooperate and obey the driver at all times. Refusal to comply with a driver's request will be considered a major infraction of the rules.
2. Pupils must be on time; the bus cannot wait beyond the regular schedule for those who are tardy.
3. Pupils should never stand in the roadway while waiting for the bus.
4. The level of noise should be no louder than a normal speaking voice; this means no yelling or screaming.
5. Windows go down only to marks.
6. Pupils must not at any time extend arms or head out of the bus windows or throw objects out of bus windows.
7. Pupils must stay seated at all times, no turning around, with feet or knees in seat.
8. Pupils must not try to get on or off the bus, or to move about within the bus, while it is in motion.
9. Be courteous; use no profane language, gestures or signs.

10. Pupils are not to fight or scuffle on the bus.
11. Do not be destructive; the offender will pay damages.
12. Keep books, packages, coats, feet and other objects out of the aisle.
13. NO GLASS containers will be allowed on the bus.
14. Do not eat or drink on the bus.
15. Pupils are not to use tobacco products on the bus or at the bus stop.
16. Keep the bus clean.
17. Bus driver will assign seats to each pupil.
18. Animals will not be allowed on the bus.
19. Any student who misbehaves on the bus and receives I.S.S. will lose bus-riding privileges for the same number of days, which they are in I.S.S.

Official Written Referral Process:

1 ST BUS REFERRAL	Conference with principal/parent notification
2 ND BUS REFERRAL	Conference with principal/parent notification
3 RD BUS REFERRAL	One-day suspension from bus
4 TH BUS REFERRAL	Three-day suspension from bus
5 TH BUS REFERRAL	Five-day suspension from bus
6 TH BUS REFERRAL	Ten-day suspension from bus and administration, student, parent conference
7 TH BUS REFERRAL	Removal from bus - 30 DAYS
8 TH BUS REFERRAL	Removal from bus - PERMANENTLY

Parent's Responsibilities for the Bus:

1. Parent shall make sure that their child/children are on time at the bus stop.
2. Parent shall accompany small children to the bus in the morning and meet them in the afternoon. If the bus drops your child/children at the house and you do not want them left at home alone, please be where the bus driver can see you when they pull up. Parent shall instill in their own children, habits of punctuality and correct behavior.
3. Parent shall understand the importance of school bus safety and review bus rules with each child.

Severe student misconduct which may result in notifying law enforcement can include:

Physical Assault/Fighting
 Possession of Drugs/Alcohol/Tobacco
 Gang Conduct or Activity
 Sexual Misconduct/Sexual Harassment
 Weapons/Knives/Guns/Any Object Being Used to commit Unsafe School Acts or Other Actions Which Violate the Safe School Act.
 A bus referral for severe student misconduct on the bus will result in a minimum five-day bus suspension/parent conference.

PENDING AN INVESTIGATION: Bus riding privileges may be permanently and immediately suspended.

Extra-Curricular Activities Trips: Field Trips/Special Events:

Students MUST RIDE THE BUS TO AND FROM any field trip. Students must ride on school sponsored transportation unless prior arrangements have been made and approved with administration. Check out is available at some events.

Field trips and other special events may be used as motivation or discipline incentives for student behavior and/or work habits.

Food Services

A hot breakfast and lunch program is provided for those students who desire this service. Students are only allowed three lunch charges before they need to pay their lunch bill. Pay lunch bill in cafeteria.

MS/HS students with a lunch bill over \$25, may not opt for a salad. MS/HS students with a food service bill over \$50, will be served an alternative lunch.

- Alternative lunch would include a peanut butter & jelly sandwich, fruit, veggie, and regular milk (not chocolate)

Lunch Schedule

Elementary:

Pre K-1 10:30-10:55

2-3 10:50-11:10

4th-6th Grade – 11:13-11:38

MS/HS:

1st Shift – 11:38-12:03

2nd Shift – 12:29-12:54

(NO OFF-SITE LUNCH WILL BE PERMITTED)

Lunchroom rules:

1. Walk in the cafeteria.
2. Wait quietly while getting a tray.
3. Clean table and floor area when finished and deposit waste paper, milk cartons, and food into the proper container and return tray.
4. Students bringing their lunch/drinks must eat/drink in the cafeteria.
5. Students are not to remove food, or drink from the lunchroom to be placed in their locker.
6. There will be no off-site lunch permitted. Outside lunch may be brought in.
7. No outside guests will be permitted during lunch unless prior Administration approval has been granted.
8. Use good table manners:
 - a. Speak in a soft, conversational voice to the students at his/her table
 - b. Respect the rights of others
 - c. Keep your items at your lunch area and out of others eating space
 - d. Eat your own food.
 - e. Use appropriate table conversation, language, etc.

Office Calendar

An up to date calendar of school activities is maintained in the office and via district online calendar/app. To prevent conflicts, the office personnel will make all entries on the calendar. The first activity placed on the calendar has priority for that date unless approval for change is received from the superintendent.

Activity Passes

Activity Passes are for sale at a cost of \$25, this pass will allow the student admission to all athletic events for the school year. Family passes are also available for immediate family members for \$100.

Class Dues

Students will pay class dues or participate in fundraisers according to the following schedule: 7th and 8th Grades - \$5, 9th and 10th Grades - \$10, 11th and 12th Grades - \$20. Additional class and organizational fundraisers may be done with prior administrative approval.

Approved Fundraisers

The class/organization will determine the type of fundraisers and their own goals with guidance from the sponsors but the final approval must come from the administration. Class members will have the option of buying out of their share instead of participating in the fundraiser. Each fundraiser will have a specified deadline for the goals or buy out. Consequences for a class member not making the goal, or paying their share, or meeting the deadline will be determined by the sponsors with administrator approval. Any fine not paid will be added to that senior's debt before graduation. The principal will approve fundraisers for classes and organizations.

STUDENT ORGANIZATIONS

A+ Schools Program

District High Schools are proud participants of the Missouri A+ School Program. We are a designated school and graduates may be eligible for the A+ Designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or vocational technical school in Missouri. Requirements are available from the A+ coordinator.

Student Council

The membership of Hardin-Central Student Council will be made up of two representatives from each grade. Grades 7-12 are eligible for membership. All members must have maintained at least an average composite grade the last semester and continue this during the term. The student council will be in charge of *All action by the Student Council must be approved by the administration.

1. Assemblies
2. School Functions (i.e. school dances, student and family fun nights)
3. Good school citizenship program
4. Student Council election of officers

NATIONAL HONOR SOCIETY

To be eligible for the NHS a student must be at least a second semester sophomore and have a 3.4 scholastic average. Membership may also be earned as a junior. An application is filed with the sponsor and each student is rated by faculty members on character, leadership and service. A 2.75 average must be achieved on a 1 to 5 rating scale. School and community service amounting to 10 hours must be accomplished and a 3.4 grade average maintained during membership. Character and leadership qualities are to be modeled.

Athletics

Sports available at Hardin-Central High School include: football, cross country, softball, basketball, cheerleading, and track. Sports available at Hardin-Central Junior High include football, cross-country, softball, basketball, cheerleading, and track. To be eligible for sports at Hardin-Central, students must meet MSHSAA eligibility and any policies set-forth by the Hardin-Central C-2 School District.

Schedule changes

Only changes, which are considered critical by the principal or counselor will be made. All requests for schedule changes must be made during the first week of each semester. Schedule changes will only be made with the consent of both teachers involved, parents, and the Principal or Counselor.

Lockers

Student lockers are the property of Hardin-Central School District. Lockers remain, at all times, under the control of the school district. The student is expected to assume full responsibility for his/her school locker. The school district retains the right to inspect student lockers without notice, without student consent, and without a search warrant, (as provided in Board Policy 2150). Concerns regarding lockers should be reported to the building's administrative office. All students will be assigned lockers. If the student wants a lock for their locker, they may get one from the school for a \$3.00 deposit. The deposit will be returned at the end of the year when the student returns the lock they were issued. No lock other than the one provided by the school will be permitted on lockers. Lockers will be periodically checked and locks that were not provided by the school will be removed without notice.

Student Driving Vehicle Regulations

Any students 16 years of age with a valid Missouri driver's license will be permitted to drive motor vehicles to school.

All motor vehicles driven to school must be covered by a minimum of liability insurance.

Vehicles will not be moved during school hours without permission from the office. **Students shall not park in spaces reserved for faculty and staff. These are located near the building including, but not limited to, the south end of HS building, along Library/SPED building, and front parking lot.**

Students may park along Mansur Street, along sidewalk leading to buses, and/or along fence on the east side of the track/football field. Motorcycles are to be parked in parking lot. Students must operate vehicles in a safe manner. Any student violating these regulations is subject to consequences, which may result in the loss of driving privileges. Vehicles are subject to search while on school property.

Textbooks

All basic textbooks are loaned to students for their use during the school year. The student pays for other supplies. Students are responsible for all textbooks assigned and for returning the specific book(s), in good condition, at the end of the term. Textbooks are to be kept clean and handled carefully. PLEASE be sure your name and grade are written in the book in case it is misplaced. Books damaged or not returned will be assessed at the appropriate cost. Turning in a different book does not relieve the student of the obligation for the book(s) assigned. Any damage beyond normal wear will be assessed to either replace or repair the book.

ACADEMIC INFORMATION

Report cards are distributed at the conclusion of the four nine week grading periods. The first grading period card is a progress report so that the student and his parents will know what kind of academic progress is being made. At the end of the second grading period, semester grades will be awarded and these grades will be recorded on the student’s permanent transcript. The third grading period is a progress report of the second semester, and the fourth grading period cards will bear the student’s second semester grades, which will be recorded on the student’s transcript.

The five-point division system of marking (A,B,C,D,F) is used and a word statement of what the letters stand for is as follows: A = Excellent; B = Superior, above average; C = Medium, average; D = Inferior, below average yet passing; F = Failing, no credit.

Teachers of Hardin-Central are individually responsible for developing a fair and equitable system for evaluating students’ work. Letter grades are assigned in each course at the end of each grading period. The Grading Scale shall be as follows:

95-100.....	A	73-76.....	C
90-94.....	A-	70-72.....	C-
87-89.....	B+	67-69.....	D+
83-86.....	B	64-66.....	D
80-82.....	B-	60-63.....	D-
77-79.....	C+	0-59.....	F

REQUIREMENTS FOR GRADUATION

The Hardin-Central C-2 School District shall teach provisions and principles of the U.S. and Missouri constitution in the District’s American Government/Civics Class during the student’s tenth grade year. American history and institutions will be taught to all eighth and ninth grade students. All students must successfully pass a test relevant to the above classes. Students must also pass the course of courses designated as containing the required instruction in the institutions, branches and functions of federal, state and local government and in the electoral process.

Twenty-four/Twenty-six units of credit are required for graduation of Hardin-Central. The requirements for graduation will be as follows:

Communication Arts4 Units
 (Language Arts I-III required, 4th unit is of the student's choice)
 Fine Arts1 Unit
 Mathematics.....3 Units
 (Math credits must be in Algebra curriculum or higher)
 Practical Arts1 Unit
 Science3 Units
 Physical Education1 Units
 Health Education.....1/2 Unit
 Personal Finance1/2 Unit
 Social Studies3 Units
 (American History and Government required, 3rd unit is of the student's choice)
 Electives7 Units (class of 2022, 2023, 2024), 9 Units (Beginning with the class of 2025 and classes after)
 Total: 24 Units (class of 2022, 2023, 2024), 26 Units (Beginning with the class of 2025)

HONOR ROLL COMPUTATION

The honor roll is designed to give recognition to those students who have achieved excellence in grade point averages each quarter. In addition to giving recognition, one of the primary objectives is to provide encouragement to students who are striving to achieve excellence. Three honor lists have been established to achieve these objectives. To be on the honor roll, a student must be a full-time student (taking at least 3.0 credits for the semester), have no grades less than a C-, AND have the following GPA/Grades/Attendance:

Principal's Honor Roll – A grade average of 95%, 3.667 GPA or above, no grade less than a B- (non-weighted), AND 95% Attendance.

"A" Honor Roll - A grade average of 90%, 3.50 GPA or above, AND no grade less than a B- (non-weighted)

"B" Honor Roll - A grade average of 85%, 3.00 GPA or above, AND no grade less than a C- (non-weighted)

*An academic letter will be awarded to students (9-12) who make the Principal's Honor Roll all four quarters.

WEIGHTED CLASSES

The weighted class system gives extra grade points. These extra grade points will be used in figuring grade point average and class rank of semester grades. The following courses will be weighted 15% (A = 4.6 instead of 4.0, A- = 4.22 instead of 3.67, etc.) for grades of C- or above.

Botany	Calculus	Algebra II
Physics	College Prep English	Foreign Lang. II
Chemistry	Zoology	Math Analysis
Anatomy & Physiology	AP and Dual Credit Courses	

GRADE POINT AVERAGES

Grade point averages for class rank are based on semester grades. In order to qualify for Valedictorian, the highest GPA, or Salutatorian, the student must have a minimum of 26 credits.

CREDIT RECOVERY/SUMMER SCHOOL

A student must recover credit through their schedule or with enrollment via Launch during regular school schedule or during summer school for any class the student has failed or received no credit. All students entering grades 8-12, must attend summer school in order to be eligible for Fall season sports and activities.

Before/After School Tutoring

Before/After school tutoring will benefit Grades 7-12 by offering tutorial sessions for students who need help in any class. Tutoring is offered before/after school on designated days Monday-Thursday and requires all parents to make arrangements to pick up their students.

Testing Policy 6440

All students will participate in statewide assessments or alternate assessments as determined by a student's IEP team. The administration will annually develop an assessment schedule for the current school year. The testing schedule will list the assessment instrument to be administered and the grade level of students that will be given to each student as well as their parent/guardian at the beginning of each school year. In addition, a copy of this policy and the assessment schedule will be available to the public in the District office during normal business hours.

PROGRESS REPORTS

Grades will be updated every 1 week in Lumen and progress reports indicating the student's grades will be sent home. Parents are encouraged to communicate with their students' teachers and request conferences or updates from the teacher. A report card indicating quarter/semester grades will be sent home following the conclusion of each quarter/semester.

CURRICULUM

The curriculum developed for the high school grades (7-12) is consistent with Missouri Learning Standards. This is a list of skills and knowledge deemed essential to further learning in each of the associated subject areas, at each grade level. A complete manual of subjects offered and objectives taught in each area is available in the office of the principal and school Superintendent.

EDUCATIONAL RECORDS

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information. For a full-text version of this district policy 2400, please contact the school office.

STUDENT DRESS CODE

Clothing which is likely to distract or interrupt the learning process will not be considered suitable attire and may result in the student changing into attire appropriate for school. The following attire is not allowed:

1. Head coverings (hats, visors, head coverings, etc.) in the building will be allowed in common areas and in classrooms at the teacher's distraction. Head coverings that are deemed a distraction to the learning environment (i.e. - bucket hats, sombreros, cowboy hats, etc.) will not be allowed. (Except coverings worn for religious purposes, or where permission is given ex. special events/fundraisers).
2. Exposed midriff, tube-tops, spaghetti strap tops, backless clothing. Sleeveless/tank tops must have 3 inches across with seam unaltered.
3. Shorts must have a 4-inch inseam.
4. Clothing that advertises alcohol, drugs, or tobacco.
5. Clothing with profane (profanity), vulgar, or obscene language.
6. Mesh or see-through shirts. Undergarments must not be visible.
7. Sleeveless shirts with loose-fitting armholes.

8. Sunglasses (unless Dr. excuses states)
9. Clothing that displays, advertises, or implies sexual or illicit conduct.
10. Any accessories that could be detrimental to the safety of others.
11. Shoes with built-in roller skates are not allowed.

* A student will be warned to be in compliance with the dress code. If a student fails to comply or refuses to comply it will be considered Defiance of Authority – Refusal to obey directions or defiance of staff authority and the discipline policy will be followed (see Infraction/Definition “dress code”).

STUDENT ATTENDANCE

Attendance Policy Philosophy

We believe that attendance in school is important. We believe when a student misses school, regardless of the reason, he/she is missing something of value.

We believe the student, if he/she has not already done so, needs to learn the value of and to develop a pattern of good attendance and punctuality. A student who has developed a pattern of good attendance will be better prepared for the attendance requirements that will be placed upon him/her as an adult. An adult may find that poor attendance leads to job dismissal and subsequent loss of income. A student may find that poor attendance fails to meet the requirements for earning credit.

Frequent absences of students from the regular classroom learning experiences disrupt the continuity of the instructional process for everyone. Make-up work does not contain the benefits of regular classroom instruction. Therefore, good attendance is essential to receive the maximum school educational experience.

A student who is absent will be expected to provide written documentation/verification/certification in reference to the absence which shall be presented to the **school secretary** the day the student returns to school.

Attendance Protocol

The Hardin-Central C-2 School District is legally responsible for the safety of its students during the school day. Therefore, the building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to an authorized person(s).

Staff members shall not excuse any student from school prior to the end of the school day, or into any person's custody without the direct prior approval and knowledge of the building principal or his/her designee. In keeping with these precautions, the following procedures will be followed.

- The building principal or his/her designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent or guardian.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.

- Children of single parent families will be released only upon the request of the custodial parent, i.e., the parent who the court holds directly responsible for the child and who is identified as such on the school record.

Additional precautions may be taken by the school administration appropriate to the age of students and as needs arise.

The terms "excused" and "unexcused" will not be used. (Exceptions are listed below) Notes from home will only be required if the school office and parent/guardian have not made contact concerning the absence. However, a note or phone call is required if the student plans to leave school during the school day. Under normal circumstances, students other than siblings will not be allowed to leave school together while school is in session. Students leaving school early must either drive themselves or be picked up by a parent/guardian or a responsible relative.

For the purpose of attendance, a school day will be defined as (7) class periods plus a "Bulldog Hour."

Students will be allowed eight (8) days of absence per semester (2 quarters) with no penalty. The days allowed per semester are not cumulative and may not be added on to another semester. Office personnel will contact the student's parent/guardian as a courtesy reminder of their student's missed days. **Students with more than eight (8) days absence in a given semester will lose the privilege of participating in any extra-curricular or co-curricular activities the next day and until they have made up the prescribed number of hours.** Students will be required to make up (3) hours (2 hours for Vo-Tech students) during school sponsored zero hours, 8th hours, or Saturday school, for each day absent in excess of (8) in a given semester. Seniors must have hours completed to be eligible to participate in Commencement exercises. Undergraduates with hours must be completed before the next school year. *****A+/NHS student:** In order to maintain A+ eligibility you must maintain a 95% attendance record. On average, students will be allowed to miss (7) days per YEAR. (NOT 16)

Students with excessive absences due to an accident or extended illness may be eligible for homebound services. Students that are hospitalized due to excessive illness and/or surgery, will be "excused" during their hospital stay.

Absences due to school sponsored or school-sanctioned activities are not considered absences for the purpose of the attendance policy.

Students will not be eligible to attend an extra-curricular, club, or organizational field trips if they are absent the day prior or they fall below 90% attendance. Intra-curricular trips (i.e. FFA contest) are an exception.

Students will be allowed two (2) "excused" half days for the purpose of taking their permit and/or driver's test. The student must inform the principal prior to taking the test and upon returning to school must provide proof of taking the test.

Seniors will be allowed two (2) "excused" days for college/military/technical schools visit. *The visit MUST be deemed for educational purposes for the H-C student.* The student must inform the counselor or Principal prior to making the visit and upon returning to school must provide proof of the visit.

Juniors will be allowed one (1) "excused" day for college/military/technical schools visit. *The visit MUST*

be deemed for educational purposes for the H-C student. The student must inform the counselor or Principal prior to making the visit and upon returning to school must provide proof of the visit.

Students will be allowed days missed for an immediate family member's funeral. They will be allowed days as followed:

5 days allowed with no penalty for parents, step parents, siblings or guardians.

3 days allowed with no penalty for grandparents, aunts, uncles or cousins.

The Superintendent may excuse an employee or a student's absence for the purpose of visiting with a parent or legal guardian who is an active duty member of the uniformed services and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting.

Students who violate the attendance policy are subject to referral to the Ray County Juvenile Office. Students who are absent for more than half a day of school because of illness will not be allowed at extra-curricular activities that evening unless approved by administration.

***STEPS TO FOLLOW WHEN ABSENT**

Please call the school office by 8:00 a.m. when your child is going to be absent. If a telephone call is not possible, send a written explanation of the absence to the principal or his/her designee on the day he/she returns to school. You may telephone the office 24 hours a day at 660-398-4394, as voicemail is available. It is the student's responsibility to make up all missed assignments. Assignments that are not made up will be reflected in your child's grades.

LEAVING SCHOOL GROUNDS DURING THE SCHOOL DAY IS STRICTLY PROHIBITED UNLESS PRIOR APPROVAL IS GRANTED BY ADMINISTRATION & PARENTS/GUARDIANS.

Please inform office personnel if your child will need to leave school early. Parents/guardians will need to sign out the student in the office. The secretaries or administration will notify the classroom teacher that the student is being checked out and will ask the student to come to the office.

Attendance Guidelines

Daily Absence Reporting

1. All parents/guardians are asked to call the school office at 660-398-4394 the day the student is absent. If a parent/guardian is unable to call the day of the absence, a note or telephone call to the school is required the day the student returns to school following each absence.
2. If the parent, for some reason, fails to notify the school, the school may contact the parent.
3. Students who return to school without a parent's excuse may be considered truant until the parent can be contacted to verify the absence.
4. All absences, including those approved in advance by parents or school officials, except those for

school-sponsored activities, will count against a student's days absent. The student should be careful in the use of absences because excessive absences may affect a student's class participation grade and extra-curricular participation.

5. The school encourages doctor and dental appointments after school hours whenever possible to reduce the number of classes missed for such appointments.

6. Students who leave school during the school day without prior parental consent and without checking out through the secretary's office WILL be considered truant. Students must have parental consent and check out of school through the secretary's office to be properly excused.

Effect of Absences on Activities

Students will not be allowed to participate in extracurricular activities (either through practice or competition) unless they have been in attendance the entire school day, without approval of the building principal or athletic director. Students who are absent a portion of the school day because of illness will not be allowed to participate in extracurricular activities on that date unless the absence is the result of a verified medical appointment. Students who arrive at school late (after 8:00 a.m.) will not be allowed to participate in extracurricular activities on that date unless approval by the building principal AND with parental verification of the late arrival.

School Activities

School-sponsored or sanctioned activities (i.e., field trips, interscholastic competition, etc.) are exempt from and shall not count toward absences. Students who will be absent from class shall check with the teacher in advance to obtain makeup work prior to the absence.

Tardiness

Excessive tardiness (4th arrival after the bell per class) without an excuse will be referred to an administrator. Frequent or continuous tardiness (on the 4th occurrence each Sem.) will result in the student being considered truant and will be referred to the office. Excessive tardiness to school (after the 8:00 AM bell) may be reported to the Ray County Juvenile Officer and/or the Department of Social Services. Excessive tardiness will result in consequences per the H-C discipline code.

Leaving School

If it becomes necessary to pick your child up before the end of the school day, a parent, legal guardian, or adult listed as being allowed to pick students up, must sign the student out in the office. Students are not to leave the school grounds by themselves any time during the school day without permission from the office. When a court order is in effect, the school must have a copy. Without a copy, students will be released to either parent.

Truancy

Once students arrive on school grounds, they must not leave without permission from the office. Advance notice from parents must be given before any student will be dismissed from school during the day except in the case of illness. In cases of illness, the parent will be notified before the student will be allowed to

leave school. To leave school without permission will be considered truancy. To leave a classroom without permission, or not going to class, will be considered truant. Before leaving school, students must sign out in the Principal's office and must have permission from an administrator before leaving.

Pre-Excused Absence

Students expecting to miss school for a family event, college visit or other school-planned activity *must contact administration and teachers prior to going. If a student is attending a college visit and/or military protocols, a pre-trip form is required.* The absence does not automatically mean the absence will be excused, and all absences count against the eight-day attendance policy.

Make Up/Late Work

It should be noted that not all learning can be “made up” or turned in “late”. Class participation, discussion, and other activities cannot be repeated. Students must take the initiative in making up work missed because of absences. It is best to return to school and speak to the teacher to get homework assignments and instructions. Students are encouraged to consult with their teachers immediately upon returning to school. If work is obtained during the absence then it is due upon the students return. Students do not have an indefinite amount of time to make up assignments, they must adhere to the time schedule established.

- Guidelines put in place for all classes are: students will receive (2) days for the first absent day, and one additional day for work assigned each subsequent day absent without penalty.
 - **For example, if a student is absent on a Monday and Tuesday, they will be granted until Wednesday and Thursday.**
- All make up work and/or late work will be due by the end of each unit per class and teacher schedule.
 - **For example, if the end of the unit is on a Friday, no late work for that particular unit will be accepted. All assignments not turned in will be given a zero.**
 - If a student is absent on the last day of the unit, normal guidelines will follow when assignments can be turned in.

Medications and Illness

1. If a prescription medication is to be given at school, a form shall be kept on file that is signed by the parent, doctor, or both stating the exact name of the medication, amount to be given, and time to be given.
2. Medication should be in its original container with label instructions.
3. **Medication must be brought to school by the parent/guardian. It cannot be transported by the student.**
4. Medication supplies should not exceed a 30-day supply.
5. **The district will not administer the first dose of any medication.**

Students with chronic or specific medical conditions requiring medication for emergency situations should have their original medicine container labeled as listed above, with written orders from the physician/health care professional as to when and under what circumstances medication is to be given.

This should be written and signed by your healthcare professional.

The school district may insist upon receiving documentation verifying that your child has seen a licensed physician and is no longer contagious to the other children in the building should he/she be suspected of having some form of communicable disease (head lice, impetigo, scabies, ringworm, etc.) before he/she returns to school. If you need additional information please contact the school nurse.

Students Sent Home

In case of illness during the school day, the school nurse, in consultation with the administration, will determine the appropriate course of action, including whether the child should be sent home from school. For example, a temperature of 100 degrees Fahrenheit, accompanied by behavior changes, headache, stiff neck, difficulty breathing, rash, sore throat, and/or other signs or symptoms of illness, would give reason to be sent home. The school nurse will also use the Missouri Handbook, Prevention and Control of Communicable Diseases, for guidance with specific symptoms. Students must be fever free for 24 hrs. before returning to school.

BEHAVIOR EXPECTATIONS

BEHAVIOR EXPECTATIONS

The discipline code set out in this regulation is intended to illustrate the behavioral expectations of our school. It is not intended to be an exclusive listing of all acts of misconduct and the consequences for each. Misconduct not specifically listed in this regulation may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures.

BEHAVIORAL OBJECTIVES

All school personnel have the responsibility to instruct, guide, and supervise students during school and at school sponsored activities. The behavioral objectives of our school shall be to promote positive learning, to provide students with positive experiences along with effectively responding to unacceptable student behaviors. The objectives of our actions shall be to; 1) promote appropriate and acceptable student behavior, 2) develop student character and power of self-control, and 3) to correct inappropriate student behavior.

CORRECTIVE DISCIPLINARY ACTIONS

Administrators have the authority to use discretion in determining the appropriate disciplinary steps, depending on the severity and frequency of incidents. Disciplinary action will be taken by staff members, with parent/guardian involvement, when appropriate, to correct unacceptable student behaviors. **When necessary, appropriate documentation deemed will be filed in the student disciplinary records.** Every attempt will be made to exercise reasonable judgment, respect for the rights of the person, and compliance with legal procedural requirements while dealing with unacceptable behaviors.

Infractions that occur at school, at school-related activities or on school grounds are subject to, but not limited to, the disciplinary actions/measures listed below. Individual cases will take into account the age

of the student and the severity of the incident. Students with disabilities shall be disciplined in compliance with Board Policy 2672.

BEHAVIORAL INTERVENTIONS:

Depending on the nature of the inappropriate behavior, the options for disciplinary action at Hardin Central High School are:

- 1) **Student/Principal Conference:** A conference with the student to obtain a commitment, oral or written, for correcting behaviors.
- 2) **Assigned Tasks:** The student shall be assigned specific assignments/tasks to be completed.
- 3) **Loss of Privileges:** The student may lose the privilege of certain school activities.
- 4) **Activity Restriction:** The student may be required to spend a period of time out of a specific classroom or area. During this time, the student may be in the office/designated area for a period of time for the safety of self and others.
- 5) **Intervention Plan:** A *Student Plan for Success* may be developed by the staff, with input from the parents, to modify the student's school day and activities.
- 6) **Parent Contact:** The parents may be made aware of incident via phone or in writing.
- 7) **Parent Conference:** A parent conference may be required to inform parents of the incident, consequences and to provide or obtain further information.
- 8) **Restitution:** The student may be required to clean up, repair or compensate for the lost or damaged property or article.
- 9) **Activity Expulsion/Suspension:** The student may be suspended or expelled for certain extra-curricular or co-curricular activities.
- 10) **In-School Suspension:** The student may be assigned in-school suspension by the principal.
- 11) **Out-of-School Suspension:** The student may be suspended from school by the principal for a period of up to ten (10) days. The superintendent of schools may suspend a student from school for a period of up to one hundred and eighty (180) days.
- 12) **Expulsion:** Based on the severity of the incident, a student may be expelled from school by the Board of Education.
- 13) **Notification of legal authorities:** School personnel may contact the appropriate legal authorities when deemed necessary.
- 14) **Confiscation of prohibited items:** School personnel may confiscate from students any items that are prohibited from the school environment, as provided by this Handbook and by district policies and procedures.
- 15) **Automatic zero on assignment:** Zero on the work in question.
- 16) **Loss of credit for quarter:** A grade of F for the quarter in which he/she was cheating.
- 17) **Detention:** Time required to stay after school for disciplinary measures.

RESPONSIBILITIES

In order to clarify the fundamental guidelines for maintaining proper student behavior in the Hardin-Central School District, the Board of Education acknowledges that the following responsibilities must be shared:

Responsibilities of the Board of Education, Superintendent:

1. Give support to the staff charged with the responsibility of enforcing discipline.

2. Design and develop programs which provide for students with special needs.
3. Be fair and consistent in final decisions where appeals from individual school are made to the superintendent and/or board of education.
4. Become acquainted with the schools, the staff and the students by visiting buildings regularly and by attending school activities.
5. Inform the community of what is expected of the principal, the teacher, the student and the parents in regard to discipline.

Responsibilities of the Principal:

1. Be firm, fair and consistent in decisions affecting students, parents and staff.
2. Demonstrate, by word and example, respect for law and order, self-discipline and concern for all persons under his/her supervision.
3. Become acquainted with students by regularly visiting classrooms and attending school activities.
4. Maintain open lines of communication between school and home.
5. Create the best teaching/learning situation possible, exercising all authority assigned by the superintendent and board of education.
6. Organize school schedules and teaching assignments; require effective classroom management
7. Take the lead in establishing reasonable rules and regulations for the well-ordered operation of the school.
8. Make rules and regulations known to and understood by students, parents and the school staff.
9. Receive teacher referrals of students, communicate with parents and set up cooperative procedures for bringing about modification of the students behavior.
10. Establish, on a regular basis, a teachers meeting in which student discipline may be discussed.

Responsibilities of the Staff:

1. Give positive reinforcement for acceptable behavior.
2. Demonstrate, by word and example, self-discipline and respect for law and order.
3. Refer to a counselor or administrator any student whose behavior requires special attention beyond teacher counseling.
4. Inform parents regarding student achievement and behavior; consult with parents whenever necessary.
5. Participate in the establishment of school rules and regulations regarding student behavior, explain these rules to students and require observance of them.
6. Personal enthusiasm for teaching and learning and a genuine concern for the individual student.
7. Guide learning activities so that students learn to analyze and reason, to assume responsibility for their own actions and to respect the rights of others.
8. Be fair, firm and consistent in enforcing school rules both in and outside the classroom and at all school-sponsored activities.
9. Support school activities.

Responsibilities of the Student:

1. Take advantage of the academic opportunities offered at school.
2. Support and participate in school activities.
3. Attend school regularly and punctually.
4. Be self-controlled, reasonably quiet and non-disruptive both in and out of the classroom, going to and from school and at all school activities.
5. Be clean and dress in compliance with school rules concerning sanitation and safety and in a fashion that will not disrupt classroom procedures.
6. Be reasonable, modest, self-controlled and considerate in relationships with other students.

7. Strive for mutually respectful relationships with teachers.
8. Keep language and gestures respectful and free of profanity or obscenities.
9. Respect private, public and school property.
10. Become informed regarding student rules, regulations and responsibilities.
11. Use the proper channels in the establishment of rules and regulations regarding student.

Responsibilities of the Parents:

1. Teach your child, by word and example, respect for the law, the authority of the school and the rights and property of others.
2. Make certain your child's attendance, as required by Missouri School law, is regular, punctual and that all absences are properly excused.
3. Insist that your child be clean, dressed in compliance with school rules of sanitation and safety and in a fashion that will not disrupt classroom procedures.
4. Guide your child from the earliest years to develop socially acceptable standards of behavior, to exercise self-control and to be accountable for his/her actions.
5. Know and understand the rules your child is expected to observe at school, be aware of the consequences for violations of these rules and accept legal responsibility for your child's actions.
6. Instill in your child a desire to learn; encourage a respect for honest work and an interest in exploring broader fields of knowledge.
7. Become acquainted with your child's school, its staff, curriculum and activities. Attend parent-teacher conferences and school functions.

In summary, schools must prepare students for their responsibilities as adults in a democratic society. To accomplish this goal, there must be respect and mutual trust among parents, teachers and students. Therefore, the discipline code should be consistent and reasonable and should strive to facilitate the development of the student's self-control and self-discipline. In this regard, the student discipline code becomes an integral component of the education process and a symbol of the commitment of parents, teachers, students and administrators to the maintenance of an effective learning environment.

DISCIPLINE CODE:

No discipline code can be expected to list every offense that can and/or will occur at school. Nor can a discipline code anticipate all conditions, attitudes and circumstances involved in the individual disciplinary infraction. Consequently, the following is a list of school behavioral violations and the possible actions that could be taken. This list of infractions and consequences is not meant to be all inclusive. Multiple infractions/incidents will be cumulative and may lead to more serious consequences. Additionally, with regard to any misconduct which may involve a violation of local, state or federal law, school officials may, at their discretion, choose to notify appropriate legal / law enforcement authorities.

INFRACTIONS/DEFINITIONS:

Infraction / Definition (Policy 2610)	Offense	Possible Consequence / Action
ISS – In-school suspension	OSS – Out-of-school suspension	
<u>Arson</u> Intentionally causing or attempting to cause a fire or an explosion.	First	1-180 days OSS or expulsion, notification of law enforcement
	Subsequent	10-180 days OSS or expulsion notification of law enforcement
<u>Assault/Battery of Student</u> The use of physical force by touching or striking another person against his or her will or with the intent to do bodily harm to another student.	First	Loss of privileges, Activity Restriction, Detention ISS, up to 10 days OSS or expulsion Notification of law enforcement
	Subsequent	Loss of privileges, Activity Restriction, Intervention Plan, Parent Conference, Detention, ISS, up to 180 days OSS or expulsion Notification of law enforcement
<u>Assault/Battery of Staff Member</u> The use of physical force by touching or striking a staff member against his or her will or with the intent to do bodily harm to a staff member.	First	Activity Restriction, Detention, ISS, up to 10 days OSS or expulsion, Parent conference prior to return to class, Notification of law enforcement
	Subsequent	Activity Restriction, Detention, ISS, up to 180 days OSS or expulsion, Parent conference prior to return to class, Notification of law enforcement
<u>Bullying</u> Incidents of intentional intimidation or infliction of physical, emotional or mental harm (see Policy 2655)	First	Loss of Privileges, Classroom Detention, Teacher Conference, Parent Contact, conference with Principal, ISS up to 180 OSS, Expulsion, Notification of law enforcement
	Subsequent	Loss of Privileges, Classroom Detention, Teacher Conference, Parent Contact, conference with Principal, ISS up to 180 OSS, Expulsion, Notification of law enforcement
<u>Bus Misconduct</u> See “Bus Transportation” section on page 19 in Hardin-Central High School Handbook.		
<u>Chronic Misbehavior</u> A student could be considered to have exhibited chronic misbehavior if he/she has the following: ---five or more office referrals that result in loss of privileges or activity restrictions ---two or more office referrals that result in suspension (ISS or OSS)		

<p>---an extraordinary amount of office/recovery room referrals as a result of inappropriate behaviors The following intervention actions/steps may be utilized when a student has exhibited behavior that continually disrupts the educational environment:</p> <ul style="list-style-type: none"> ---development of an intervention plan (behavior plan) ---establishment of a counseling schedule (provided by the school counselor) ---an alternate educational placement may be provided ---conference with building Principal 		
<p><u>Cheating (Plagiarism)</u> Dishonesty while completing schoolwork, plagiarism and/or falsifying or altering records. The use of “AI” such as, but not limited to, ChatGPT will be considered not students' own work and will be classified as plagiarism.</p>	First	Automatic zero (0) on assignment Parent Contact
	Subsequent	Automatic zero on assignment, Detention, Activity Restriction, ISS, up to 10 days OSS, loss of credit for quarter
<p><u>Disrespectful Speech / Conduct</u> Disrespectful verbal, written or symbolic language or gestures which are deemed inappropriate to public setting that are directed at a staff member.</p>	First	Principal/student conference, loss of privileges, Detention, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Parent Conference, Detention, Intervention Plan, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<p><u>Disruptive Speech / Conduct</u> Conduct or verbal, written or symbolic language, which materially or substantially disrupts classroom work, school activities or school functions</p>	First	Principal/student conference, Detention, loss of privileges, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Parent Conference, Intervention Plan, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<p><u>Dress Code</u> Wearing clothing or accessory items which may disrupt the educational environment. Please refer to “Student Dress Code” on page 27 of the Hardin-Central High School Handbook.</p>	First	Principal/student conference, change of clothes, Activity Restriction, ISS
	Subsequent	Principal/student conference, Detention, change of clothes, Activity Restriction, Parent Conference, ISS, up to 10 days OSS
<p><u>Drugs and Alcohol – Possession</u> Possession of or attendance under the influence of any controlled substance, substance represented to be a controlled substance, alcohol, narcotic substance, counterfeit drugs or drug-related paraphernalia, or prescription medication without a valid prescription. Consequences for offenses involving drugs and</p>	Substance will be confiscated. Student will be detained and released to parent/guardian only.	
	First	Activity Restriction, ISS, up to 180 days OSS, referral to appropriate authorities,

alcohol apply while at school, on the school playground or school parking lot, on a school bus or at a school activity, whether on or off school property.		
	Subsequent	10-180 days OSS or expulsion, referral to appropriate authorities
<p><u>Drugs and Alcohol — Distribution</u> Sale, purchase or distribution of any controlled substance, substance represented to be a controlled substance, prescription drug, alcohol, narcotic substance, counterfeit drug and / or drug related paraphernalia.</p> <p>Consequences for offenses involving drugs and alcohol apply while at school, on the school playground or school parking lot, on a school bus or at a school activity, whether on or off school property.</p>	Substance will be confiscated. Student will be detained and released to parent/guardian only.	
	First	Activity Restriction, ISS, up to 180 days OSS, referral to appropriate authorities
	Subsequent	10-180 days OSS or expulsion, referral to appropriate authorities
<p><u>Extortion</u> Verbal threats or physical conduct designed to obtain money or other valuable items</p>	First	Principal/student conference, Detention, Activity Restriction, ISS or 1-10 days OSS
	Subsequent	Activity Restriction, Intervention Plan, Parent Conference, ISS, up to 180 days OSS or expulsion
<p><u>False Alarms</u> Tampering with emergency equipment, setting off false alarms or making false reports.</p>	First	Principal/student conference, Detention, Activity Restriction, ISS, 1-180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Parent Conference, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<p><u>Fighting</u> Mutual combat in which both parties have contributed to the conflict, either verbally or by physical action.</p>	First	Principal/student conference, loss of privileges, Detention, Activity Restriction, ISS, 1-10 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Loss of privileges, Detention, Activity Restriction, Intervention Plan, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<p><u>Forgery</u> Altering records, grade cards, falsifying information, withholding information or lying.</p>	First	Principal/student conference, loss of privileges, Detention, Activity Restriction, ISS
	Subsequent	Loss of privileges, Detention, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities

<p><u>Gangs</u> Gang activities, whether verbal, written or symbolic which substantially disrupts the educational environment</p>	First	Principal/student conference, Detention, Activity Restriction, ISS, up to 10 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Parent Conference, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<p><u>Harassment – Sexual - Inappropriate Touching/Language</u> Unwelcome advances or behaviors, physical conduct deemed inappropriate for school or communicating of a sexual nature, including gender based harassment that creates an intimidating, hostile, or offensive educational or work environment. Inappropriate behavior which portrays sex or sexual conduct in a manner that is offensive will not be tolerated in the school setting.</p>	First	Principal/student conference, loss of privileges, Detention, Activity Restriction, ISS, up to 10 days OSS
	Subsequent	Loss of privileges, Activity Restriction, Parent Conference, Intervention Plan, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<p><u>Harassment – Nonsexual</u> Use of words or actions, verbal or written or symbolic meant to harass or injure another person, ex. threat of violence or defamation of a person’s race, religion, gender or ethnic origin. Constitutionally protected speech will not be punished.</p>	First	Principal/student conference, Detention, loss of privileges, Activity Restriction, ISS, up to 10 days OSS
	Subsequent	Loss of privileges, Detention, Activity Restriction, Parent Conference, Intervention Plan, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
	Repeatedly annoying or attacking a student, a group of students or staff, which creates an intimidating or hostile educational or work environment will be considered harassment and will not be tolerated.	
<p><u>Insubordination (Defiance)</u> Continued disregard for school rules, failure to respond to reasonable direction and/or threats to authority</p>	First	Principal/student conference, Detention, loss of privileges, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Parent Conference, Intervention Plan, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<p><u>Possession of Disallowed items</u> Having in possession at school or on school bus or on school property – items that are not necessary for the learning environment, (ex. – toys, radios, pagers, beepers or any facsimile</p>	The police may be contacted for professional and legal assistance. Items will be confiscated and will be turned over to parents/guardian.	
	First	Principal/student conference, Detention, loss of privileges,

thereof).		Activity Restriction, ISS, 1-180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Activity Restriction, Intervention Plan, Parent Conference, ISS, 1-180 days OSS or expulsion, referral to appropriate authorities
<u>Public Display of Affection</u> Consensual Physical contact that is inappropriate for the school setting.	First	Principal/student conference, Detention, loss of privileges, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Activity Restriction, Intervention Plan, Parent Conference, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<u>Tardies (4th)</u> <i>Tardies will be given to students for 1st hour if they arrive prior to 8:03. Absent hours will be given to student 8:04 and after.</i>	First	Principal/Student conference, parent contact, AND after school detention
<u>Tardies (after 4th)</u> <i>Tardies will be given to students for 1st hour if they arrive prior to 8:03. Absent hours will be given to student 8:04 and after.</i>	Subsequent	Principal/Student conference, parent contact, AND ISS (add 1 day for each excessive tardy after 5)
<u>Theft</u> Nonconsensual taking or attempting to take the property of others.	First	Principal/student conference, Detention, restitution, loss of privileges, Activity Restriction, ISS, up to 10 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Restitution, Detention, Activity Restriction, Intervention Plan, Parent Conference, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<u>Threats</u> A statement/action whether be verbal, written, or pictorial of an intention to inflict pain, injury, damage, or other hostile action on someone.	First	Principal/student conference, Parent contact, & Detention or ISS up to 10 days.
	Subsequent	Principal/student conference, Parent contact, & ISS or OSS. Possible contact to appropriate law enforcement authorities
<u>Tobacco – Possession of</u> Possession of any tobacco product, electronic cigarette, vaping liquid, or any other smoking/vaping products on school grounds, bus or at any school activity.	First	Principal/student conference, Detention, confiscation, loss of privileges, Activity Restriction, ISS

	Subsequent	Confiscation, Activity Restriction, Detention, Parent Conference, ISS, up to 10 days OSS or expulsion, referral to appropriate authorities
<u>Tobacco – Use</u> Use of any tobacco products, electronic cigarettes, vaping liquid, or any other smoking/vaping products on school grounds, bus or at any school activity.	First	Principal/student conference, confiscation, Detention, loss of privileges, Activity Restriction, ISS, up to 3 days OSS
	Subsequent	Confiscation, Activity Restriction, Detention, Intervention Plan, Parent Conference, ISS, up to 10 days OSS or expulsion, referral to appropriate authorities
<u>Truancy</u> Absence from class or classes without authorization. See “Attendance Policy” in Hardin-Central Student Handbook. A student who fails to report to class during class period or any part of the day will be considered truant	First	Principal/student conference, Detention, loss of privileges, Activity Restriction, up to 3 days ISS, referral to appropriate authorities
	Subsequent	Activity Restriction, Detention, up to 10 days ISS, up to 5 days OSS, referral to appropriate authorities
<u>Vandalism</u> Intentional damage or attempt to damage property belonging to the staff, student or the District. See Board Policy 2654	First	Principal/student conference, Detention, restitution, loss of privileges, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Restitution, Activity Restriction, Detention, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
<u>Weapon – Possession, use or attempted use of</u> Having in possession, using or attempted use of a weapon at school or on school bus or at school sponsored activity. See Board Policy 2620.	First	Principal/student conference, Detention, confiscation, loss of privileges, Activity Restriction, ISS, up to 180 days OSS or expulsion, referral to appropriate authorities
	Subsequent	Confiscation, 10 - 180 days OSS or expulsion, referral to appropriate authorities

- Students may be denied the privilege of attending their class field trip(s) and trips away from the school setting if they have accumulated multiple Discipline Referral Forms during the quarter or school year and/or at the discretion of the building Administration.
- Students who are spending a period of out of school suspension, or who are receiving homebound instruction, due to disciplinary actions, will not be allowed to attend school activities or

be on school grounds for the duration of the suspension or homebound instruction without prior approval from the building Administration.

- Students who are spending a period of in school suspension, or who are receiving homebound instruction, due to disciplinary actions, will not be allowed to attend school activities unless prior permission is granted from the administration.

DETENTIONS

Administration may determine it necessary for students to stay after school or come in prior to school for disciplinary measures. The parent will be notified via phone that a detention has been assigned and keep the student under your supervision until his/her ride arrives to take him/her home. If we are unable to make contact via phone written notice will be given via email or US postal service. Teacher/detention supervisor will keep the student in their room under personal supervision and provide necessary work to keep the student busy. Detentions will be arranged for those students who continually interrupt a class or who persistently refuse to do the assigned class work either in or out of class.