

# ISD Middle Schools 2018-2019 Student Handbook

**Bridger Buffaloes**



**Bingham Bears**



**Pioneer Ridge  
Explorers**



**Nowlin Panthers**



## **Bingham Middle School**

The entire Bingham Middle School community shares a collective responsibility to ensure that every student achieves academic and emotional fulfillment in a nurturing atmosphere of high expectations and personal support.

### **School Information** **Bingham Administration**



Brett Playter  
Principal



Daniel Bieser  
7<sup>th</sup> Grade  
Assistant Principal  
Athletic Director



Taisha Newcomer  
8<sup>th</sup> Grade  
Assistant Principal

#### **Counselors:**

Jessica Miller – 7<sup>th</sup> Grade

Stacey Haselhorst – 8<sup>th</sup> Grade

#### **Support Staff:**

Erin Carr – Family School Liaison

Sheri Lanaman – School Resource Officer

#### **Office Staff:**

Jamie Oakes – Receptionist

Carmen Gfeller – Attendance Secretary

Teresa Roberts – Principal's Secretary

**Office Hours:** 7:30 a.m. – 4:00 p.m.

**School Hours:** 8:15 a.m. – 3:18 p.m.

**School Phone:** (816) 521-5490

**School Address:** 1716 S. Speck Rd., Independence, MO 64057

**School Website:** [sites.isdschools.org/bingham](http://sites.isdschools.org/bingham)

**Follow us on Twitter:** @binghambears

## **Bridger Middle School**

It is our vision to celebrate individual efforts and achievements while encouraging students to accept individual responsibility for learning, decisions, and actions. We will provide an emotionally and physically safe, supportive environment; motivate learners to continue to grow inside and outside the school setting, and raise levels of student achievement in all academic disciplines.

### **School Information** **Bridger Administration**



Jeff Williams  
Principal



Steve Painter  
Assistant Principal



Rebekah Kolkmeier  
Assistant Principal

#### **Counselors:**

Kandace Callwell  
Andrea Young

#### **Support Staff:**

Kellie Bowles - Family School Liaison  
Angie Schnetzer – Family School Liaison  
Michelle Acevedo – School Resource Officer

#### **Office Staff:**

Jodi Hawley – Receptionist  
Kathleen Zeiler – Attendance Secretary  
Marla Trahern – Principal’s Secretary

**Office Hours:** 7:00 a.m. – 3:30 p.m.

**School Hours:** 7:20 a.m. – 2:23 p.m.

**School Phone:** (816) 521-5375

**School Address:** 18200 E. 78 Highway., Independence, MO 64057

**School Website:** [sites.isdschools.org/bridger](http://sites.isdschools.org/bridger)

**Follow us on Twitter:** @BridgerMiddle6

## **Nowlin Middle School**

The entire Nowlin Middle School community shares a collective responsibility to ensure that every student achieves academic and emotional fulfillment in a nurturing atmosphere of high expectations and personal support.

### **School Information** **Nowlin Administration**



Dr. Cristin Nowak  
Principal



Mr. Roy King  
Assistant Principal



Mr. Neal Johnson  
Assistant Principal/Athletic Director

#### **Counselors:**

Callie Streich – Last Name A - L

Alesha Roberson – Last Name M - Z

#### **Support Staff:**

Julie Crowell -- At-Risk Coordinator

Twanna Jones -- At-Risk Coordinator

Liz Diaz– Family School Liaison

Travis Gillihan – School Resource Officer

Rudy Summerville -- Student Support

#### **Office Staff:**

Claudia Hill – Receptionist

Cynthia McGee – Attendance Secretary

Susan Still – Principal's Secretary

**Office Hours:** 7:30 a.m. – 4:00 p.m.

**School Hours:** 8:15 a.m. – 3:18 p.m.

**School Phone:** (816) 521-5380

**School Address:** 2800 S Hardy Ave, Independence, MO 64052

**School Website:** [sites.isdschools.org/nowlin](http://sites.isdschools.org/nowlin)

**Follow us on Twitter:** @NowlinMiddle

## **Pioneer Ridge Middle School**

The entire Pioneer Ridge Middle School community shares a collective responsibility to ensure that every student achieves academic and emotional fulfillment in a nurturing atmosphere of high expectations and personal support.

### **School Information** **Pioneer Ridge Administration**



Michael Estes  
Principal



Nathan Muckey  
8<sup>th</sup> Grade  
Assistant Principal  
Athletic Director



Nancy Henson  
7<sup>th</sup> Grade  
Assistant Principal

#### **Counselors:**

Elaine Jardon  
Jami Pelzl

#### **Support Staff:**

Jennifer Watts – Family School Liaison  
Michelle Acevedo – School Resource Officer

#### **Office Staff:**

Kelly Bolger – Receptionist  
Rhonda Teevan – Attendance Secretary  
Elaina Baker – Principal's Secretary

**Office Hours:** 7:30 a.m. – 4:00 p.m.

**School Hours:** 8:15 a.m. – 3:18 p.m.

**School Phone:** (816) 521-5385

**School Address:** 1656 S. Speck Rd., Independence, MO 64057

**School Website:** [sites.isdschools.org/pioneerridge](http://sites.isdschools.org/pioneerridge)

**Follow us on Twitter:** @PioneerRidge\_MO



## Purpose of the Agenda

The agenda is designed to be an organizational and learning tool for students. The purpose of the agenda is threefold:

1. It serves as a place to record your classwork and homework assignments for every class each day.
2. It provides for an effective and daily means of communication between home and school.
3. It allows for monitoring of your participation and progress by parents, teachers, and students.

It is the student's responsibility to carry this agenda with them every day and review it with their parent(s)/ guardian(s) each night. This agenda will serve as the official hall pass for students. Students should not be out of class any time without their student agenda. Students are required to purchase a replacement agenda for \$5.00 in the event their original is lost.

## Data Sheets & Emergency Information

The data sheets and emergency information must be on file in the office for a student to attend school. Please keep the information updated any time there is a change. **Please notify the office if you change address, need to change emergency contacts, or change your phone number.**

## Attendance

Students are expected to come to school and attend each class unless they are sick. We are concerned about each student's academic growth and success and encourage parents to join us as we prepare our students for the world of work. Students who stay home from school are required to have a parent call the school attendance office by 9 a.m. each day you are absent. **We encourage medical appointments to be made after school hours whenever possible to reduce the amount of learning time lost.** An automatic call will be made to parents when an absence is not called in to school by 10:00 a.m.

In order to participate in school activities and after school events, students must attend that day. Excessive absences may affect grades and will be addressed by school administrators, Family/School Liaison, and/or the School Resource Officer. Habitual tardiness to school may result in disciplinary action. This policy includes excused and unexcused tardies.

## TO REPORT AN ABSENCE, CALL THE RECEPTIONIST

Parents of students who did not call the school or send a note with their child will be contacted by the attendance secretary for an explanation of the absence. Students who arrive late or check-out early must sign-in/out at the attendance window.

## Attendance – Release of Students

**Only persons listed on the emergency transportation card will be permitted to check a student out from school. Individuals picking up students must provide state issued photo identification to the office secretary.**

Parents or other named adults are required to come to the office to sign students out. Picture identification (**state issued photo identification**) is always required of all adults who have written authority to pick a student up. Students will only be released to authorized persons on the contact list *unless* the school receives a written note from the parent/guardian.

## Homework Request for Absences

Students who are absent three or more full days in a row may have a parent call the school for homework assignments. The homework request must be made 24 hours in advance in order for all teachers to have enough time to prepare the assignments by 3:30 p.m. Parents may pick up the assignments in the attendance office. In order to receive credit, all assignments must be completed according to the due date given by the teacher.

Students who are absent for less than three full days need to request make-up assignments from each teacher once they return back to school. Teachers will allow ample time to complete the missed work. Be sure to check with each teacher for the due dates on make-up assignments.



## Long-Term Absences

If, because of illness, your doctor requires you to stay at home for more than one week, a parent should notify the school counselor immediately so arrangements can be made for missing work.

If you plan to miss school for a family trip that cannot be scheduled in the summer, a parent should write a note of explanation for the principal's approval one week before your departure. This note should be presented to each teacher one week in advance to allow time to prepare the work that will be missed.

In order to participate in school activities and after-school events, students must attend the full day of school. Excessive absences may affect your grades and will be addressed by school administrators, family school liaisons, and/or school resource officers. Participants in interscholastic sports must attend a day in order to be eligible for that day's athletic event unless permission is gained from the administration.

## Academic Eligibility for Athletics and Activities

In order for students to participate in Missouri State High School Athletics Association (MSHSAA) sponsored activities and athletics at the beginning of the school year, students must have passed seven (7) of eight (8) subject area classes during the last grading period of the preceding school year. During the school year, students will become ineligible if they fail more than one class at the end of grading period. Students would remain ineligible for the duration of that grading period. His/her status would be determined the next grading period based on his/her new grades.

Students must meet other MSHSAA requirements to participate in activities including residency and age requirements. To participate in 7<sup>th</sup> grade activities, students must not have reached 14 years of age prior to July 1<sup>st</sup> preceding the opening of school of their 7<sup>th</sup> grade year. To participate in 8<sup>th</sup> grade activities and/or athletics, students must not have reached 15 years of age prior to July 1<sup>st</sup> preceding the opening of their 8<sup>th</sup> grade year.

You may not participate in an outside organized sports program while playing for a school team during that sporting season. Check with your coach if you have questions regarding this policy.

## Bus Information

Appropriate and positive behavior is expected while at school and on the bus. Safety is our first concern in regard to bus transportation. You are expected to follow all transportation guidelines and the directions of the driver at all times.

Students are not permitted to eat or drink on the bus due to a potential hazard to students with food allergies (Board Policy 2875)

If students fail to follow transportation policies and safety guidelines, they may be suspended from riding the bus. Once on board the bus, students may not get off until their assigned bus stop. Students must carry their bus pass and show it to their bus driver upon request. Questions regarding specific bus issues would be directed to the Transportation Department at 521-5335.

### **Special Request/ Permission to Ride a Bus with a Friend**

Students requesting to ride a bus other than their own must get a special bus pass from the office. These are called "one day ride passes". **These passes require a parent/guardian note with a signature approved by your administrator.** Passes should be obtained by 9 a.m.

## Counselor/Family School Liaison

Our counselors and family school liaisons are a valuable resource for students and parents by assisting with individual counseling, support groups, family services, and career education.

A student may see the counselor/FSL by setting up an appointment before or after school. The counselor/FSL will send a pass for the student.



## **Credits**

A credit system for the 7<sup>th</sup> and 8<sup>th</sup> grade students has been implemented. Students will have the opportunity to earn six units of credit per year. Students must earn a minimum of 4.5 credits each school year. Students will monitor their academic and attendance progress in homeroom class and intervention blocks throughout the year. Students will have numerous opportunities to recover credit through tutoring, intervention classes, and/or credit by completion. Students may be required to attend summer school to complete the credit. Students who do not complete summer school may be required to take credit recovery classes within the school day the following year which could result in the loss of elective class options.

## **Deliveries**

Deliveries of flowers, balloons, etc. are NOT permitted at school due to allergies and the need for latex-reduced schools.

## **Field Trips**

While attending field trips, students are a representation of their school. It is important students stay with their group and listen to any special instructions given by teachers and chaperones. School rules apply while riding the bus and while attending field trips. Be sure to act in a manner which reflects positively upon your school. Due to parents needing a background check and also needing to complete district forms to volunteer at school, parents may not supervise a field trip without first gaining permission from school administration.

## **Fundraising**

Only fundraisers which are sponsored by the school district or PTSA may raise money. Students may not sell fundraising items for their group during the school day.

## **Health Services – Nurses**

Our school nurse is available if students have health questions. Teachers must fill out a pass for students to be admitted to the nurse's office. The nurse will notify a parent if they need to be contacted for any medical reason.

**PLEASE BE SURE THE SCHOOL HAS CURRENT EMERGENCY NUMBERS TO REACH YOUR PARENT IN CASE OF ILLNESS OR EMERGENCY.**

ALL medication, prescription and over-the-counter, to be taken by or administered to a student while at school must be delivered to the Health Clinic by a parent, guardian, or other designated adult. A Medication Consent form must be completed and signed. Medication must be in a current, pharmacy-labeled container which states the student's name, date, doctor's name, medication name, quantity, frequency, dosage and route of administration. All over-the-counter medication must be in its original labeled container and accompanied by a doctor's written order containing all of the above information.

Only medication approved by the Federal Drug Administration will be given to students with parent and doctor consent. Doses must be within accepted ranges found in medical and pharmaceutical reference books. Medically trained personnel can refuse give a medication based on review of the Physician's Desk Reference, consulting with a supervising nurse, physician, and pharmacist or if any of the above listed information is not provided.

Students are not to carry or have in their locker any type of prescription, vitamin, over-the-counter medication, pills, sugar pills, or anything resembling pills, drugs or medication. Counterfeit drugs will be treated as inappropriate medication and/or illegal and disciplinary action will be taken. Asthma inhalers may be carried by the student only if a parent/guardian or designated adult delivers it to the Health Clinic and completes the appropriate paperwork. Inhalers must have a prescription label which includes the student's name, date, doctor's name, medication name, dosage and frequency. For the safety and protection of all students, the administration will take serious disciplinary action if these rules are not followed.

**A student can be suspended from school for carrying, taking, selling, or giving ANY TYPE of unauthorized substance or substance that was implied to be an unauthorized substance to another student or adult at school, including vitamin or pain-relief products, pills, sugar pills, or anything resembling pills, drugs, or medications.**

## **Inappropriate and Unnecessary Items for School (including cell phones)**

Items of value should be left at home for safekeeping. **The school is not responsible for lost or stolen items. Students should not bring any of the following to school:**

-Phones, video games, cameras, fidget spinners, iPod, MP3 players, speakers and other electronic equipment and devices.

**Students who bring these items to school will need to store them in one of two places: locker or zipped pencil pouch. Items that are seen will be collected by staff and turned into the office. The first time, the item will be returned to the student at the end of the day. The second time items are confiscated, parents may be asked to pick the item up in addition to possible consequences to the student. Students who use these items or have them out during the school day will be subject to disciplinary action up to and including ISS/OSS. Continued violations or failure to comply will be subject to disciplinary action up to and including ISS/OSS.**

## **Progress Reports**

Students will be given specific information about grading procedures in each of their classes in order to understand their teachers' expectations. Progress reports are designed by teachers to assist students and their parents in keeping track of student proficiency toward specific standards. Progress reports will be sent home approximately every nine weeks. At the end of each semester, proficiency scores will be converted into a letter grade. Semester progress reports are mailed home at the end of each semester.

## **Reporting Periods**

### **1<sup>st</sup> Semester:**

Quarter 1 End Date: October 12<sup>th</sup>

Semester 1 End Date: December 21<sup>st</sup>

### **2<sup>nd</sup> Semester:**

Quarter 3 End Date: March 8<sup>th</sup>

Semester 2 End Date: May 22<sup>nd</sup>

## **Eligibility Dates for Activities**

According to MSHSAA student by-laws for 7th and 8th grade students a grading period to determine eligibility can be no less than 6 weeks and no more than 9 weeks. The following dates will determine student eligibility to participate in extracurricular activities. A student having more than one F on the dates listed below will be ineligible until the next grading period.

Fall Sports: October 12<sup>th</sup>

Winter Sports: December 20<sup>th</sup>

Spring Sports: March 9<sup>th</sup>

## **PowerSchool**

Parents have the opportunity to view PowerSchool from any computer with internet capabilities. Parents will be able to view attendance, proficiency levels, and assignment status for their child. Parents will need to obtain a username and password to access the PowerSchool site from the school office.

## **National Junior Honor Society**

Students who attain three semesters of at least a cumulative 3.5 grade point average (beginning in the 6<sup>th</sup> grade), teacher/principal collaborative recommendations, and a service learning project will be eligible for induction into the National Junior Honor Society during the 2<sup>nd</sup> semester of his/her 7<sup>th</sup> grade year.

## **President's Award for Educational Excellence – 8<sup>th</sup> Grade Academic Award**

Students meeting the following criteria will be recognized during their 8<sup>th</sup> grade year by the Board of Education for their outstanding

academic achievement:

1. Students who score advanced (4) or Proficient (3) in Communication Arts and Math on the annual Missouri Assessment (MAP) during their 7<sup>th</sup> grade year.
2. Attain at least a cumulative 3.5 GPA while in middle school (minimum three full semesters in ISD)

## Character

Character Traits is a program designed to emphasize positive character traits in all areas of life. The traits listed below will be blended into curriculum, extra-curricular activities, and the community as a whole. To recognize good citizenship and outstanding character, students will be recognized each month who exemplify the character trait of the month.

### Focus Traits throughout the year:

JANUARY	Respect	JULY	Loyalty
FEBRUARY	Cooperation	AUGUST	Ambition
MARCH	Initiative	SEPTEMBER	Responsibility
APRIL	Perseverance	OCTOBER	Integrity
MAY	Self-control	NOVEMBER	Citizenship
JUNE	Courage	DECEMBER	Compassion

## Library Media Center Policy

The Library Media Center is a quiet place to study, do research, or to check out books/e-readers and audiovisual materials. When students visit the LMC, they are expected to have a pass from their teacher and sign in on the provided list.

Fines will be charged on overdue materials. The fees are posted in the LMC. Notices for overdue materials and late/lost book fees are regularly sent to homeroom teachers to help remind students of library obligations. It is the student's responsibility to take care of these items in a timely manner.

Students will not be permitted to check-out additional books until fines have been paid and/or missing books have been returned.

## Lockers

Students are assigned a locker during the first few days of school. Only locks provided by the school are allowed to secure lockers. Students should only use their assigned locker. **DO NOT SHARE LOCKERS WITH ANYONE ELSE UNLESS ASSIGNED BY ADMINISTRATION.** Books, backpack, coat, and class work must be stored in student lockers assigned by a teacher so the office can locate belongings in case of student illness. Remember to keep locker combinations private. Report any locker difficulties to a teacher.

Although lockers store students' personal possessions as well as the school's books, remember that all lockers belong to the school and may be opened as needed. Be sure to keep lockers clean, organized and free of unacceptable posters or other materials. Items that do not belong at school also do not belong in student lockers.

In PE, students will also have a gym locker. Students must use a school-issued lock. **Be sure to carefully lock gym items to avoid loss or theft. The school is not responsible for lost or stolen items.** Remember to keep your combination private. If a hall or gym lock is lost, stolen or damaged, a replacement fee of \$5.00 will be charged. This fee will be refunded if the lock is found.

## Nutrition Center Expectations

Students will need to walk quietly to and from the cafeteria. Students are expected to follow the posted cafeteria rules and all directions given by the teachers who supervise during breakfast and lunch. Students may select a hot meal or choose other items such as a sandwich, salad, fruit or yogurt. Each student will be given a personal identification number (PIN) to use at the cashier's register. Enter the number into the register one time only. Students may pay daily or keep a balance in their personal account.

## Expectation in the Nutrition Center and Common Area

- ALL lunch items must be placed on a tray. Leave food in its serving container until it is paid for. Students may not eat in line. Students may only go through the lunch line one time.
- Students are NOT permitted to wear coats, jackets, or other garments to lunch. Backpacks should be left in the locker every morning.
- No cutting in line, saving seats, or having one student purchase food for another student.
- Students must have their money and PIN number ready when they reach the cashier.
- Students will sit in tables designated by their lunch hour teacher and remain seated at those tables during the entire lunch shift.
- Students are not permitted to eat fast-food items in the nutrition center, but may eat their lunch in another designated location.
- Food and drink are NOT allowed outside of the nutrition center. Students should finish all items prior to the end of lunch time.
- Students will be expected to conduct themselves properly while using the cafeteria. Throwing of objects or creating any disturbance will result in a disciplinary consequence. Students may be required to assist with clean-up duty, silent lunch detention, and/or referral to their community administrator.

## School Dress Code

Students should wear clothing that is appropriate for school and is not distracting, offensive, or dangerous. Any violation of the following will result in the student being required to adjust or change clothing.

- Clothing should not display anything that is sexual in nature; advertise or promote drugs, alcohol, or tobacco; display violence; suggest put-downs toward any ethnic group or promote any other material deemed harmful, distracting, or offensive.
- Shirts or tops MUST cover the midriff, back and chest area (tube tops, halter-tops, and diagonal tops with strap over on shoulder are not allowed).
  - Tank tops must cover undergarments, chest area, and sides of torso.
  - Spaghetti straps are not permitted.
- Pants, shorts, jeans with holes cannot expose too much skin.
- Pants, shorts, jeans, etc. must be worn so that the waistband is at the waist. Sagging of jeans, shorts, and pants is not permitted.
- If pants will not stay up on their own, student will be expected to adjust clothing or change.
- Shorts and skirts must not be too short or revealing.
- Hats may not be worn inside the building during the school day. This includes stocking caps, scarves, bandanas, “do rags”, hoods, or other headwear.
- Coats, backpacks, purses, blankets, and book bags should be placed in lockers as soon as students arrive at school.
- Jewelry must not be dangerous, distracting, or promote drugs, alcohol, tobacco, weapons, profanity, or sex. Watch, wallet, or chains worn from the waist are not permitted.
- Bandanas and other gang-related attire are not permitted at school.
- No house shoes or slippers allowed.
- Hairspray and/or hair or body dye materials are not allowed at school or on the school bus.
- Skin-tight pants cannot be sheer or see through.
- Writing on skin and/or body graffiti which is a distraction will result in students being required to remove it.

Students who are dressed inappropriately will be asked to change clothes before attending class or school activities. A student with too much exposed skin will be asked to change into appropriate clothing. If a student chooses not to comply, staff will refer the student to an administrator for further disciplinary actions.

As fashion trends develop, the administration may determine that other styles are not safe or appropriate to be worn at school.

**The school reserves the right to restrict any student from attending classes or school activities when such student’s dress, general appearance and/or conduct creates safety, health, or discipline problems. Exceptions to the dress code may be made by administration.**

## School Sponsored Events/Activities

Special events for students are planned by the PTSA, the administration, and teachers. These activities are specially planned for each school. All rules concerning behavior, dress code, and language apply at any school activity. Students who are leaving with a parent or guardian of another student should turn in a signed permission note from their parent to the office for approval the day

of the activity. To insure safety, no one will be allowed to leave during an activity unless accompanied by their parent.

**Acting in a way that endangers the safety of other students, dressing in an unacceptable way, or causing the chaperones to wait longer than 20 minutes could result in you not being allowed to attend the next school activity or in other disciplinary action.** Students are not allowed to walk home after school or after a school sponsored activity.

## **Textbooks**

Textbooks used in classes are furnished without charge. If you lose, damage or destroy a textbook, a fine will be charged through the office. You will be required to pay that fine prior to the end of the school year.

## **Student Expectations – Conduct and Consequences**

All students have the right to learn and be successful in a safe and productive environment. To achieve this goal, school policies and procedures have been established that promote personal responsibility, respect for self and others, and cooperation. Students are expected to follow district and building policies at all times. These rules are listed in the following sections. In addition to school-wide policies and procedures, your teachers will also have specific classroom rules. Consequences for not following school rules range from a warning to suspension from school. Students will sign the Standard of Conduct form which highlights specific conduct expectation.

## **Academic Dishonesty**

Academic dishonesty is a serious offense which may result in consequences.

Examples of academic dishonesty include, but are not limited to:

- Cheating on test/homework
- Plagiarism
- Taking a test for another student, etc.

Consequences may include a zero on the assignment, a detention and/or ISS/OSS.

## **Assault/Fighting**

Attempting to cause injury to another person; placing a person in reasonable apprehension of physical injury; physically injuring another person OR instigating a fight.

Violations may result in ISS, OSS, recommendation for long-term suspension, expulsion, and/or may be reported to the appropriate authorities (including police, or Division of Family Services) and a referral to Youth Court.

## **Common Expectations**

Students will be given a list of additional common school, cafeteria, and classroom expectations that they will be required to follow. Failure to follow the common expectations will result in consequences. Consequences may include: warning, teacher/administrative detention, ISS, or OSS depending on the frequency and severity of the offense.

## **Cyber-bullying**

Cyber-bullying is often defined as using an electronic device to send damaging or hurtful messages about an individual with the intent to hurt a reputation or friendship with others. This may happen through text messages, emails, instant messaging, or social network sites such as Facebook.

Electronic harassment and intimidation can be detrimental to a school's educational climate. Disruptions, fights, and even extreme acts of violence may result. The administration reserves the right to investigate this type of bullying if it appears to be impacting the learning environment at school. Consequences for this type of disruption may result in ISS, OSS, or other disciplinary consequences.

## **Extortion – Theft – Vandalism of Property**

Includes, but not limited to:

1. Vandalism to school, student, or staff property.
2. Theft of another student/staff/school property.
3. Intimidation of student to gain money/specific articles, etc.

Students will make restitution and be assigned disciplinary consequences at the discretion of the administration. A police report may be filed and Youth Court assigned as well.

## **Harassment and Sexual Harassment**

Harassment is defined as behavior that threatens, demeans, frightens, or intimidates another person. Charges of harassment (bullying) or sexual harassment may result in out-of-school suspension, expulsion and/or referral to legal authorities.

## **No Touch Policy**

Students will maintain a “NO TOUCH” policy under ALL circumstances. Students will not hug, kiss, hold hands, push, punch, pinch, etc., anyone at any time, even if it is done in fun or in a playful manner.

Consequences for failure to comply may include: warning, teacher/administrative detention, ISS, or OSS depending on the frequency and severity of the offense.

## **Profanity and Insubordination**

Disorderly, profane, disrespectful, and/or disruptive speech or conduct that is flagrant and/or not manageable through school safety procedures. Disrespectful/profane speech on all ISD properties or school sponsored events will NOT be tolerated.

Consequences may include: warning, teacher/ administrative detention, ISS, or OSS depending on the frequency and severity of the offense.

## **Searches**

Safety for students and staff is a priority of the administration. The administration reserves the right to search students, student belongings, and student lockers whenever reasonable suspicion warrants such a search.

## **Tardies**

Students are expected to report on time to school and to all classes. Students who are habitually tardy will be assigned consequences by an administrator.

## **Technology Use**

Students and parents need to refer to the *Student Email Guidelines* and the *Independence School District Acceptable Use Agreement* forms. These forms will be part of the registration process.

## **Board of Education Policy 2656**

### **Cell Phone Usage for Audio and Video Recordings**

**The use of student cell phones, digital cameras, iPads and similar electronic devices for the purpose producing audio and/or visual records is banned during the instructional day, as well as in dressing areas during the extra-curricular activities and**

**on District-provided transportation, including but not limited to buses.**

**The policy does not prohibit the use of student cell phones, digital cameras and similar electronic devices for the purpose of producing audio and/or visual recordings when:**

- (1) The recording is produced as part of a required school-sponsored class or activity;**
- (2) The recording is produced at a school performance, activity, or sporting event to which the general public is invited;**
- (3) The recording is otherwise permitted by these policies or building principal.**

**Violation of this policy will result in in-school suspension for the first offense, while second offenses will result in out-of-school suspension being imposed.**

**REV. 3/17**

## **Violation of Safe Schools Act**

In accordance with Missouri House Bills 1301 and 1298, the “Safe Schools” legislation provides the following safeguards. The act establishes the crime of “assault” while on school property if the student:

1. Knowingly causes physical injury to another person or...
2. With criminal negligence, causes physical injury to another person by means of a deadly weapon...
3. Recklessly engages in conduct which creates a grave risk or serious physical injury to another person(s) on school property.

Students in violation of the Safe Schools Act may face consequences including long-term suspension or expulsion for not less than one year, in addition to legal consequences.

## **Threats or Bullying – Oral or Physical**

Including, but not limited to: verbal abuse/threats toward students/staff, threat of violence toward student/staff, verbal/written threat of possessing a dangerous weapon, verbal/written threat on the life of a student or staff member.

Violations may result in ISS, OSS, recommendation for long-term suspension, expulsion, and/or may be reported to the appropriate authorities (including police) and/or a referral to Youth Court.

**ALL STUDENTS ARE REQUIRED TO SIGN A CODE OF CONDUCT/ANTI-BULLYING PLEDGE EACH YEAR.**

## **Use and/or Possession of Tobacco Products**

Students found in possession of or using tobacco related items will receive a suspension (ISS/OSS). The length of the suspension will be based on the severity and frequency of the offense according to board policy.

## **Use, Possession, Sale/Transfer or Attending Under Influence of Alcohol or Drugs**

A student can be suspended from school, referred for long-term suspension, and/or referred to legal authorities for being under the influence of, carrying, taking, selling, or giving ANY TYPE of unauthorized substance to another student including vitamins, pain-relief products, pills, sugar pills, or items implied to be or resembling drugs and/or pills.

## **Weapons**

The use and/or possession of a weapon or potentially dangerous/inappropriate items are prohibited. The 1994 Federal Gun Free Schools Act, Missouri Revised Statutes and the policies of the Independence School District define a weapon. **Violators will be referred to the appropriate legal authorities and also are subject to 10 day out-of-school suspension with a recommendation for a long-term suspension or expulsion from school.** If a student violates the weapons policy as provided in both state and federal law, the student shall be suspended and/or expelled for a period of not less than one year as specified by law.

## **Disruptive Behavior Continuum**

**Safe Seat – Buddy Room – Recovery Room**



**Safe Seat** is a seat in the regular classroom where a student can stop the inappropriate behavior. While in the safe area, students are responsible for taking ownership of their behaviors and developing a plan of how to avoid that problem in the future while continuing their academic course work.

**Buddy Rooms** are a classroom other than the student's regular room where a student can stop the inappropriate behavior and take responsibility for the behavior while continuing to work.

**Recovery Room** is a safe place for students who cannot stop their behavior in the buddy room, or are having difficulty controlling their behavior to the extent that a buddy room is not the appropriate next step.

*Schoolwide Positive Behavior Support (SW-PBS) is a framework for creating safe and orderly learning environments in schools, while improving the social-emotional outcomes for students. It is a proactive approach that relies on research based practices, including developing clear behavioral expectations, teaching these expectations, acknowledging appropriate behavior, consistently correcting inappropriate behavior, and using behavioral data to systematically solve problems. SW-PBS is built on a three tiered model that provides additional behavioral supports to students who are not responding to the tier 1 interventions.*

## **Detention/Saturday School**

Detentions can be issued by a classroom teacher or by an administrator. Teachers/administrators will make contact with the parent to make arrangements for transportation. Students and parents will be given at least 24 hours' notice before a detention is to be served outside of regular school hours. Missing detentions could result in additional consequences including suspension.

## **In-School Suspension**

If a student is assigned to In-School Suspension class (ISS), they are expected to demonstrate good behavior, follow all the ISS rules and complete all assignments provided by your teachers.

A copy of classroom expectations will be provided to all students assigned to ISS. Restroom breaks and lunch will be at a different time than the student's regular schedule.

Any disruptive or inappropriate behavior in ISS may result in additional ISS time or Out-of-School suspension (OSS) for the remainder of the assigned time and OSS may be given in the future when ISS would normally be given.

**Students who are in ISS may not attend after-school activities, sporting events, or participate in practices or games. Participation in after school tutoring may be allowed with permission.**

## **Out-of-School Suspension**

Serious or repeated violation of school policies will result in out-of-school suspension (OSS). The length/severity of OSS will depend upon the offense.

Students who receive OSS for three or fewer days should request their work when they return from OSS. Students will receive sufficient time to get their work done. Students who receive four or more days of OSS may request three days of work at a time. When the first three days of work is completed at a satisfactory level, they may request another three days of work.

**While suspended from school, students are not permitted to be on school property or attend or participate in any school or district activity during the dates of the suspension.**

Before returning to school from an out-of-school suspension, a parent conference with an administrator may be required and/or transition period back to class.

Students and families should refer to the Independence School District Handbook to view specific District Policies, as well as state and federal laws. A copy of the handbook is provided to each student at the beginning of the school year.

## Using the Telephone

School telephones are for school business. For extracurricular activities or rides home, you should make arrangements prior to the start of school. Students will not be allowed to use the phones during class time. If you need to use the phone during the school day, you may do so only with written permission from a staff member. Next to the office telephone is a notebook where you must record information about your phone call. Long distance phone calls cannot be made from any school phone. If you have a message from home, the office will notify you in class. If you are ill, you must see the nurse, who will call a parent/guardian should you need to be sent home.

## After School Policy

Students staying after school must be under the supervision of a teacher. Please coordinate transportation at the time specified by the coach/sponsor. Students must wait for rides in the designated locations assigned by their coach or sponsor.

School telephones are limited in number, and waiting to telephone until the end of an after-school activity presents a problem. Parents should plan to pick up their student at or before the end of the activity.

**If you are absent due to illness on the day of an after-school activity, you may not attend nor participate in that activity, unless excused by administration. Students under suspension, in-school or out, are not allowed to participate in after-school activities.**

Students must meet academic eligibility requirements from both state and school to be eligible to participate in MSHSAA sponsored activities.

## Visitors

Student guests are not permitted at school since extra people could cause unnecessary classroom interruptions. Parents and other visitors must check in at the office to receive a visitor's badge. For the safety of everyone, visitors who act in inappropriate or unsafe manners will be asked to leave.

## **District Board of Education Policies:**

### **GENERAL ADMINISTRATION Policy 1310 (Regulation 1310)**

#### **Freedom from Discrimination, Harassment, and Retaliation**

It is the policy of the Board of Education to maintain a learning and working environment that is free from discrimination, harassment, and retaliation on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law.

The District strictly prohibits unlawful discrimination, harassment, and retaliation against employees, students, or others, as provided in Board Policy/Regulations 1300 and 1310. These policies shall extend not only to students with regard to educational opportunities and freedom from discrimination, harassment, and retaliation, but also to employees with regard to employment opportunities, and to individuals with whom the Board does business.

It will be the policy of the District to continually evaluate its practices and procedures to ensure fair and equitable educational and employment opportunities and freedom from discrimination, harassment, and retaliation for all of its students and employees.

For the purposes of this Policy, the term “school personnel” includes Board members, school employees, agents, volunteers, contractors, and any other persons subject to the supervision and control of the District.

#### **Compliance Officer**

The Board will designate an individual to act as the compliance officer, and ensure that the compliance officer’s name, business address, and telephone number, as well as the District’s Board Policy 1300 are published to patrons, employees, and students on an annual basis.

The Board designates the following individual to act as the District’s compliance officer:

Human Resources Supervisor  
201 North Forest Avenue  
Independence, MO 64050  
(816) 521-5300  
Fax: (816) 521-5619

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the alternative compliance officer:

Director of Human Resources  
201 North Forest Avenue  
Independence, MO 64050  
(816) 521-5300  
Fax: (816) 521-5680

## **Policy 1310**

### **Page 2**

It shall be the compliance officer's responsibility to assure compliance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the Age Discrimination Act of 1975.

The compliance officer will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment, discrimination, or retaliation because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law.

### **Discrimination**

It is the policy of the Board of Education to maintain a learning and working environment that is free from discrimination on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law.

The District does not and will not discriminate on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law in the educational programs, activities, and vocational opportunities offered by the District.

The District assures that it will comply with:

1. This Policy/Regulation and state and federal law.
2. The Missouri Human Rights Act, MO. Rev. Stat. § 213.010 et seq., which prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, disability and age. The Act also makes it unlawful to retaliate against any individual for filing a complaint of discrimination and/or harassment or for participating in an investigation into a complaint of discrimination and/or harassment.
3. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
4. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.
5. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the District does business.

## **Policy 1310**

### **Page 3**

6. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
7. The Boy Scouts of America Equal Access Act, by which the District will provide equal access to District facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America, or any other youth group designated in applicable federal law.
8. The National School Lunch Act, and other requirements of the U.S. Department of Agriculture (USDA), as it relates to school nutrition programs for which the District receives federal financial assistance, including the National School Lunch Program, the Special Milk Program, the School Breakfast Program, and the Summer Food Service Program.
9. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

### **Harassment**

It is the policy of the Board of Education to maintain a learning and working environment that is free from harassment on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District's prohibition against harassment extends not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to individuals with whom the Board does business.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against any other student or staff member through conduct or communication of a sexual nature. Furthermore, it shall be a violation of this Policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate harassment or sexual harassment of a student because of the student's race, color, religion, disability, age, sex, gender, national origin, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who

## **Policy 1310**

### **Page 4**

are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District.

### **Retaliation**

The District prohibits retaliation against any person who files a complaint of discrimination, harassment, or retaliation, and further prohibits retaliation against any person who testifies, assists, or otherwise participates in any investigation, proceeding, or hearing relating to such discrimination, harassment, or retaliation. The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any such person.

### **Consequences and Remedies**

When the District receives a report of unlawful discrimination, harassment, and/or retaliation, the District will take appropriate interim measures to protect the alleged victim(s). If, after investigation, it is determined that discrimination, harassment, and/or retaliation in violation of Policies 1300 and 1310 did occur, the District shall take prompt, effective, appropriate action reasonably calculated to end the harassment, discrimination, and/or retaliation and to protect individuals from further such harassment, discrimination, and/or retaliation.

The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this Policy. Patrons, contractors, visitors, or others who violate this Policy may be prohibited from District property or otherwise restricted while on District property.

### **Grievances**

It is the policy of the District to process all grievances in a fair and expeditious manner. Regulation 1310 provides mechanisms for the resolution of grievances/complaints by employees, patrons, and/or students under this Policy.

### **Students with Disabilities**

This policy and corresponding regulation do not pertain to the identification, evaluation, or placement of students under Section 504. The topics of the identification, evaluation, and placement of students under Section 504 are addressed in the following separate District policies and regulations: Policy 2110 – Equal Education Opportunity, and Policy and Regulation 6250 – Instruction for Students with Disabilities.

**NEW 9/16**

**District Compliance Officer: Greg Gilliam**

**Policy 2620  
(Regulation 2620)**

**Discipline**

**Firearms and Weapons in School**

The District recognizes firearm and weapon possession as a potential threat to the health, safety and security of students, employees, and other persons. The District will not tolerate the presence of firearms or weapons on the premises of our schools. This prohibition includes possession of firearms and weapons on school playgrounds, school parking lots, school buses, and at school activities, whether on or off school property. The District complies with the provisions of the Improving America's Schools Act of 1994 and other applicable federal and state law.

Nothing in this policy shall prohibit the District from permitting a Civil War re-enactor to bring a Civil War era weapon to school for educational purposes so long as the weapon is not loaded.

Students who violate this policy will be suspended for no less than one (1) year and are subject to permanent expulsion. However, the Superintendent may recommend to the Board a modification of the suspension on a case-by-case basis. Students with disabilities under the Individuals with Disabilities Act and/or Section 504 of the Rehabilitation Act are entitled to the protections of those laws.

This policy will be annually submitted to the Department of Elementary and Secondary Education together with a report of disciplinary action taken for possession of a "firearm" or "weapon" as defined in Regulation 2620.

**REV. 6/11**

**Regulation 2620**

**Firearms and Weapons in School**

**Definition of Firearm**

The term *firearm* includes, but is not limited to, such items as:

1. Any item which is a loaded or unloaded weapon, weapon frame, or weapon barrel and which is designed to, or may be readily converted to, expel a projectile by action of an explosive, or
2. Any item which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has a barrel with a bore of at least one-half inch in diameter, or
3. Any explosive, incendiary, or poison gas, such as: bombs; grenades; rockets with a propellant charge of greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.



## **Definition of Weapons**

The term *weapon* shall mean a "firearm" as defined above, and shall also include the items listed below, which are defined as "weapons" in section 571.010, RSMo.

1. Blackjack
2. Concealable firearm
3. Explosive weapon
4. Firearm
5. Firearm silencer
6. Gas gun
7. Knife
8. Machine gun
9. Knuckles
10. Projectile weapon
11. Rifle
12. Shotgun
13. Spring gun
14. Switchblade knife

### **Other weapons:**

1. Mace spray
2. Any knife, regardless of blade length (optional)
3. Items customarily used, or which can be used, to inflict injury upon another person or property.

## **Students Who Bring Firearms or Weapons to School**

**The District will take the following action upon determining that a student has brought a firearm or weapon to school:**

1. The District will refer the student to the appropriate criminal justice or juvenile delinquency system, and
2. The District will suspend the student from school for a period of not less than one year (365 days) from the date of the infraction, and may, at its discretion, expel the student from school permanently. This suspension provision may be modified on a case-by-case basis upon recommendation of the District Superintendent if the Superintendent determines that circumstances justify such a modification.
3. The District may, at its discretion, provide a student suspended under this Regulation with educational services in an alternative setting.

## **Applicability of Regulation to Students with Disabilities**

If the student with a disability under the Individuals with Disabilities Education Act carries or possesses a weapon, as defined by 18 U.S.C.ss 930(g)(2), to or at school premises, or to or at a school function under the District's authority, school administrators may remove that student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability. If a school administrator removes a student with an IDEA disability to an

interim alternative educational placement, the District must convene the student's multidisciplinary and/or IEP team to conduct a manifestation determination within the statutory time frame and the student's IEP team must determine the interim alternative educational placement and the services that the student will be provided in order to receive a free appropriate public education and access to the general curriculum.

## **Policy 2655**

### **Discipline**

#### **Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation toward District personnel or students on school grounds, during the school day, at any school-sponsored activity, or in any school-related context. Bullying of students and District personnel is prohibited on all school property, during any District-sponsored activity, and on all District school buses.

“Bullying” means intimidation, unwanted aggressive behavior, or any other unwanted negative action that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, cyberbullying, electronic or written communication, and any threat of retaliation for reporting such acts.

Bullying occurs when a student:

- Communicates to another individual by any means (including face to face, by telephone, in writing, through cyberbullying, or via electronic communications), an intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another individual with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

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

The District shall have jurisdiction to prohibit cyberbullying that originates on a school's campus or at a District activity if the electronic communication was made using the school's technological resources, if there is 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 District may discipline any student for such cyberbullying to the greatest extent allowed by law.

## **Policy 2655**

### **Page 2**

#### **Anti-Bullying Coordinator**

The Superintendent shall, on an annual basis, appoint a District employee who is teacher-level staff or above at each school to serve as the Anti-Bullying Coordinator.

The list of District Anti-Bullying Coordinators shall be kept on file at central office, along with this Policy.

#### **Reporting**

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. District employees who witness an incident of bullying are required to report the incident to the school Anti-Bullying Coordinator within two (2) school days of the employee witnessing the event, unless the Anti-Bullying Coordinator is unavailable or is the subject of a report. In that case, the report should be made directly to the District's Compliance Officer (see Board Policy 1310).

All District employees shall instruct all persons seeking to report an incident of bullying to communicate directly with the Anti-Bullying Coordinator.

If a verbal report is made, the person will be asked to submit a written complaint to the Anti-Bullying Coordinator. If such person refuses or is unable to submit a written complaint, the Anti-Bullying Coordinator will summarize the verbal complaint in writing.

Even if a written complaint is not directly filed, if the Anti-Bullying Coordinator otherwise learns about possible bullying or cyberbullying, the District will conduct a prompt, impartial, adequate, reliable, and through investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures, if necessary. The District may take action upon finding a violation of law, District policy, or District expectations even if a complaint is not directly filed.

#### **Investigation**

Within two (2) school days of receiving a report of an incident of bullying, the Anti-Bullying Coordinator, the school principal, or his/her designee shall initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation shall be completed within ten (10) school days from the date of the written complaint of bullying, unless good cause exists to extend the investigation.

#### **Retaliation**

The District prohibits retaliation against any person who files a complaint of bullying,

## **Policy 2655**

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cyberbullying, or retaliation, and further prohibits retaliation against any person who testifies, assists, or otherwise participates in any investigation, proceeding, or hearing relating to such bullying, cyberbullying, or retaliation. The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any such person.

### **Consequences and Remedies**

When the District receives a report of bullying, cyberbullying, and/or retaliation, the District will take appropriate interim measures to protect the alleged victim(s). If, after investigation, it is determined that bullying, cyberbullying, and/or retaliation did occur, the District shall take prompt, effective, appropriate action reasonably calculated to end the bullying, cyberbullying, and/or retaliation and to protect individuals from further bullying, cyberbullying, and/or retaliation.

Students who are found to have violated this policy will be subject to the following consequences: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion, and/or law enforcement contacted. Consequences imposed shall depend on factors such as: age of student(s), degree of harm, severity of behavior, disciplinary history and number of incidents.

The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this Policy. Patrons, contractors, visitors, or others who violate this Policy may be prohibited from District property or otherwise restricted while on District property.

### **Public Notice**

The superintendent or designee will continuously publicize the District's anti-bullying policy and will disseminate information to employees, parents/guardians, and students, as well as to newly enrolled students and newly-hired employees, regarding how to report incidents of bullying. This Policy shall also be published in District student handbooks.

In addition, the District shall:

- a. Provide information and appropriate training to district staff who have significant contact with students regarding the policy.
- b. Give annual notice of the policy to students, parents/guardians, and staff;

## **Policy 2655**

### **Page 4**

- c. Provide education and information to students regarding bullying, including information regarding the school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying (including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have
- d. engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying);
- e. Instruct school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques shall include, but not be limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control; and
- f. Implement programs and other initiatives to address bullying, respond to such bullying conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken. Complaints alleging unlawful discrimination, harassment, or retaliation in violation of Board Policy/Regulation 1300 and/or 1310 shall be referred to the compliance officer for investigation pursuant to Board Policy/Regulation 1310.

**NEW 9/16**

**Bingham Anti-Bullying Coordinator: Daniel Bieser**

## **Special Education Public Notice**

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, regardless of the severity of the disability, including children attending private schools, including non-residents of attending private schools within the district's jurisdiction, highly mobile children such as migrant and homeless children, and children who are suspected of having a disability and in need of special education.

The Independence School District assures that it will provide a free and appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf blindness, emotional disorders, hearing impairment, deafness, intellectual disabilities, multiple disabilities, speech and language impairments, traumatic brain injury, visual impairment blindness, and young children with developmental delays.

The Independence School District assures that it will provide information and referral services necessary to assist the State in the implementation of early intervention services for all infants and toddlers eligible for the Missouri First Steps Program.

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

The Independence School District has developed a Local Compliance Plan for the implementation of the State Regulations of the Individuals with Disabilities Improvement Act (IDEA 2004)). This plan contains the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA). This plan may be reviewed by appointment at the Independence School District Central Office, 201 N. Forest Ave, Independence, Missouri 64050.

## Section 504

No otherwise qualified individual with disabilities will be excluded from participation in, or denied benefits of any program or activity solely on the basis of their disability. Under Section 504, which is separate from special education, any student having a physical or mental impairment *which substantially limits one or more major life activity* may potentially qualify for accommodations. Questions can be directed to the building principal or the District's Section 504 Coordinator.

**District Section 504 Coordinator: Amy Chappell**

## Annual Notification To Use Public Funded Program Benefits

Part B of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) allows for school districts to use specific government funded public program benefits to assist with costs associated with IEP services. Examples of covered IEP services include speech therapy, occupational therapy and physical therapy. We are required to annually notify parents of our participation.

One-time written parental consent to release personally identifiable information to the government funded public program (i.e. Medicaid—MO HealthNet) to determine, access, and recover entitled program benefits from a student's or parent's government funded public program benefits will be sought by the District. Consent is voluntary and may be revoked at any time. Consent does not give the District permission to access private insurance benefits. Your written consent indicates that you understand and agree that the District will submit your child's information to the government funded public program and their authorized agencies to verify eligibility and submit claims.

Parents are not required to sign up for or enroll in Medicaid to receive IEP services or a free appropriate public education, nor are they responsible for any out of pocket expenses for these IEP services. The District will provide the required IEP services to your child at no cost to you whether or not you grant your written consent. The District's use of this reimbursement program does not in any way affect or impact other Medicaid benefits to which the child is entitled, including any otherwise eligible services out of the school.

## Parent/Family Involvement in Education Title 1 – Parent Involvement Policy

The Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board also recognizes the importance of assisting schools in eliminating barriers that impede parent/family involvement and will facilitate an environment that encourages collaboration with parents/families and community. The Board is committed to strong parent/family involvement in working collaboratively with District staff as knowledgeable partners in educating District students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the District's Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation. The Board also recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review(ing) of Title I programs.

-Excerpt from Independence School Board Policy

The NCLB Parental Involvement: Title I, Part A Non-Regulatory Guidance adopted April 23, 2004 states:

An LEA's written parental involvement policy must establish the LEA's expectations for parental involvement, and describe how the LEA will-

- Involve parents in jointly developing the LEA's local plan under section 1112 in the process of school review and improvement under section 1116
- Provide the coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance
- Build the schools' and parents' capacity for strong parental involvement
- Coordinate and integrate parental involvement strategies under Title I, Part A with parental involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPPY), State-run preschool programs, and Title III language instructional programs
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I, Part A funds, including-

- Identifying barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, or disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
- Using the findings of the evaluation to design strategies for more effective parental involvement;
- Revising, if necessary, the LEA's parental involvement policies; and
- Involve parents in the activities of schools served under Title I, Part A. [Section 1118(a)(2), ESEA.] [For more detailed information see Appendix D for a sample template of a District wide Parental Involvement Policy.]

Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent -

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

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

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

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**1. What is a complaint?**



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

## **2. Who may file a complaint?**

Any individual or organization may file a complaint.

## **3. How can a complaint be filed?**

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

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

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

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

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

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<sup>1</sup> Programs include Title I, A, B, C, D, Title II, Title III, Title IV, A, Title V  
<sup>2</sup> In compliance with ESSA Title VIII- Part C, Sec. 8304(a)(3)(C)

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

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

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

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

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

The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. That time limit can be extended by the agreement of all parties.

The following activities will occur in the investigation:

- 1. Record.** A written record of the investigation will be kept.
- 2. Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- 3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- 4. Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- 5. Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- 6. Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

## **9. How will appeals to the Department be investigated?**

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

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

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

### **Policy Regarding Alcoholic Beverages, Narcotics, Illegal Drugs, Prohibited Substances, Medication and Smoking**

Sale, and/or use, and in any instance when a pupil is discovered to have on or about such pupil's possessions, or placed elsewhere on the school premises of alcoholic, beverages, narcotics, illegal drugs, and/or prohibited substances, and drug paraphernalia, as defined by RSMo Chapter 195, by any student while such student is upon school property, in attendance at a school function, whether off or upon school property or while on school furnished transportation will result in suspension from classes with a recommendation to the Superintendent of Schools that the student be suspended for a period not to exceed one hundred eighty (180) days.

Sale, and/or use, and in any instance when a pupil is discovered to have on or about such pupil's possessions, or placed elsewhere on the school premises of medication, medicine, drugs or vitamins, either prescription or nonprescription by any student while such student is upon school property, in attendance at a school function, whether off or upon school property or while on school furnished transportation will result in suspension from classes and a possible recommendation to the Superintendent of School that the student be suspended for a period not to exceed one hundred eighty (180) days. Such medication, medicine, drugs or vitamins shall be delivered to the school clinic by a parent, guardian or designated adult with written orders from a doctor and shall be administered by trained personnel.

Any student engaged in smoking, chewing, sniffing, possession or any other use of tobacco or smokeless tobacco materials on school property during the school day or while any after-school activity is in progress, including riding the bus to and from school, will be suspended.

I have received my copy of the handbook which includes the Independence School District's discipline policy.

#### **Standard of Student Conduct**

This document is based upon the provisions of the Missouri Safe Schools Act in Missouri Revised Statutes, the Federal Gun Free Schools Act and other pertinent laws which support schools being safe places for students and employees. Each student is expected to further his/her education and to respect each student's right to learn in a safe environment. The Standard of Student Conduct applies in or about all school buildings and grounds, at all school activities or activities, which involve Independence Middle School Campus and the Independence School District. These standards will be applied to address the emotional, developmental and intellectual level of the student. Non-compliance with these standards may result in student suspension, expulsion and/or reporting to the appropriate agency or to law enforcement, which may result in removal from school grounds.

Students are provided with a Student Handbook at the beginning of each school year or when admitted to the Independence School District. The handbook, which is based on policies of the Independence School District, details the proper deportment of students and possible discipline consequences. A copy of district policy is available at each district building. The following paragraphs identify specific conduct issues that have the potential for significant disciplinary consequences.

This document requires a student's signature. The signature indicates that the content has been read and understood. This signed document will be kept in the student's file.

1. Profanity, display of affection, insubordination, behavior disruptions, and use of tobacco products are violations of policy. Students in violation will be subject to appropriate discipline.

2. Threats, bullying, cyberbullying, and oral/physical assault of a fellow student or staff member may result in suspension, expulsion, and/or be reported to the appropriate authorities (including police).
3. The use and/or possession of a weapon or potentially dangerous/inappropriate items are prohibited. The 1994 Federal Gun Free Schools Act, Missouri Revised Statutes and the policies of the Independence School District define a weapon. Violators will be referred to the appropriate legal authorities and also are subject to long-term suspension or expulsion from school. If a student violates the weapons policy as provided in both state and federal law, the student shall be suspended and/or expelled for a period of not less than one year as specified by law.
4. The use, sale, transfer, or attendance under the influence of alcohol or drugs is prohibited. Drug paraphernalia is also prohibited. Students in violation of policy will be subject to discipline which includes suspension and/or expulsion and reporting to the appropriate legal authorities.
5. Students are forbidden from making any terrorist threat or knowingly false report of a catastrophe, including but not limited to false bomb threats, which may disrupt or frighten people, causing the closing or evacuation of any building, facility, or transportation. Violation may result in suspension, expulsion, and will be reported to the appropriate law enforcement.
6. Extortion, theft, damage to school/staff/student property is prohibited. Students will be subject to suspension, restitution, and a report to the police department.
7. Students at Independence Middle School Campus are expected to be clean and tidy in attire. Dress and grooming must not disrupt the teaching and learning environment/process. When school authorities judge that a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and safety, the student may be required to make modifications.
8. Attendance is necessary for adequate educational progress and learning. Missouri law requires that every parent, guardian, or other person having charge, control or custody of a child, be responsible for ensuring that the student attend school regularly. Failure to comply can result in legal proceedings. Regular attendance is required at ALL times at the Independence Middle School Campus. Truancy is prohibited. Students may be subject to home visits by school and law enforcement authorities, and or truancy court for truancy issues.
9. Federal laws and district policy dictate technology use. The use of technology, such as computer equipment, electronic mail, phone systems, and all other communication capabilities, is a privilege. Any misuse of technology that violates district or federal law will result in disciplinary action, possible loss of technology privileges, and or legal consequences (including FBI, United States Secret Service, etc.) – See Technology Acceptable Use Policy.
10. Students who bring cell phones to school will need to store them in one of two places: locker or zipped pencil pouch. Cell phones that are seen will be collected by staff and turned into the office. The first time, the item will be returned to the student at the end of the day. The second time items are confiscated, parents may be asked to pick the item up in addition to possible consequences to the student. Students who use these items or have them out during the school day will be subject to disciplinary action up to and including ISS/OSS. Continued violations or failure to comply will be subject to disciplinary action up to and including ISS/OSS.
11. It is our goal to maintain an environment free from sexual harassment for students and employees. The district prohibits any form of sexual harassment. Reports of such incidents should immediately be made to building administrators. Disciplinary action may include suspension, expulsion, or referral to legal authorities.

I have read, reviewed, and understand the policies and items described in the “Independence Middle School General School Policies” and the Student Planner. I understand the consequences that may result if I violate any of the policies or rules described in these documents.

#### **Attendance Policy**

The Independence School District is committed to quality education for every student. We recognize that preparing learners today for college or career readiness requires very competitive skills. In order to meet these learning goals for our students, attendance is extremely important. When a child misses out on instruction at school, even the best options we have to try and catch him/her up don't equal the effectiveness of being in class with peers and highly-qualified educators.

We know that when barriers exist preventing a student from regular school attendance and/or participation in class, it is our responsibility to address that situation. The Independence School District will use increasing levels of support as student absences or behaviors that prevent full participation at school increase. It is expected that the home, student, and school work together as a team in this process. Students are expected to come to school and attend each class.

**Students who stay home from school are required to have a parent/guardian call the school attendance office by 9:00 a.m. each day you are absent.** We encourage medical appointments to be made after school hours whenever possible to reduce the amount of learning time lost.

Parents/guardians of students who did not call the school will be contacted by the District to notify them of the student absence and request absence verification. Students who arrive late or check out early must sign in/out in the office. **Only persons listed on the data sheet or Power School will be permitted to check students out from school. ID's will be checked.**

**In order to participate in school activities and after-school events, students must attend at least three and one-half hours of school that day.** Excessive absences may affect your grades and will be addressed by school administrators, family school liaisons, and/or School Resource Officers.

It is the responsibility of the student to make arrangements with his/her teachers to make up work missed during an excused absence. Students will have one day for each excused absence, plus one more day to make-up missed work.

*Students who do not meet the aforementioned criteria will be considered to be in non-compliance with these attendance procedures and will be assigned an unexcused absence or time missed.*