

# Elementary Student Handbook

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# I. District Information

## **Vision Statement**

A community united to improve the quality of life through education.

## **Independence School District Mission Statement**

By providing quality education, the Independence School District will ensure that each learner will achieve the skills and self-confidence to be successful in an ever-changing world.

## **District Compliance Officer**

The ISD does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Mr. Greg Gilliam - 816-521-5300, 201 N. Forest Ave. Indep., MO 64050

## **WELCOME**

Dear Elementary School Families,

The faculty and staff of the Independence School District are proud of our school system and welcome you to be part of another great school year!

Throughout the year, we work to create an educational environment in which each child is valued, respected and supported. Our goal is to provide a high quality education for our students and to nurture a love for learning that will continue throughout life.

Our students' successes are directly related to positive parent and family involvement. Together we can make a difference in our children's lives by providing the guidance and education needed for them to become thriving citizens in our learning community. The greatest contribution you can make to the school community is the time you spend with your student providing academic and emotional support. We invite you to get to know your student's teachers and to become an active member of your school community. We also encourage you to join PTA!

The purpose of this handbook is to make you aware of the policies and procedures that are followed at our schools. We abide by the Independence School Board policies and regulations that are found on the Independence School District's website [www.isdschools.org](http://www.isdschools.org). If you have further questions, please do not hesitate to contact your student's school for more information.

Sincerely,  
Dr. Janet Richards

July 21, 2020

Assistant Superintendent

To view the Independence School District's 2020-2022 Board of Education, please visit:

<https://www.isdschools.org/board-of-education/>

To view the Independence School District's Elementary Schools, please visit:

<https://www.isdschools.org/our-schools/#elementary>

## II. General Information

### DAILY SCHEDULE

Instruction begins as soon as the school day starts. Please check with your child's elementary school for the daily schedule. Time on task is essential to student success; therefore keeping interruptions to a minimum protects instructional time. We encourage you to help protect instructional time by being sure your child arrives in his/her classroom on time and remains in class until dismissal. Students who arrive after the starting time will be counted as tardy.

To ensure each child's safety, the school must be informed of the procedure to follow at dismissal, i.e. student is to ride the bus, parent will pick up the student, student is to stay for after school clubs, etc. If there is a change from the normal routine, it is the parent's/guardian's responsibility to notify the school by phone or with a signed note as early as possible. We will not allow a student to change his or her normal dismissal plan without prior notification from the parent/guardian.

Students who are car riders, staying late for activities or who are returned to school by transportation are expected to be picked up in a timely manner. If the school cannot reach any contact whose information is on file and the child remains at school for a lengthy time, the local law enforcement agency may be contacted for assistance.

### DISTRICT BUSING POLICY

The Independence School District will provide transportation to students living one mile or more from their school of residence. For the 2020-2021 school year, the Independence School District will be utilizing an "opt in" program for its school transportation. Under this program, families of school-aged children must notify the District that they plan on their child(ren) taking the school bus to get to and from school during the 2020-2021 school year.

#### Routes and Stops

Bus stops have been established by the Transportation Department in accordance with guidelines established by the Department of Education, Department of Elementary and Secondary Education and Independence School District Policies and Procedures.

- Buses in general will only travel along main streets
- Buses will not make house stops
- Buses will stop at a safe, identifiable intersection.
- Stop distances will be based on grade level and developmental appropriateness

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- Stops will be placed on corners and/or common ground when possible
- Bus stops will not be closer than 500 feet apart
- Buses will not enter dead-end/cul-de-sac roads
- Students may only ride when they have been issued a bus pass and can only ride the bus they are assigned based on their residence

Parents/guardians are strongly encouraged to escort their children to and from the bus stop. **If you feel your child's bus stop should be changed, please fill out the Stop Change Request Form.** Please note that stops will not be changed because of requests related to walking distance, visibility of stop from residence or absence of sidewalks. Please include your contact information and understand that responses will take time. We transport more than 10,000 students and want to carefully review each request.

### **Back to School**

Please note that the ISD safely transports more than 10,000 students each day. During the first week of school, students should arrive at the bus stop 10 minutes before the published stop time. Run times may vary during the first week of school until all students have registered and adjustments are made due to traffic, construction and final student data. After the first week of school, students should arrive at the bus stop at least five minutes before the stop time.

### **One-Day Ride Pass**

To assist parents and students when an emergency arises, a one-day ride pass may be issued. Please contact your school for assistance.

### **Kindergarten Students**

The district encourages parents to accompany their kindergarten students to and from the bus stop. The ISD does not mandate a parent presence but with new and young riders, parent support is helpful.

### **Student Conduct and Discipline**

Students whose conduct poses a safety hazard, disruption or distraction for the driver will lose their riding privileges and any fees paid will be forfeited. Student discipline is handled through the Transportation Department by the Student Safety Supervisor. Student conduct expectations are as follows:

- Students must sit in their assigned seat.
- Follow the bus driver's directions and all safety protocols.
- Provide full and correct name when requested by the driver
- Be at the bus stop five minutes before your assigned stop time
- Line up in a single line at the side of the road with no pushing or shoving
- Sit on your seat, not on knees or backpacks
- Keep the aisle clear
- Keep hands, feet and other items to yourself on the bus
- No food, drinks, gum or candy on the bus
- Students are expected to help keep the bus clean and not destroy transportation equipment
- Damage resulting from misbehavior shall be paid for by the student
- Suspension from the bus will occur and continue until all damage is paid for
- Students will show consideration for other students and the bus driver by being courteous and well mannered
- No profanity or other abusive language
- No physical or verbal bullying
- Students are required to board and exit the bus at their assigned stop

### **Safety Infraction Steps**

1st Card	Mailed Warning
2nd Card	3 Day Suspension
3rd Card	5 Day Suspension
4th Card	10 Day Suspension
5th card	Loss of service or 30 day suspension, whichever is greater

### **Severe Violations**

- Insubordination and/or disrespect to the driver
- Flagrant disregard for the safety of others, such as fighting

The above conduct will result in loss of transportation for 10 days or longer. Students involved in a second fight during the school year will lose transportation for the remainder of the school year. Students suspended from their regular bus may not ride Independence School District buses including late activity buses until their suspension has been served.

### **Items Deemed Unsafe for Transportation**

Items deemed unsafe or too large to be carried on the student's lap cannot be transported on the school bus. This can include musical instruments. Please contact your school for additional information.

### **Inclement Weather**

Due to inclement weather, it may become necessary for school officials to cancel school or shorten the school day for the safety and welfare of students and staff. You will receive an automated phone call from the district if school is canceled or impacted by weather. It may be necessary to alter your child's bus route due to road conditions. If your child is on a route that could be modified due to weather, you will receive a letter from the transportation department prior to the winter season.

### **VIOLENT ACTS, SEXUAL HARASSMENT AND BULLYING**

*Will be processed in accordance with school policy and may include both out of school suspension and loss of bus service.* You may call the district Transportation Office at 521-5335 if you have questions regarding bus service.

### **INFORMATION FOR CAR RIDERS**

Each elementary school has a procedure for students who are car riders. Please follow the procedures outlined by your child's elementary school. Daily prompt arrival and pick up are expected (within 10 minutes of school start and end times)

### **INFORMATION FOR WALKERS**

Each elementary school has a procedure for students who are walkers. Please follow the procedures outlined by your child's elementary school.

### **INFORMATION FOR BIKE RIDERS**

Please check with your child's school. The location of some elementary buildings is not conducive to students riding bikes to school.

### **ASSEMBLIES**

Assemblies are special times for students. Appropriate assembly behavior is necessary for all students to enjoy and

learn from the assembly. Students choosing to misbehave during assemblies may be removed until they exhibit appropriate behavior.

## **ASSESSMENT AND PROGRESS REPORTS**

### **ACHIEVEMENT TESTING**

Standardized achievement tests will be administered to students from time to time. Communication will be sent home about testing dates and times. Please help your child do his/her best on the tests by ensuring he/she eats breakfast and receives a good night's sleep prior to the testing day at school. Arriving at school on time is also important. School staff will focus on creating a positive assessment environment to help each student do his/her best. Parents will be provided information on their child's performance on these assessments.

### **PROGRESS REPORTS**

Progress reports are issued on a quarterly basis. Please feel free to talk with your child's teacher about this report or any questions or concerns you might have throughout the year.

<b>1st Quarter Ends</b>	<b>October 16, 2020</b>
<b>Fall Parent Conferences</b>	<b>Week of October 19, 2020</b>
<b>2nd Quarter Ends</b>	<b>December 22, 2020</b>
<b>3rd Quarter Ends</b>	<b>March 12, 2021</b>
<b>Spring Parent Conferences</b>	<b>Week of March 15, 2021</b>
<b>4th Quarter Ends</b>	<b>May 21, 2021 (or the last day of school in the event of snow days)</b>

### **ATTENDANCE, ABSENCES AND TARDIES**

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

Excessive absences from school and/or tardies may have a negative effect on a student's academic progress and social growth. Elementary students typically can maintain 90-95% attendance. When student attendance misses a certain number of days or gets close to the 90% threshold, regular monitoring will occur. Students falling below 90% attendance will have not only regular monitoring but may also have an appropriate intervention support plan. Student attendance falling below 80% may be referred to truancy court.

Attendance notification letters for students missing certain numbers of days or falling below 90% will be mailed. The language of the letters reflect an increased sense of urgency and concern the lower the attendance percentage falls (including notification of possible truancy court referral.) It is important that families work to communicate extenuating circumstances or health issues causing absences to the school quickly. Regular school attendance is important since make up work cannot compensate for school attendance. When students must be absent, it is their responsibility to complete missed assignments. **Please call the school office if your child/children will be absent from school.** This action will ensure, for the safety of the student, his/her whereabouts are known. A written note explaining the reason for the absence must accompany the child when he/she returns to school if contact was not made by phone previously. Parents may request schoolwork according to building practice.

For the sake of a child's health and the health of others, children should remain at home if they have symptoms of illness, such as sore throat, headache and/or upset stomach, diarrhea, fever, rash, severe coughing, swollen glands, earache, sores on the skin, etc. Children must be free of fever and kept home for 24 hours after a fever breaks. Those who come to school showing signs of illness may be sent home. Be sure that the school has the telephone number of the person to call in the event of ACCIDENT or ILLNESS at school. For the sake of your child's health and the health of others, children should remain home if they have symptoms of illness.

AN ADULT MUST SIGN-IN CHILDREN WHO ARRIVE AFTER THE START OF THE SCHOOL DAY. Any student not in his/her classroom at the start of the school day is considered tardy unless previously excused by the teacher or principal. When the bus is late, children are not counted tardy. You may want to check your clocks with school clocks to be sure you are operating on "school time." Please remember that arriving late to school requires the student to begin the day behind. Excessive tardiness will be addressed by the school principal.

### **EARLY DEPARTURE FROM SCHOOL**

If it is necessary for your child to leave school during the school day, please notify the school office by sending a signed note or by calling the office. Students must be checked out at the office by a parent/guardian or designated individual on the student's emergency contact list (must present valid photo identification.) Any deviation from that list must be communicated by the parent/guardian to the school. Office personnel will then call the student to the office. Accurate attendance records are kept and includes the time of departure.

### **BIRTHDAY BOOK CLUB**

If you would like to honor your child on his/her birthday, you may place a book in the school library in his/her honor. The school librarian will suggest an appropriate book to buy. A bookplate will be placed in the book indicating that it was presented to the school library in honor of your child's birthday. This is a great way to do something special for your child and the school library at the same time.

### **CHANGE OF ADDRESS/RESIDENCY**

State law requires that students live in the district where he/she attends school. All students must live in a school's attendance area with a parent or legal guardian. Two proofs of residency will be asked for at the time of enrollment and annually during registration/residency verification. Parents are required to notify the school office if a change of address occurs. The district advocates neighborhood elementary schools.

### **CHARACTER EDUCATION**

The Independence School District believes in and supports the importance of character education. Each school determines the traits that are a priority for character education throughout the school year. This combines with and supports other initiatives and service goals unique to each school.

### **CHILD CARE**

#### **Before and After School Services: Early Education and Kids Safari**

Elementary schools offer before and/or after school enrichment programs for students Pre-K-5th grade ("Kids Safari") at some locations. Kids' Safari programs are open from 6:30 AM to 6:00 PM (program options may vary based on need) and offer services during school breaks, some holidays and during the summer. Please contact your neighborhood school and ask for the Site Coordinator for additional information. You can also visit [www.isdschools.org](http://www.isdschools.org) and go to *Parents & Students* link at the top of the page, then click on *Kids' Safari: Before & After School*.

Kids' Safari is the before and after school program for students Pre-K-5th grade. The educational philosophy that guides classroom expectations also guides the Kids' Safari program. Safety, good habits, and good citizenship need to be observed and practiced by the students and staff, with an emphasis on safety and prevention of accidents.

### **CONTACTING YOUR CHILD'S TEACHER**

If you need to reach teachers by phone, you can call the school office during the school day. If you call during instructional time, a message will be taken. If you desire to speak with the teacher or your child during the day, your message will be accepted at the office and forwarded to the classroom so a return call can be made at the earliest possible time to avoid interrupting the learning environment.

### **CURRICULUM**

The elementary curriculum has been planned and developed based on skills and knowledge approved by the Missouri Department of Elementary and Secondary Education. It is essential for students to master the basic skills in each subject area. The elementary curriculum allows for adjusting to specialized needs during the instructional process. Programs include: language arts, math, science, social studies, health, art, music, and physical education. This core curriculum is supported by a variety of activities to develop the child's social and academic skills. The school district furnishes textbooks to all students. Reasonable wear is expected as a result of daily use. If a textbook, workbook, or other school-owned book is misused, lost, or damaged, the student/parents will be held responsible. If necessary, payment for damage or replacement is expected in a timely manner.

### **EMERGENCY CONTACTS**

It is essential for the school to have updated emergency contact phone numbers and addresses in case of accident, illness, or school emergencies. A minimum of TWO working phone numbers and a current address are needed. Please notify your school as soon as possible if the emergency contact information changes throughout the year.

### **FIELD TRIPS**

As a part of the school program, children are taken on educational trips requiring bus transportation. School personnel supervise all educational trips. The district sponsors field trips throughout the year. Parents will be asked to sign permission for all field trips on a yearly basis as part of the enrollment/ residency verification process, and for each specific trip. Prior to any trip, communication about the activity will be sent to parents. There will be events or trips requiring adults to have a cleared background check completed (not in process) through the Independence School District's Central Office. We provide this service at no cost to parents, but completion of the process can take several weeks, so please plan ahead to avoid missing a field trip. Once completed, this process does not have to be re-done annually but an update will be requested on a cycle. Forms can be found at the end of this handbook or obtained by calling the school.

Non-school age siblings or other siblings are not allowed to attend field trips with parents. Parent volunteers, when needed, will be invited to attend school activities or trips. Volunteer adults must follow district policy 1431 on Adult Code of Conduct.

Attending field trips is a privilege. To ensure the educational quality of the field trip and student safety, a student choosing not to control their behavior at school may not be allowed to go on a field trip. Students on field trips are ambassadors of their school. Their very best behavior is expected.

### **GUIDANCE & COUNSELING**

The guidance program provides services to all students. It is a comprehensive program that has specific competencies for students. These competencies fall into the broad areas of: knowledge of self and others, developing

positive peer relationships, awareness and acceptance of individual differences, positive problem solving, and career planning and exploration. Lessons are delivered through classroom activities. Individual counseling and/or small group counseling is available on a short-term basis and as needs exist. The counselor is also available for parent/guardian conferences and has parenting resources available.

### **LIBRARY SERVICES**

Students are encouraged to read on a daily basis and check out school library books regularly. Every reasonable effort should be made to return books by the time they are due- if not before. Similarly, books from the library need to be handled gently and returned in the same condition. The cost of replacing books that are not returned or books that are damaged will be charged to the parents. We appreciate your help in keeping library books available and in circulation for student use.

### **LUNCH and BREAKFAST PROGRAM**

Families needing financial assistance with meals may fill out a Free/Reduced Lunch Application. It is federally mandated that an application be sent to everyone and that re-application occurs each year. Applications are processed as soon as possible and written notification is sent to parents from the Nutrition Services Department regarding eligibility. Prior to receiving the free/reduced meal approval, parents should send either a cold sack lunch or lunch money to school for their child. It is important to note that schools receive federal funding based on the number of students qualifying for free or reduced lunches. Please take advantage of this program if you qualify.

Meals must be paid for inADVANCE with money credited to the student's meal account. Many parents prefer to pay further in advance to avoid the worry of not having meal money in the account. The below figures can serve as a guide to sending meal money if you choose to pay in larger amounts. Money may be deposited into your student's meal account by sending cash or personal checks to the school in a sealed envelope or by paying online with a credit/debit card using [myschoolbucks.com](http://myschoolbucks.com).

Parents may contact their school's Nutrition Center or the Nutrition Services Department at (816) 521-5371 for more information.

### **Meal Prices 2020-2021**

#### **Elementary Student**

Breakfast \$1.70

Lunch \$2.85

Extra Milk \$0.50

#### **Middle and High School Students**

Breakfast \$1.80

Lunch \$3.00

Extra Milk \$0.50

#### **Adult and District Staff**

Breakfast \$2.30

Lunch \$3.85

When a child is absent from school, or brings lunch from home, there is no withdrawal from the meal account. Parents can view their student's meal account balance at the [myschoolbucks](http://myschoolbucks.com) website. Please help your child work out a system to remember his/her lunch money each day.

**\*PLEASE NOTIFY THE OFFICE AND SCHOOL NURSE IF YOUR CHILD HAS DOCUMENTED FOOD ALLERGIES.** There is a process that must be completed before any modifications to food items will occur.

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Menus are available on the Independence School District Website and within the school. Children should not bring soda and candy from home for lunches. Only water bottles are allowed to leave the lunchroom.

**Students should be aware of the following lunchroom expectations:**

1. Use good table manners.
2. Use soft voices when talking to the person next to you.
3. Wait quietly and patiently in line.
4. Show respect to lunchroom personnel.
5. Do not share food.

Parents and grandparents are welcome to eat lunch with their student. We ask that reservations be made by 9:30 a.m. to be included in the lunch count.

**SCHOOL MEAL BALANCES**

It is extremely important that parents and guardians pay off meal balances in a timely manner. Unpaid meal balances at the end of every school year are taken out of each school's building budget. That means money is taken from other opportunities that would enrich and support student learning. This is why the Independence School District makes every effort to work with our families to get these paid. The Independence School District would never let a student go hungry. All ISD students are receiving meals.

If parents and guardians do not make payments by their school's designated date or enter into a payment agreement, this will become an obligation in their account. If a payment isn't made or a payment agreement isn't worked out in good faith, grade cards, diplomas, teacher assignments, field days, schedules and parking passes may be withheld pending a payment or payment agreement.

Parents and guardians with outstanding balances will not be able to sign-up for additional services, including Kids Safari and Early Education. If a balance is accrued and a payment arrangement isn't made, services including Kids Safari and Early Education may be cancelled.

Our Family School Liaison's (FSL's) work with families at every school to assist and support. If you would like additional support and services through our FSL's, parents and guardians should contact your child's school directly. If you have questions about how to make your payments or need additional support with a payment plan, please reach out to your child's school and we would be more than happy to work with you.

**PARENT CONCERNS**

As a staff, we recognize the importance of maintaining positive communication between school and home. When parents contact the building principal for assistance in addressing a parental concern the following procedures will be used:

1. The principal will encourage the parent to discuss his/her concern directly with the staff member.
2. In cases where parents are uncomfortable with discussing the concern with the staff member(s), the principal will offer to facilitate a meeting between both parties to bring resolution to the concern as soon as possible.
3. If the concern is with the principal, the Assistant Superintendent of Elementary can assist in discussing the concern by helping facilitate a meeting or discussion points.

**PARENT CONFERENCES**

Communication between school and home is beneficial for all students. The district schedules conferences two times

each year- fall and spring. Parents are urged to attend. Refer to the school calendar for dates. Additional conferences can be held throughout the year at the request of the parent or the teacher. Appointments are needed and can be scheduled by contacting the teacher or by calling the school office.

### **PARENT AND FAMILY INVOLVEMENT**

Children's achievement and attitude about school are higher when parents and teachers work cooperatively to guide a child's development. Children see that adults they deal with most often - their parents and teachers - expect them to learn without distraction. Children also see that the adults in their lives help them achieve standards for learning and behavior.

#### **What role do you have in establishing this environment?**

1. Ensure that your child attends school daily.
2. Communicate with the teacher about conduct, achievement, and the objectives established for your child at each level of learning.
3. Provide your child with the resources needed to complete class work.
4. Be sure your child is healthy.
5. Bring to the attention of the teacher or principal any problem or condition that affects your child or other children of the school community.
6. Discuss report cards and daily work assignments with your child.
7. Share up-to-date home, work and emergency telephone numbers.
8. Provide adequate supervision of your child before and after school hours.

### **PARENT TEACHER ASSOCIATION (PTA)**

We value the relationship the school has with parents and students. When teachers and parents join and support PTA, it strengthens this relationship. We encourage you to invest in your children and your neighborhood school by joining the PTA. Each year we work to achieve 100% membership. We encourage you to get involved for students! Contact your school office for more information.

### **PERSONAL BELONGINGS / PHONES**

We discourage elementary students from bringing cell phones to school. This includes wearable items that can be used as a phone or two-way communication device. However, if it is necessary to have a phone, it must be turned off and kept in the backpack. If the phone becomes a distraction during school hours, it will be confiscated. Items confiscated by school personnel may be kept until a parent/guardian is able to retrieve them. Any personal property brought to school for any reason is the responsibility of the student who brings it. The school is not responsible for any loss or damage to personal items brought to school. Parents are urged to put names on all personal belongings including backpacks, coats, hats, etc.

#### **Policy 2656:**

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

### **RECESS POLICIES**

Recess offers important time for physical activity and social development. All students are expected to go outside for recess unless the weather is severe. Please be sure that your child is dressed appropriately for the elements. If your child does not have a warm coat, gloves and hat, please contact your Family School Liaison.

Students will not participate in outside activities if the temperature, including heat index, is 95 degrees or above. Students will not participate in outside activities if the temperature, including wind chill, is 15 degrees or lower. Please keep in mind that wind chill, precipitation, playground conditions and other factors will be considered by school staff as they determine if outdoor recess will take place.

If it is necessary for a student to be excused from playground activities or PE, a parent / guardian written statement must be given to the teacher citing the reason. If you have questions or special circumstances, please contact the school principal.

### **SCHOOL PARTIES**

Celebrations in school are planned to support educational goals. However, appropriate alternative activities can be requested. Please communicate with the school if you have any concerns about a celebration.

Birthdays can be a special time for children. Birthday treats may be brought to school in accordance with each school's established practices. Please reach out to the school first to determine the current practice. If your child wants to contact school friends for a celebration or party outside of school, please avoid passing out invitations while at school as not everyone will be invited and feelings can easily be hurt. If there is no other way to invite a student, arrangements must be made with the classroom teacher as to an appropriate way/time. We appreciate your understanding in this matter.

### **SCHOOL PICTURES**

Individual school pictures are taken each year. Information concerning picture day will be sent home. There is no obligation to buy pictures. Pictures taken in the fall are used for the publication of the yearbook. Spring pictures are typically taken only of students purchasing a photo package.

### **SCHOOL WORK POLICY**

#### **CHEATING**

Cheating is a serious compromise of a student's integrity. Offenses may result in additional disciplinary consequences.

#### **HOMEWORK / MAKE-UP WORK**

Homework should be used as an opportunity to extend classroom learning. Homework will be relevant to the current objectives being taught in the classroom. Sometimes teachers will ask students to read to another person at home. This is a very important activity as children learn to read by reading! It is your child's responsibility to organize, complete, and return homework on time. If your student is struggling with understanding a homework assignment, please contact the classroom teacher.

Students are responsible for contacting the teacher for missed assignments after an absence. When a student is absent longer than two consecutive days, parents are encouraged to request assignments. When present, a student is expected to complete assigned work on time. Recurring late or missing work is considered a concern. The school team will work to eliminate barriers causing work to not be completed on time and with appropriate effort.

### **SODA, GUM AND CANDY**

As health care professionals across the country continue to sound the alarm regarding the nutrition of elementary-age students, the staff of Independence School District will encourage healthy choices during the school day. Students will not be permitted to bring cans of soda pop or carbonated beverages in their lunch.. Gum is not to be brought or chewed at school unless approved by a teacher. Candy bars are typically high in sugar, fat and calories. Parents are encouraged to pack healthy nutrition choices when students are eating at mealtimes.

### **STUDENT DRESS**

#### **STUDENT DRESS BOARD POLICY 2651**

The Board of Education expects each student to share in promoting a positive, healthy and safe atmosphere. Student dress which is offensive or detracts from the learning process or creates a health or safety problem will not be permitted. This expectation includes the school day and school sponsored extracurricular activities. The following list serves as a guide for school clothing that is deemed INAPPROPRIATE. This list may is not all-inclusive since fashion trends can change frequently.

#### **Students should:**

- Not wear suggestive clothing
- Not wear clothing with profanity or drug references
- Not wear clothing representing weapons or gangs
- Not wear clothing with advertisements for alcohol, tobacco or adult places
- Not wear clothing that exposes undergarments
- Not wear spandex or short shorts
- Not wear midriff outfits
- Not wear revealing tank tops, spaghetti straps or halter tops
- Not wear hats or head coverings in the building except for special spirit days
- Not wear pants that sag, expose skin or drag on the floor
- Not have extreme hair coloring/dye or makeup that is distracting to learning

Encourage your child to wear comfortable clothing that will not cause accidents. Children will be running and active during physical education and recess. They should wear appropriate clothing and shoes. Tennis shoes should be worn on physical education days. For safety reasons, sandals, boots and any platform type shoes should not be worn on physical education days. Appropriate outdoor garments should be worn, when necessary, for weather conditions.

### **STUDENT EXPECTATIONS**

Students are expected to do their best every day! Our goal is to help each child learn to make good choices and to take responsibility for his/her actions. We want each child to develop a positive self-image, feelings of personal dignity, and a sense of community contribution. The faculty is committed to helping each individual achieve these goals. We ask all students to follow these expectations:

**Be Safe    Be Responsible    Be Respectful**

## **CLASSROOM EXPECTATIONS**

Teachers and students work together to organize a safe, inviting learning environment in the classroom and school as a whole. While reminders may be needed to keep students attentive and on task, the expectation is that all students will be able to follow classroom and school rules. For a few students, reminders may not be adequate in helping them be responsible, respectful learners and participants in school activities.

Students choosing not to follow school expectations will be dealt with in a respectful and caring manner. Staff will be using the Positive Behavior Intervention Support (PBIS) model. PBIS is not the district's classroom management program, but rather, a model found to be successful in helping students acquire the necessary skills to be successful in school. PBIS is a process for creating safer and more effective schools by structuring the learning environment to support the academic and social success of all students. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. PBIS methods are research based, proven to significantly reduce the occurrence of problem behaviors in schools and supported by a three-tiered model. For more information regarding PBIS visit [www.pbissmissouri.org](http://www.pbissmissouri.org).

## **PRINCIPAL REFERRALS**

Students having difficulty being safe, responsible or respectful may be referred to the principal. Behaviors that may result in a direct referral to the principal include, but are not limited to, assault with intent to harm, possession of drugs and/or weapons, threats, stealing, vandalism, bullying or harassment. When a student is referred to the principal, an investigation occurs. The principal determines the consequence for identified discipline infractions in relation to Board Policy.

Considerations will be given to the seriousness of the inappropriate behavior, the intensity and duration of the behavior, and the frequency of referrals. A child's age, grade, and other extenuating factors or circumstances may be taken into account. Should a student engage in behavior that threatens their own safety, school personnel may use reasonable restraint without advance notice to the principal. Restraint may also be used if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the Independence School District. If restraint becomes necessary, Board Policy 2770 will be followed and parents/guardians will be notified. Restraint will only be used when other deescalation methods have proven ineffective.

Serious discipline will be handled according to Board Policies 2600 and 2610 with consequences ranging from conference with parent/guardian, in-school suspension, out-of-school suspension by the principal and/or expulsion by the Board of Education. These rules are in compliance with the Missouri Safe Schools Act. If parents/guardians are notified of a discipline concern, it is expected that they pick up or arrange for pick-up of the student in a timely manner. Contact information should always be kept current along with multiple emergency contacts.

No person employed by or volunteering for the School District shall administer or cause to be administered corporal punishment upon a student attending Independence School District schools.

## **SCHOOL SAFETY -- Weapons**

Under no circumstance are students to bring weapons (which include, but are not limited to, knives, chains, explosives, mace and guns) to school. This includes toy versions of the above list. Failure to comply may result in suspension. Threats of violence will also result in serious consequences including possible suspension. Reference: Board Policy 2620

### **SCHOOL SAFETY -- Student Use of Tobacco, Alcohol and Drugs**

If there is reasonable suspicion of illegal substances or tobacco, a student's desk, which is defined as school property, will be searched and appropriate action taken. Students may be suspended for possession of these substances. Reference: Board Policy 2640

### **SAFETY: Playground Guidelines**

1. Students are to play only on school property in designated areas.
2. Students must use the playground equipment properly; students may not:
  - crawl up the slide backward
  - stand on the slide
  - play where there are safety hazards
  - throw snowballs, rocks, sticks, etc.
  - fight or use profane language
  - pull clothing or hats
3. Students may not play tag or chase games since these games often result in confrontations or physical problems between students.
4. Once a student is on the playground for recess, s/he may leave the playground only with the permission of the playground supervisor or classroom teacher.
5. At the end of a recess, students should line up in an orderly fashion prior to entering the building.
6. Consequences may be given on the playground to any student who displays unsafe or inappropriate behavior.

### **STUDENT USE OF SCHOOL PHONE**

It will not be customary for students to use the school phone to call parents except when requested by school staff for specific reasons. Children may not use the school phone for personal reasons, such as to gain permission from parents to go home with a friend or bring a friend home with them. Such visiting plans must be arranged with parents before children arrive at school. A signed note of approval from the parent of both the guest and the host should be sent to school to make it easier for school personnel to verify that all parties have the same understanding and permission. Please make plans with your child before school.

### **VISITORS / WALKING STUDENTS TO CLASS**

You are welcome to visit your child's school. As always, student safety is our first concern. The Independence School District locks all doors during the school day to further ensure the safety of students and staff. Please remember to bring your ID with you as you approach the school doors during school hours. You will be allowed entrance in the building once you present proper identification. **All visitors (including parents and guardians) follow all posted safety protocols and are required to report to the school office upon entering the building to receive a visitor badge. For the safety of all students, parents should not walk students to class as part of ongoing arrival routines.** Any visitor without an observable visitor's badge will be asked to go back to the office.

Parents are welcome to visit the school during specially planned activities and events. The school will send out information about activities open to parents and visitors. Please communicate with the classroom teacher if you plan to participate in the special activity.

Instructional time is reserved for focused learning and as such cannot accommodate visitors or guests. Parents/guardians requesting to visit a classroom should contact the building principal to arrange an appropriate

time. Parents/guardians needing to visit a teacher should make an appointment so the teacher's time with students is not interrupted. The district protects instructional time from interruptions.

Visits by students outside of the elementary building or district are not allowed in order to provide for students' safety and a disruption-free learning environment.

## **VOLUNTEERS**

Teamwork helps schools provide the best educational experience to students. Parent volunteers are valuable to our school. To ensure the safety of our students, volunteers will need to be cleared through a formal background check. This process can take several weeks, so please communicate any desire to volunteer or attend any field trips early in the year. Forms may be found in the back of this handbook. We appreciate your partnership and thank you for helping protect the safety of our students!

If you are interested in volunteering, please contact your school to receive further information about the process and volunteer expectations.

## **WEATHER PROCEDURES / EMERGENCY DISMISSAL**

The District has several procedures in the event of inclement weather including dismissing early, delayed start and closing schools. Announcements will be made through major Kansas City area news media between 5:00 and 8:00 AM if schools will be delayed or closed. Notification will also be provided through the use of an automated phone/email message from the superintendent or his/ her designee to THE FIRST CONTACT LISTED ON THE EMERGENCY CONTACT LIST for your student. No announcements will be made if schools are to be in session.

To verify if schools are closed or delayed, the following options are available:

- listen to area news media
- visit [www.isdschools.org](http://www.isdschools.org) for specific district information

**Please do not call the school to find out if it is in session, instead listen to news media for announcements concerning dismissal for weather emergencies.**

Parents should make arrangements for their child in case school has to be dismissed without prior notification. Your child should know what to do and where to go should this occur. This information can also be shared with your child's teacher. It is not feasible for the school to handle individual calls for each student on inclement weather days so please help by planning/communicating ahead of time!

If an emergency situation arises, students will be kept at school and cared for until an all-clear signal is given.

**Please do not call the school during this time.** Phone lines must be kept open to receive safety information. Students will not be allowed to leave school until the emergency situation has been resolved.

## **YOUR CHILD'S HEALTH**

The primary focus of health services is the prevention of illness and injury along with early detection and correction of health problems. The role of the school nurse is to strengthen and support the educational process by improving and protecting the health of children. A nurse, who is a registered nurse (RN) or a licensed practical nurse (LPN), will be on duty. The nurse will provide first aid and assess the child who is ill or injured while at school. Parents will be notified when a head injury and other serious injuries occur at school. It is very important that parents provide the health clinic and office with emergency telephone numbers and current work numbers. This information should be updated whenever changes occur. Parents should contact the nurse if their child has a chronic health condition or disability that may require nursing care or supervision during the school day, or

administration of medication, such as:

- Chronic Health Conditions (requiring medical interventions or adaptations to the school setting)
- Acute Injury/Illness (any injury or illness requiring extended absence from school or requiring modifications in classroom/transportation including PE or recess)
- Physical or Mental Disability (requiring medical interventions or adaptations in the school setting)
- Allergies
- Asthma
- ADD/ADHD
- ODD, Depression, Bi-Polar
- Any other physician diagnosis (mental or physical)

### **ABSENCE**

The school keeps records of reasons for absence from school. It is the responsibility of parents/guardians to notify the school on the day of their child's absence. If a call has not been made, school personnel will attempt to reach you to gain information about the whereabouts of your child. This is to ensure the safety of your child and to keep a detailed record of illness.

### **HEAD LICE**

The objectives of these guidelines are to create a consistent approach in all Independence Schools to manage head lice. The Independence School District has the support and resources of the Jackson County Health Department, child services and community social services through District Family School Liaisons.

The Independence School District has accepted the recommendation of the Missouri Department of Health and Senior Services, cited in Prevention and Control of Communicable Diseases, A Guide for School Administrators, Nurses, Teachers and Child Care Providers, (July, 2011), as well as the recommendations from the American Academy of Pediatrics.

- Schools will not perform routine school wide head lice screenings. However, the school nurse will perform individual screenings on students who are symptomatic.
  - Symptoms of head lice infestation are: Itching, tickling feeling or sensation of something moving in the hair, irritability and sleeplessness, sores on the head caused by scratching.
- If the school nurse should identify a student with live head lice the parent/guardian will be notified and the student will be excluded from school. If the student has viable eggs they will be allowed to return to class, but will be excluded from school after that day. Siblings of the affected students should also be screened. The student should receive treatment before returning to school. Parent/Guardian must accompany the student to the school nurse to be rescreened after treatment. If live head lice or viable eggs remain the student will not be allowed to return to school and the school nurse will clarify with the parent/guardian on treatment options. Once the student shows no signs of live head lice or viable eggs they will be allowed to return. It is not necessary for all non viable nits to be removed from the hair to return to school, but it is highly recommended.
  - Active head lice will be identified as: Live lice or viable eggs "nits" that are within 1/4 from the scalp.
  - Egg/Viable nit: located within 1/4 of the scalp
  - Non viable nit: located away from the scalp at least 1/4
- Students who have had an active case of head lice will be rescreened within 6-10 days following their return to school. If live lice or viable eggs are present the parent/guardian will be notified and retreatment is required for the child to attend school.
- The decision to send home communication to parents/guardians regarding head lice in a specific classroom, grade level, or school, will be at the discretion of the building nurse in collaboration with the Director of Health Services.

If there is no follow-up by the parent, the student has not returned to school within two days, the school nurse will enlist the assistance of the Family School Liaison. Parents are to involve school and community resources early to avoid attendance and truancy issues. **Revised 7/2018**

### **Bed Bugs Procedures**

**The Independence School District has a procedure in place for when bed bugs are found. Our first priority is to maintain the student(s) family privacy.**

Procedures if bed bugs are found are as follows:

1. The school staff and nurse will discreetly work with the student to remove any bugs found to be associated with a student.
2. The school nurse will inform the student's parents/guardians including those applicable homes with blended families. The school nurse or administrator may contact the family and provide educational materials. If there are siblings in other buildings, the nurse in those buildings will be notified to work with those students.
3. The school nurse will notify other building personnel on a need-to-know basis such as the Family School Liaison and/or counselor for additional student/family support.
4. The following departments will be notified in order for proper cleaning and assistance with care of student. The directors of Health Services, Facilities, Transportation and Neighborhood and Family Services.
5. Per Missouri Department of Health and State Guidelines, students will not be excluded from the classroom due to bed bugs.
6. Until there is cause to suspect the bedbug issue has been cleared from the home and the child has arrived to school with no signs of bed bugs for 10 days, the following will be done:
  - The student will check in with the nurse or designated staff member each morning and be provided with plastic bags or bins in which to store belongings brought from home in order to prevent any bed bugs from spreading in the school. Spare textbooks may need to be provided to the student and left in the classroom
  - If the student is found or suspected to have bed bugs on clothing, consider having a set of clean clothing at the school to facilitate a change of clothes for the student while at school. This will aid in decreasing risk of exposure for others in the building. If laundry facilities are available and per parent verbal consent as appropriate, the discarded clothes may be dried in a hot dryer (120 degrees Fahrenheit or higher) for at least 30 minutes to kill any bed bugs. The clothing should be stored in a sealed plastic bag until placed in the dryer. This is done per nursing judgement and only as time and resources permit.
7. Areas of concern will continue to be monitored as needed.

NOTE: The school district may assist families to locate community resources; however, no cost will be assumed by the school district for insect treatment/eradication in the home to include replacing mattresses, or other personal effects. **07/31/2018**

### **HEALTH CLINIC**

If a student comes to the Health Clinic and is determined to be sick by the school nurse (according to clinic guidelines or professional judgment), the student must be picked up from school and will not be able to attend school for the rest of the school day (including after-school or evening activities) unless otherwise approved by the school nurse or a doctor's note.

### **ILLNESS**

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Children should remain at home if they have symptoms of illness. This prevents spread of disease to others at school. All parents have a responsibility to help prevent the spread of communicable diseases in schools. Parents are to call the school to report absence due to illness or when a child is diagnosed with a communicable disease.

#### **Exclusion for Illness Guidelines (This could change based on current CDC guidance)**

1. Students and staff will be excluded from school if they test positive for COVID-19 or exhibit symptoms of COVID-19 based on CDC guidance that is not otherwise explained.
2. Symptoms of COVID-19 that would require exclusion
  1. If they present with a fever of 100 or greater
  2. Or have two of the following symptoms
    - Cough
    - Shortness of breath or difficulty breathing
    - Chills
    - Muscle pain
    - Sore throat
    - Loss of taste or smell
3. The school nurse is encouraged to use nursing judgement and to evaluate the entire clinical picture when making assessments. For example, a temperature of 100.0 with body aches likely indicates an acute illness and should be treated as such. Conversely, a student with a history of asthma and a temporary cough after PE that resolves with student's inhaler use would not necessarily be assessed as having "severe cough or shortness of breath."

#### **Return to School from Illness Guidelines (This could change based on current CDC guidance)**

1. Non test-based reentry plan, all must apply
  1. 10 days have passed since the first symptom appeared
  2. No fever for 24 hours without the use of fever reducing medication
  3. Other symptoms have improved
2. Test- based reentry plan, all must apply (if they have symptoms however never tested positive for COVID-19)
  1. 1 negative COVID-19 test.
  2. Fever free without fever reducing medication for 24 hours
  3. Other symptoms have improved
3. Student or staff has doctor confirmed explanation of symptoms
  1. Other symptoms have improved
  2. Fever free without fever reducing medication for 24 hours

#### **Risk Evaluation and Expectations of COVID-19 Exposure**

1. Close contact is defined as being within 6 feet of someone not wearing a mask for fifteen or more minutes, who tested positive for COVID-19.
2. If a student or staff was in close contact with a person that tested positive for COVID-19, they will self-quarantine for 14 days from the last date of exposure to the person. If the person cannot avoid continued close contact with the COVID-19 positive person you will add an additional 14 days once the COVID-19 positive person meets criteria to end home isolation. (Example. Date COVID-19 person ends home isolation + 14 days= end of quarantine). They will self-monitor for symptoms, if symptoms develop follow CDC guidelines.
3. If a student or staff had prolonged and repeated exposure with someone while they had symptoms of COVID-19, they will self-quarantine for 14 days from the last date of exposure to the person. They will

self-monitor for symptoms, if symptoms develop follow CDC guidelines.

4. If a student or staff was in the same room/building as someone who tested positive for COVID-19, but not in close contact (as identified above), the risk of catching the virus from that person is low. Follow the general precautions, including social distancing, washing their hands and monitoring for illness.
5. If a student or staff was around someone else who was exposed to a person that tested positive to COVID-19. As long as the person they were around is not currently sick and the staff or student was not around the person with COVID-19, they are not considered exposed to COVID-19. Follow the general precautions, including social distancing, washing their hands and monitoring for illness.

Children will also be excluded from school when the following are present:

- Vomiting and/or diarrhea
- Accident requiring medical attention
- Nursing recommendation based upon physical condition
- Medical concerns that require medical attention
- Rash undiagnosed
- Unvaccinated in times of disease outbreaks

## **INJURY**

The school nurse is here to provide first aid and to assess the child who is injured. Parents will be notified when a serious injury has occurred at school. **It is important that parents provide the school with emergency telephone numbers and current work numbers.**

## **INSURANCE**

The school district has purchased a group accident insurance program covering all students in pre-kindergarten through 12th grade. Students are protected during classes and activities including interscholastic sports that are scheduled, sponsored, supervised and funded by the school district. Students are also covered while they are traveling as a sponsored group in a school assigned bus or van operated by a licensed driver over the age of 21, to and from the school and a covered event site. Individual travel or travel in privately owned vehicles is not covered by the policy. More information is available from the school or district office.

## **MEDICATIONS**

When possible, we encourage medication to be administered at home using a schedule that will not require doses during school hours. However, a child's health care provider may deem it necessary for medication to be taken during school hours. If so, the school nurse will administer medications while supporting district guidelines. Contact the school nurse with questions.

### **The Independence School District has the following guidelines for medications being given at school:**

1. ALL Medication is to be brought to school by an ADULT and a Medication Consent form must be completed and signed.
2. Prescription Medication must be in a current pharmacy labeled container with: student name, date, doctor's name, medication name, quantity, frequency, dosage and how medicine is to be administered.
3. All Over-the-Counter Medication will be in the original labeled container and accompanied by a doctor's written order containing all of the above information.
  - Clinics have "Standing Orders" for Tylenol, Ibuprofen Aloe Gel, antacids, antibiotic ointment, diaper cream, cough drops, glucose tablets, hydrocortisone cream, Oragel, and sunscreen, which allows parents/guardians to bring in these medications without doctors' orders. They will be administered per orders/label instructions.
4. School clinics DO NOT provide Tylenol or Ibuprofen as stock items. They need to be provided and a consent

form signed by the parent/guardian.

School clinics do provide the following emergency medication that can be administered in an emergency situation: Albuterol by metered dose inhaler, Benadryl, and auto-injector Epinephrine. School clinics also provide Bacitracin Zinc, Calamine/Callergy lotion, Eucerin lotion, Hibiclens, ophthalmic solution, salt water gargle, Vaseline, warm packs and ice packs.

Only medication approved by the Federal Drug Administration will be given to students with parent and doctor consent. Doses must be within acceptable ranges found in medical and pharmaceutical references. Medically trained personnel can refuse to 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.

### **SCREENINGS**

The Health Services Department and/or community partners provide health screenings to identify students with possible needs at the earliest stage in order to refer for diagnosis and treatment. Parents will have access to screening results through PowerSchool. The screening schedule is available each year by asking your school nurse for a copy.

**If you wish to exclude your student from the screening program, please notify your school nurse.**

### **LATEX ALLERGIES**

Due to an increasing incidence of latex allergies, non-latex balloons will be used during the school day and for events in all buildings. Latex balloons pose a significant concern because they allow latex particles to be dispersed into the air. Latex-free gloves and bandages are used in the school health clinics. We recognize that it is difficult, if not impossible, to completely avoid all latex allergy-causing products because they can be hidden or accidentally introduced. If your child has a diagnosed allergy to latex please notify the school nurse. The ISD will maintain a Latex Reduced Environment. Only latex free gloves and latex free band aids are in use in school health clinics.

### **Technology and Acceptable Use**

Internet resources are available to students of the Independence School District. The Independence School District believes Internet access offers vast, diverse and unique educational resources. All students must follow the Acceptable Use Guidelines when accessing the internet as outlined in board policy.

Students in the Independence School District will be provided access to technology in classrooms, Library Media Centers, and labs for educational purposes. Students must follow the established guidelines for acceptable use of technology in order to maintain the privilege of access to technology.

The following acceptable use guidelines have been established for all elementary students in the Independence School District

**Equipment use-** Students will be expected to follow all directions given concerning the appropriate use of technology. The equipment must be used carefully to ensure that it continues to function properly. Any student guilty of abusing the equipment or taking any action that would alter the proper functioning of the equipment will be disciplined and charged with the cost of repairing or replacing the equipment.

**Internet use-** While using a school-issued device, students will be given access to the internet and will be expected to access sites that are appropriate for the educational assignment given. Students who access or attempt to access

pornography or other sites not related to an educational assignment will be disciplined and denied internet access for a specified period of time. Any image that would not be allowed in school on a tee shirt will be considered inappropriate. Students using computers in the Library Media Center or Computer Labs will have direct supervision of a teacher.

**Security-** All students will be given a username and password to use to log in to computers. Passwords must be kept confidential at all times. Network equipment will allow for the tracking of all computer activity by username and password. Therefore, students are not allowed to log in using another person's username and password.

**File Sharing-** Copyright laws protect various forms of software, music, and video files. Students are not allowed to download software, music, or video files unless directed by the elementary teacher. Students will not be allowed to install any software unless operating out of a technology class and under the supervision of a teacher. Any student guilty of downloading or sharing copyright protected files or attempting to download or share such files or install software will be disciplined and denied access to computers for a specified period of time.

**Consequences of misuse-** Students guilty of misusing the technologies provided by the district will be disciplined according to the nature and severity of the misuse. Consequences will be similar to the consequences with other rules violations and may include being denied access to technology.

## **III. Policies and Guidelines**

### **TITLE IX**

The Independence School District No. 30 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following office has been designated to handle inquiries regarding race, disability, age, and sex:

District Title IX Coordinator

201 N. Forest

Independence, MO 64050

816-521-5300

### **DISTRICT POLICY 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.

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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:

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

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

### **Board Policies**

#### **Policy 1310**

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,

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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**

1. 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.
2. 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.
3. 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.
4. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

### **Harassment**

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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 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**

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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.

District Section 504 Coordinator: Amy Chappell

**NEW 9/16**

- Policy and Regulation 1621

**Policy 1621**

**(Regulation 1621)**

**Private, State and Federal Programs Administration (Form 1621)**

**Title I**

**Parent Involvement**

The Board 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.

**Staff Qualifications**

Title I teachers and paraprofessionals must meet the qualifications outlined in Regulation 1621.

**Reporting Requirements**

Pursuant to the provisions of the Every Student Succeeds Act, the District will submit its Federal Title I LEA Plan, describing the District's Title I services.

**Rev. 5/2018**

**Attendance Policy 2310 (Regulation 2310)**

**Student Attendance**

The Board of Education believes that regular attendance is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume

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responsibility for regular attendance. However, parents have a legal and moral responsibility to require regular attendance at school.

## **Family Educational Rights and Privacy Act (FERPA)**

### **Notice of Directory Information**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that the Independence School District #30, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However the Independence School District #30 may disclose appropriately designated "directory information" without written consent, unless you have advised the Independence School District #30 to the contrary in accordance with the Independence School District #30 procedures. The primary purpose of directory information is to allow the Independence School District #30 to include information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information- names, addresses and telephone listings- unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [Note: These laws are Section 9528 of the ESEA (20 U.S.C. 7908) and 10 U.S.C. 503(c).]

If you do not want the Independence School District #30 to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Independence School District #30 in writing by September 15th (students new to the district after this date may submit the request up to two weeks after admission). The Independence School District #30 has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports

- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.

## **STUDENTS Policy 2530**

### **Student Academic Achievement Graduation Requirements - Students with Disabilities**

The District must provide a free appropriate public education (FAPE) for students with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA) until they graduate or until the student reaches twenty-one (21) years of age.

Students with disabilities pursuant to the IDEA who have completed four years of high school shall be allowed to participate in the graduation ceremony of the student's high school graduating class and all related activities if the student's individualized education program (IEP) prescribes special education, transition planning, transition services, or related services beyond the student's four years of high school, and the student's individualized education program team determines the student is making satisfactory progress toward the completion of the individual education program and participation in the graduation ceremony is determined appropriate.

The District shall provide timely and meaningful written notice to children with disabilities and their parents or guardians about this policy. [Notice of the District's policy shall be provided at the annual IEP meeting that occurs prior to the student's fourth year of high school.] The purpose of the notice is to inform parents and students about the policy and should not be confused with IDEA notices of action relating to the identification, evaluation, placement, or provision of FAPE. This policy does not apply to non-IDEA students.

**For more information, please refer to the ISD Graduation requirements by clicking [HERE](#).**

## **Policy 2610**

### **Discipline**

#### Misconduct and Disciplinary Consequences

All students attending school in District schools will be expected to accept the obligation and responsibility to attend school on a regular basis and to comply with the District's discipline code set forth in Regulation 2610. Those students who choose not to fulfill their responsibilities at school will be held accountable for their conduct.

Consequences for individual acts of misconduct are calculated to discipline the student, to deter future misconduct, and to provide a safe and positive environment in which students can learn. Students who engage in significant acts

of misconduct off campus which materially and adversely impact the educational environment of district students to the extent allowed by law will be subject to discipline up to and including expulsion.

## **STUDENTS Regulation 2610**

### **Discipline**

#### **Misconduct and Disciplinary Consequences**

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

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

#### **Expulsion of Students by the Board of Education**

- Expulsion prohibits any further attendance of a student in the schools of the District or at District activities. The Board of Education may expel a student for any of the reasons set forth in Policy 2663, for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils.
- The principal shall request consideration of an expulsion of a student in writing to the Superintendent of Schools or his designee.
- The Superintendent, or his designee, shall hold an administrative hearing on the request for an expulsion of a student in accordance with the procedures outlined under Policy 2663 of the Policies of the Board of Education.
- Following the administrative hearing, should the Superintendent concur with the principal's recommendation for expulsion, all facts, evidence, statements, and administrative recommendations shall be forwarded in writing to the Board of Education for a formal hearing as outlined in Section 167.161, RSMo.

**Following is a partial, but not all inclusive, list of rules which may lead to suspension or to expulsion.**

- 1. Violations of the Policies of the Board of Education and written school rules.**
  - a. Definition: Written school rules as distributed in handbooks, letters, and or materials by, or under the direction of, the principal.
  - b. Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, or Board of Education and/or expulsion by the Board of Education.
- 2. Truancy**
  - a. Definition: Being absent for any reason other than those reasons established as acceptable by the

principal. The principal retains the right to determine whether or not an absence is to be excused or unexcused.

- b. Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, or Board of Education, and/or expulsion by the Board of Education.
- 3. Assault**
    - a. Definition: Knowingly causes physical injury to another person; with criminal negligence, causes physical injury to another person by means of a deadly weapon; recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person.
    - b. Consequence: Suspension by principal, Superintendent of Schools, Board of Education and/ or expulsion by Board of Education. Assault on school property is a felony and will be reported to the local law enforcement agency.
  - 4. Fighting**
    - a. Definition: Combat in which one or both parties have contributed to the conflict either verbally or by physical action.
    - b. Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education.
  - 5. Weapons**
    - a. Definition: In any instance when a pupil is discovered to have one or about such pupil's person, or among such pupil's possession, or placed elsewhere on the school premises any item that is ordinarily considered to be a weapon. Examples include, but not limited to, knives, firearms, guns, chains, and explosives.
    - b. Consequence: Suspension by the principal for ten days with a recommendation to the Superintendent of Schools for a suspension not to exceed 180 days and/or expulsion by Board of Education, with the exception of a firearm (as defined by United States Code) that will result in expulsion by the Board of Education for not less than one year. In addition, any student in possession of a firearm will be referred to the local law enforcement agency. The Superintendent of Schools may modify the expulsion requirement on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
  - 6. Verbal and Written Abuse to Staff**
    - a. Definition: Disrespectful verbal or written language to a staff member.
    - b. Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, or Board of Education, and/or expulsion by the Board of Education.
  - 7. Alcoholic Beverages, Narcotics, Illegal Drugs, Prohibited Substances, and Medication**
    - a. Definition: Sale, and/or use, and in any instance when a pupil is discovered to have on or about such pupil's person or among 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 in the Revised Statutes of Missouri (RSMo), Chapter 195, by any student while such student is on school property, in attendance at a school function, whether off or on school property, or while on school furnished transportation. Pupil possession of or being under the influence of alcoholic beverages and/or hallucinogenic drugs, or combination of drugs, or drug paraphernalia expressly prohibited by federal, state, or local laws, including prohibited substances which shall include those substances possessed, or distributed, and/or used that are held out to be, or represented to be controlled substances, illegal or controlled substances, as defined by Chapter 195 of the Revised Statutes of Missouri (RSMo), at any school functions, on or off school

property, or on school furnished transportation.

- b. Definition: Sale and or use, and in any instance when a pupil is discovered to have on or about such pupil's person, or among such pupil's possessions, or placed elsewhere on the school premises, of medication, medicine or drugs, as defined in common medical or pharmaceutical dictionaries, either prescription or nonprescription, by any student while such student is on school property, in attendance at a school function, whether off or on school property, or while on school furnished transportation.
- c. Definition: Sale and or use, and in any instance when a pupil is discovered to have on or about such pupil's person, or among such pupil's possessions, or placed elsewhere on the school premises, of any substance which when taken into the human body can impair the ability of the person to be productive in a school environment, is determined to the health and welfare of students, or is detrimental to discipline in school, including but not limited to, any unauthorized inhalants, over the counter drugs or herbal preparation, by an student while such student is on school property, in attendance at a school function, whether off or on school premises.
- d. Students may only be in possession of medication as detailed in Board Policy and Regulation 2870, Administering Medicines to Students.
- e. Consequence: Suspension by the principal for ten days with a recommendation to the Superintendent of Schools for a suspension not to exceed 180 days and/or expulsion by Board of Education. Distribution of a controlled substance within 2000 feet of a school is a felony and will be reported to the local law enforcement agency. Revocation and/or prevention of student parking permit may be imposed.

#### **8. Extortion**

- a. Definition: Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
- b. Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools and/or expulsion by Board of Education.

#### **9. False Alarm**

- a. Definition: The reporting of false fire reports or alarms, bomb threats, or other action endangering the public safety of students and staff.
- b. Consequence: Suspension by principal, Superintendent of Schools, Board of Education and/ or expulsion by Board of Education. A false bomb threat is a felony and will be reported to the local law enforcement agency.

#### **10. Theft**

- a. Definition: Stealing or attempting to steal private or school property.
- b. Consequence: May range from conference with parents or guardian, detention, in-school suspension, other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education. Acts of theft may be reported to the local law enforcement agency and restitution will be assigned.

#### **11. Willful Damage or Vandalism to School, Staff or Student Property**

- a. Definition: Willfully causing damage or attempting to cause damage to any property, real or personal belonging to the school, staff, or students.
- b. Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education and/or expulsion by the Board of Education. Institutional vandalism is a misdemeanor/felony and will be reported to the local law enforcement agency. Restitution will be assigned.

#### **12. (12) Careless Driving**

- a. Definition: Driving carelessly on school property or without due caution so as to endanger person(s) or property.
- b. Consequence: Loss of parking privileges, suspension by principal, Superintendent of Schools, Board of Education and/or expulsion by Board of Education.

**13. Use of Obscene Language/Gestures/Writings**

- a. Definition: Use of words which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards, and do not have a serious literary, artistic, political or scientific value. Unacceptable gestures toward students and/or staff.
- b. Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal, to suspension by the principal, Superintendent of Schools, Board of Education and/or expulsion by the Board of Education. Rev.6/28/2005

**14. Use of Language that is Disparaging or Demeaning**

- a. Definition: Words which are spoken solely to harass or injure other people, such as threats of violence or defamation of a person's race, religion, or ethnic origin.
- b. Consequence: May range from conference with parents or guardian, detention, in-school suspension or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education.

**15. Use of Disruptive Speech or Conduct**

- a. Definition: Conduct or speech, be it verbal, written, or symbolic, which materially and substantially disrupts classroom work, school activities, school functions, or simply talking in class when told not to do so.
- b. Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education and/or expulsion by the Board of Education.

**16. Bus Misconduct**

- a. Definition: Any offense committed by a student on a District-owned or contracted bus. Misconduct will be treated the same as school building misconduct.
- b. Consequence: May range from conference with parents or guardian, detention, in-school suspension or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education.

**17. Tobacco**

- a. Definition: Smoking, chewing, sniffing, possession, sale or use of tobacco materials by any student while such student is on school property, in attendance at a school function, whether off or on school property, or while on school furnished transportation or any other use of tobacco materials.
- b. Consequence: 1st offense- 3-5 day in-school suspension; 2nd offense- 1-5 days out of school suspension; 3rd offense- 5-10 days out of school suspension. All tobacco infractions committed by under age students will be reported to the local law enforcement agency.

**18. Arson**

- a. Definition: The act of deliberately burning or causing to be damaged by fire: school facilities, vehicles or other materials within school supervision.
- b. Consequence: Suspension by the principal for ten days with a recommendation to the Superintendent of Schools for suspension not to exceed 180 days and/or expulsion by the Board of Education.

**19. Hazing/Harassment**

- a. Definition: As defined in the Independence Board of Education Regulation 2130.

- b. Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal, to suspension by the principal, Superintendent of Schools and/or expulsion by the Board of Education.

**20. Alcohol**

- a. Definition: Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.
- b. Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, and/or expulsion by the Board of Education.

**21. Bullying**

- a. Definition: Bullying is the intentional action by a student or group of students to inflict physical, emotional, or mental suffering on another individual or group of individuals. Bullying occurs when a student:
  - i. Communicates with another person by any means including telephone, writing, or via electronic communications, with the intent to intimidate or to inflict physical, emotional, or mental harm, or
  - ii. Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm. Physical contact does not require physical touching, although touching may be included. Rev. 9/06
- b. Consequence: First offense may range from 1 to 10 days out of school suspension and subsequent offenses may range from up to 180 days out of school suspension and/or recommendation for expulsion. Rev. 9/06

**22. Sexual Activity**

- a. Definition: Act of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation on school property, in attendance at a school function, whether off or upon school property, or while on school provided transportation.
- b. Consequence: Principal/Student Conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**23. Miscellaneous Offenses**

- a. Disciplinary action may be taken for items included, but not limited to, the following list:
  - i. (a) failure to follow directions/insubordination
  - ii. (b) academic dishonesty
  - iii. (c) violence and/or violent behavior
  - iv. (d) indecent exposure
  - v. (e) show of force
  - vi. (f) persistent opposition to school authority
  - vii. (g) possession of pornographic materials
  - viii. (h) gambling
  - ix. (i) failure to make academic progress
  - x. (j) inappropriate use of (the Internet) technology
- 24. The Board of Education, after notice to parents or others having custodial care and a hearing upon the matter, may suspend a student upon a finding that the student has been charged, convicted, or plead guilty in a court of general jurisdiction for the commission of a felony criminal violation of state or federal law. At a hearing, the Board shall consider statements that the parties present. The Board may provide for the procedure and conduct of such hearings.

Applicability of Regulation to Students with Disabilities:

If the student who is determined to be in violation of this Regulation is a student with a disability under the Individuals with Disabilities Education Act, the District will assign the student to an alternative education placement for a period of up to forty-five (45) days and/or take other steps to address the student's misconduct, as permitted by law.

**REV. 6/11**

## **Policy and Regulation 2620**

### **STUDENTS 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 reenactor 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.

#### **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

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- 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

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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.

**Rev. 10/2013**

## **STUDENTS Policy 2640**

### **Discipline**

#### **Student Use of Tobacco, Alcohol and Drugs**

##### **Smoking**

The Board of Education believes that smoking and the use of any tobacco products or substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. Therefore, the Board prohibits the use, sale, transfer, and possession of any tobacco products or substances appearing to be tobacco products, e.g. e-cigarettes, vaping paraphernalia, and/or other tobacco or nicotine delivery devices at school and at school activities. This prohibition includes, but is not limited to, electronic cigarettes, vaping devices, electronic nicotine delivery systems, and similar devices used in conjunction with vaping.

##### **Alcohol and Drug Use**

The improper use of controlled substances, alcohol, and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws, and the District may take disciplinary action- to the same extent that disciplinary action is taken against nondisabled students- in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act. However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student's behavior is a manifestation of his/ her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District's jurisdiction. "Illegal drug" as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the

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supervision of a licensed health-care professional or under any other authority.

The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to physical appearances, speech patterns, and witnesses' statements. While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

**REV. 6/19**

## **STUDENTS Policy 2653**

### **(Regulation 2653)**

#### **Discipline**

#### **Student Participation in Secret Organizations and Gangs**

The Board of Education prohibits the organization of or membership in secret fraternities, sororities, or in other clubs or gangs not sponsored by established agencies or organizations recognized by the School District. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school.

The Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of or material interference with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts.

The Board of Education has adopted Regulations 2653 in order to prohibit the existence of gangs and gang activities on or about school property or at any school function.

The principal will establish procedures and regulations to ensure that any student wearing, carrying or displaying gang paraphernalia; exhibiting behavior or gestures which symbolize gang membership; or causing and/or participating in activities which intimidate or affect the attendance of another student, shall be subject to disciplinary action.

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech either verbal or non-verbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gangs.
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.

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- c. Committing any other illegal act or other violation of school District policies.
- d. Inciting other students to act with physical violence upon any other person.

Consequences for such actions and/or behaviors may result in suspension or expulsion. To further discourage the influence of gangs, District administrators shall:

1. Ensure that all students have access to adult mentors.
2. Work closely with the local law enforcement authorities and county juvenile officers who work with students and parents/guardians involved in gang activity.
3. Provide classroom or after-school programs designed to enhance individual self-esteem and foster interest in a variety of wholesome activities.

## **STUDENTS 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.

## **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 a 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, 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:

- Provide information and appropriate training to district staff who have significant contact with students regarding the policy;
- Give annual notice of the policy to students, parents/guardians, and staff;
- 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
- engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying);
- 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
- 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.

## **STUDENTS Policy 2656**

### **Discipline**

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

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

## **STUDENTS Policy 2660**

### **(Regulation 2660)**

#### **Discipline**

##### **Detention**

The provisions of a detention program for student violations of policies, rules and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. Detention is an assigned before#school and/or after#school period, during which student activity is closely monitored and severely restricted. Students are expected to be quiet during the entire detention period and to work exclusively on assigned tasks.

Certificated staff members may detain students after normal school hours for a reasonable time provided the following conditions are observed:

1. Students must have an opportunity to make arrangements for transportation home. Therefore, the detention may take place on any day after the day of notification to detain.
2. The detention may be for disciplinary or academic reasons.
3. The names of all students detained must be reported to the building principal.
4. All students detained must be supervised by a certificated staff member.

## **STUDENTS Policy 2662**

### **(Regulation 2662)**

#### **Discipline (Form 2662)**

##### **Suspension**

*Suspension* refers to an exclusion from school for a specific period of time short of permanent exclusion. Building principals are authorized to suspend students for periods of time not to exceed ten (10) consecutive school days for violation of District regulations, and are authorized to impose additional suspensions of not more than 10 consecutive school days in the same school year for separate acts of misconduct. Building principals may also recommend extensions of suspension for periods of time up to 180 consecutive school days by the Superintendent. The Superintendent of schools may suspend students for periods up to 180 consecutive school days and recommend longer suspensions and expulsions to the Board of Education. Only the Board may impose suspensions in excess of 180 consecutive school days.

Students are expected to conduct themselves in accordance with Board Policy 2600. Failure to do so may result in a student's suspension or expulsion from school.

A building principal may suspend a student for a period not to exceed ten (10) consecutive school days. Any suspension shall be reported immediately, in writing, to the student and the student's parent/guardian or others having custodial care of the student. A copy will be forwarded to the Superintendent. The Superintendent may revoke or reduce the suspension if the Superintendent concludes that circumstances warrant such action.

When a student is suspended, the principal/designee shall attempt to reach the student's parent/ guardian to inform them of the school's action and to request that they pick up their child. If the parent/guardian is unable to pick up their child, the principal/designee may ask the parent/ guardian for permission to send the student home. If the parent/guardian cannot be reached or if the above request is refused, the student must remain on school property until the close of the school day.

If the principal decides that a suspension in excess of ten (10) consecutive school days is warranted, the principal may petition the Superintendent for such suspension.

The Superintendent of Schools may suspend a student for a period not to exceed 180 consecutive school days.

No student shall be suspended by a principal or by the Superintendent unless:

1. The student shall be informed, orally or in writing, of the charge against him/her, and
2. If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension, and
3. The student shall be given an opportunity to present his/her version of the incident to the principal or Superintendent.

A student who is on suspension may not be within 1,000 feet of any school property unless he/ she lives within

1,000 feet of the school, has a parent with him/her, or has been requested by the administration to attend a meeting at the school, or any activity of the District, regardless of whether or not the activity takes place on school property, unless the Superintendent/ designee has authorized the student to be on school property. This restriction does not apply to suspended students enrolled and attending an alternative school which is within 1,000 feet of a District school.

If a suspension is ordered by the Superintendent for more than ten (10) consecutive school days, the Superintendent's order may be appealed to the Board of Education if written notice of appeal is delivered to the office of the Board of Education within five (5) days of receipt of the Superintendent's suspension letter. If such suspension is appealed, the Superintendent shall promptly provide the Board with a report of the facts involved in the suspension, the action taken by the Superintendent, and the reasons for the Superintendent's decision.

In such event, the suspension shall be stayed until the Board 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 which case the student may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

Any appeal to the Board of Education of the Superintendent's decision to suspend a student for more than ten (10) consecutive school days may be heard and determined by the full Board or by a quorum thereof, or by a committee of three Board members appointed by the President of the Board. Such committee shall have full authority to act in lieu of the Board.

Students will be readmitted or enrolled after expiration of their suspension from the District or from any other district only after a conference has been held to consider prior misconduct and remedial steps necessary to minimize future acts of similar misconduct. (See Policy and Regulation 2664- Enrollment or Return Following Suspension and/or Expulsion.) Participants in such pre-admission conferences will include:

1. Any teacher directly involved in the suspension offense.
2. The student.
3. The parent/guardian.
4. The representative of any agency having legal jurisdiction, care, custody, or control of the student.
5. District staff members designated by the Superintendent/designee.

**Note:For suspensions involving disabled students under Section 504 or the IDEA, see also Policy and Regulation 2672.**

**REV. 6/11**

**STUDENTS Policy 2663**

**(Regulation 2663)**

**Discipline (Form 2663)**

**Expulsion**

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The term "expulsion" refers to permanent exclusion from school.

If a student consistently or grossly refuses to conform to school policies, rules and/or regulations, the Superintendent may recommend to the Board of Education that the student be expelled from school. Parent(s) (guardian(s)) may waive the right to a hearing for their student provided the student is under the age of eighteen (18) and provided the waiver is in writing.

Due process for expulsion of students shall include the following:

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, his/her parent/guardian, or others having his/her custodial care. Such notification will include charges, contemplated action, and time and place of a hearing on such charges and that the student, parent/ guardian, 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. At said hearing, the Board of Education or counsel shall present the charges, testimony, and evidence deemed necessary to support the charges. The Board 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, parent/ guardian 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 thereagainst.
3. 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 for a specified time, or expel the student from the schools of the District. Prompt written notice of the decision shall be given to the student, parent/guardian or others having custodial care, and counsel, if applicable.

**REV. 6/11**

## **STUDENTS Policy 2664**

### **(Regulation 2664)**

#### **Discipline**

#### **Enrollment or Return Following Suspension and/or Expulsion**

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.

#### **Conference Required**

The conference shall include the appropriate school officials, including (1) any teacher employed in the District or directly involved with the conduct that resulted in the suspension or expulsion, (2) the student, (3) the parent/guardian of the pupil, and (4) any agency having legal jurisdiction, care, custody or control of the student.

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The District shall notify in writing the parent/guardian and all other parties of the time, place, and agenda of any such conference. However, failure of any party to attend this conference shall not preclude holding the conference.

Notwithstanding any provision of this regulation to the contrary, no student shall be readmitted or enrolled in a regular program of instruction if:

1. The student has been convicted of one of the offenses listed below.
2. The student has been charged with one of the offenses and there has been no final judgment.
3. A juvenile petition has been filed alleging that the student committed an act, which if committed by an adult, would be one of the offenses listed below, and there has been no final judgment; or
4. The student has been adjudicated to have committed an act, which if committed by an adult, would be one of the offenses listed below.

### **Offenses to Which this Policy Applies**

1. First degree murder under Mo. Rev. Stat. 565.020
2. Second degree murder under Mo. Rev. Stat. 565.021
3. First degree assault under Mo. Rev. Stat. 565.050
4. Forcible rape under Mo. Rev. Stat. 566.030
5. Forcible sodomy under Mo. Rev. Stat. 566.060
6. Robbery in the first degree under Mo. Rev. Stat. 569.020
7. Distribution of drugs to a minor under Mo. Rev. Stat. 195.212
8. Arson in the first degree under Mo. Rev. Stat. 569.040
9. Kidnapping, when classified as a Class A felony under Mo. Rev. Stat. 565.110
10. Statutory rape under Mo. Rev. Stat. 566.032
11. Statutory sodomy under Mo. Rev. Stat. 566.062

Nothing in this regulation shall be construed to prevent the District from imposing discipline under the Student Code of Conduct for conduct underlying the above-listed offenses, even if the adult charge or juvenile petition has been dismissed, or the student has been acquitted or adjudicated not to have committed such acts in a criminal or juvenile court - if by a preponderance of the evidence, it can be established that the student engaged in the underlying conduct. The District may enroll a student, otherwise excluded under this regulation, in an alternative education program if the District determines that such enrollment is appropriate.

This policy shall not apply to a student with a disability, as identified under state eligibility criteria, who is convicted or adjudicated guilty as a result of an action related to the student's disability.

Students denied enrollment because of conviction of one of the acts set out in this regulation or due to an existing suspension or expulsion from another school district will be advised of the reasons for denial of enrollment and will be given an opportunity to respond to those reasons.

### **Suspension or Expulsion from Other Schools**

Prior to enrollment, a student who is under suspension or expulsion from any other in-state or out-of-state public or private school and who is seeking admission will be evaluated by the Superintendent or Superintendent's designee.

However, upon request, the Superintendent/ designee will confer with the pupil, parent/guardian or person acting as parent of a special education student to consider imposition of the other school's suspension or expulsion. If the Superintendent/designee determines that such conduct would have resulted in a suspension or expulsion had the conduct been committed in District schools, the suspension or expulsion will be implemented.

**Rev. 9/2014**

## **STUDENTS Policy 2640**

**Discipline Student Use of Tobacco, Alcohol and Drugs Smoking:** The Board of Education believes that smoking and the use of any tobacco products or substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. Therefore, the Board prohibits the use, sale, transfer, and possession of any tobacco products or substances appearing to be tobacco products, e.g. e-cigarettes, vaping paraphernalia, and/ or other tobacco or nicotine delivery devices at school and at school activities. This prohibition includes, but is not limited to, electronic cigarettes, vaping devices, electronic nicotine delivery systems, and similar devices used in conjunction with vaping.

**Alcohol and Drug Use:** The improper use of controlled substances, alcohol, and substances represented to be such is detrimental to the health and welfare of students and is detrimental to discipline in school. Such conduct, as well as the possession of drug paraphernalia, is prohibited and is subject to disciplinary action as set forth in Regulation 2610.

Pursuant to 29 U.S.C. 705(20c)(iv), a student with a 504/ADA disability who is currently engaging in the illegal use of alcohol or drugs is not considered a student with a disability under those laws, and the District may take disciplinary action- to the same extent that disciplinary action is taken against nondisabled students- in relation to that use or possession of alcohol or drugs. In such cases, the due process procedures contained in the Section 504 regulations will not apply to protect those students. This provision does not apply to students who are identified as disabled under the Individuals with Disabilities Education Act.

However, school personnel may remove an IDEA disabled student to an interim alternative educational setting for not more than 45 school days without regard to whether that student's behavior is a manifestation of his/her disability where that student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the District's jurisdiction. "Illegal drug" as it pertains to the discipline of IDEA students, means a controlled substance but does not include a controlled substance that is legally possessed or used under the supervision of a licensed health-care professional or under any other authority. The determination of whether or not a student is under the influence of alcohol or a controlled substance is based upon a variety of information including but not limited to physical appearances, speech patterns, and witnesses' statements.

While not required, District administrators may request a student suspected of alcohol use to submit to a Breathalyzer. Conduct that includes possession of or use of alcohol or controlled substances as well as the possession of drug paraphernalia is prohibited and is subject to disciplinary action as set forth in Regulation 2610.  
REV. 6/19

## **STUDENTS Regulation 2671**

July 21, 2020

**(Form 2671)**

## **Discipline**

### **Student Discipline Hearings**

#### Rules of Procedure in Hearings Before the Board of Education on Suspension and Expulsion Matters

1. Students or students' parents/guardians may request a hearing before the Board to contest any suspension in excess of ten (10) school days. The request will be addressed to the Superintendent who will review all matters concerning the suspension.
2. No student may be expelled until this matter is reviewed in a hearing before the Board of Education.
3. The parent/guardian may represent their student or may retain an attorney to act as a representative in the defense of the student. The representative will have the right to present witnesses, question any and all witnesses as herein provided, and make a statement and offer exhibits on the nature of the evidence and disposition of the case. If the parent/guardian elects to have the student represented by an attorney at the hearing, the parent/guardian shall notify the Superintendent of such representation at least twenty#four hours prior to the scheduled time of the hearing.
4. Prior to the hearing, the parties, or their attorneys, may examine at the Board Office the discipline report and all related records.
5. Upon the request of any party, the Superintendent shall submit for review at the hearing the student's behavioral and academic record. If necessary, the information contained in such a record may be explained and interpreted by a person trained in its use and interpretation. All parties shall be instructed to respect the confidentiality of all such records and information.
6. At the hearing, the Board may consider a student's record of past disciplinary actions, criminal court records, juvenile court records, and any actions of the student which would be criminal offenses.
7. The parties may present their version as to the charges and make such showing by way of affidavits, exhibits, and witnesses as they may desire (before testifying, witnesses shall be sworn)
8. The President of the Board of Education, or the Chairman of the designated committee of the Board, shall have full charge of the hearing and shall have the authority to direct its proceedings and to control the conduct of all persons present in accordance herewith. Such authority shall include the limitation of questioning that is unproductive, lengthy, or irrelevant. The Board may invoke reasonable limitations on the number of witnesses.
9. The hearing shall not be open to the public unless requested by the student's parent/ guardian or those having his/her custodial care, provided, however, that, if the hearing is open to the public, the Board may set reasonable limitations on the number of people present based upon available space and need for orderly proceedings. Unless public, as herein above provided, hearings may be attended only by members of the Board of Education, the Superintendent of Schools, the School Board attorney, the principal, the student, the parent/guardian and their representatives. Witnesses may be present only when giving information at the hearing. With parent/guardian permission, the student may be excluded at times when the student's psychological or emotional problems are being discussed.
10. A record shall be made of any information presented at the hearing. Statements and other written matter presented shall be kept on file by the District.
11. As soon as practicable after the hearing, the Board shall make its decision and transmit the same in writing to the parties and the Superintendent.

The Board or its committee shall decide by majority vote whether the student has engaged in the misconduct charged by District administrators. The decision must be based solely on the evidence presented at the hearing and must include findings of fact on which the decision rests.

## **STUDENTS Policy 2672**

### **(Regulation 2672)**

#### **Discipline**

##### **Discipline of Students with Disabilities**

The obligation and the responsibility to attend school regularly and to comply with the District's discipline policies applies to all students. The District may discipline a student with a disability who has not complied with the District's discipline policies in a manner that is consistent with the District's policies and applicable law. Special education services will be provided to a disabled student if the student has been removed from school for more than ten (10) school days. If a student with a disability is removed for less than ten (10) cumulative days, educational services will be provided only if such services are provided to students without disabilities who have been similarly removed in accordance with applicable federal and state law and Board policy.

##### **Removal from Current Educational Placement for Not More Than Ten Consecutive School Days; Not More Than Ten Cumulative Days Removal for the Current School Year**

Any student with a disability who violates the District's discipline policy who has not been removed from their current educational placement for more than ten (10) cumulative days for the current school year may be disciplined in the same manner as other students, provided that any discipline will not result in removal from the student's current educational placement for more than ten (10) cumulative days for the current school year or for more than ten (10) consecutive school days.

Services will not be provided to the student when the total number of days the students have been removed from the current educational placement is not more than ten (10) days, unless services are provided to children without disabilities who have been similarly removed.

##### **Removal from Current Educational Placement for More than Ten Cumulative School Days**

Any student with a disability who violates the District's discipline policy who has been removed from the current educational placement for more than ten (10) cumulative days in the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students, if the pattern of short term suspensions totaling more than ten (10) cumulative days does not constitute a pattern of suspension.

On the eleventh day of removal in a school year, the District will provide educational services. If the cumulative removals do not constitute a pattern of suspension, the services to be provided will be determined by school personnel in consultation with the student's special education teacher.

A series of removals from the current educational placement for more than ten (10) days may amount to a pattern of

suspension that constitutes a change of placement. If a student with a disability has been removed for more than ten (10) cumulative school days and the removals constitute a pattern of suspension, or if a school administrator determines that a removal for more than ten (10) consecutive school days is being considered, on the date a determination is made as to whether the behavior is a manifestation of the student's disability, the parents will be notified of the determination and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing a cumulative removal that constitutes a pattern of suspension or when considering a removal of greater than ten (10) consecutive school days, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not previously been conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan has already been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as necessary.

In addition, not later than ten (10) days after the date of the decision to remove a student for more than ten (10) cumulative days constituting a pattern of suspension, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to disciplinary action.

If a determination is made that the student's behavior was a manifestation of the student's disability, the student will not be removed for more than ten (10) consecutive or cumulative days for that disciplinary incident. The IEP team will conduct a functional behavior assessment, or, if a functional behavior assessment has already been developed, review and modify the behavioral intervention plan if necessary.

#### **Long-Term Changes in Placement (Drugs, Weapons, and Serious Injury)**

In addition to any other actions consistent with this regulation, District administrators may assign a student to an interim alternative educational setting for a period of time not to exceed forty-five (45) calendar days, when a student with a disability is involved in a disciplinary action involving:

1. Possession of a weapon at school or at a school function; or
2. Possession or use of illegal drugs or sale or solicitation for sale of a controlled substance while at school or at a school function; or
3. A serious bodily injury.

On the date a decision to make such a removal is made, the parents/guardians will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing such a removal, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not been previously conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan has already been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as needed.

Not later than ten (10) days after the date of the decision to place a student in an interim alternative educational setting, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to the disciplinary action and to determine the interim alternative educational placement.

The IEP team will decide on an interim alternative educational setting that will allow the student to continue to progress in the general curriculum, to receive the services and modifications that will enable the child to meet the goals set out in the student's IEP, and to receive services and modifications to attempt to prevent the student's behavior from recurring.

### **IDEA Disabled Students**

Students who are disabled pursuant to the IDEA will be disciplined pursuant to the IDEA as amended and its implementing regulations, as well as applicable state statutes and the Missouri State Plan for Special Education Regulations Implementing Part B of the IDEA.

### **Section 504 Disabled Students**

The following procedures apply to students who are disabled pursuant to Section 504 of the Rehabilitation Act alone (students who are not disabled pursuant to the IDEA). In general, most 504 students should be expected to follow the District's disciplinary policies, rules, regulations and procedures and this should be noted on the 504 Plan. When determining a student's 504 eligibility, the multidisciplinary team should consider whether the impairment that is substantially limiting has a direct impact on a student's behavior and, if so, the team may consider conducting a functional behavioral assessment as part of the student's evaluation. If the team concludes that the impairment has a direct and substantial relationship to the student's behavior, the team should address the behavior through the 504 Plan and should consider whether a behavior plan is necessary for the student to have an equal opportunity to participate.

Under Section 504, a disciplinary removal from a student's placement for more than 10 consecutive school days, or 10 cumulative school days where there is a pattern of suspension, constitutes a change of placement and requires certain procedures be followed. When a student is suspended, out of school, for more than 10 consecutive school days or when a student's short term removals (10 days or less) constitute a pattern of suspension (because the series of removals totals more than 10 school days in a school year; because the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and because of additional factors such as the length of each removal, the total amount of time the student has been removed, and the proximity of the removals to one another) the District will, prior to the 11th day of the disciplinary removal constituting a change in placement, convene a multidisciplinary team to determine if the student's act of misconduct is related to his or her disability. The multidisciplinary team will apply the IDEA manifestation standard that is in place at that time. Prior to, or as part of the manifestation determination, the team will conduct a reevaluation pursuant to Section 504. Such reevaluation may consist of a review of existing data alone or in conjunction with formal assessments. The parents will be invited to attend but are not required participants.

If the team concludes that the student's misconduct is related to his or her disability, the student can be suspended for up through 10 consecutive school days with no educational services provided or for any amount of cumulative school days, so long as a pattern of suspension is not created. If deemed necessary, the team may need to convene to determine if a change of educational placement may be needed, if additional accommodations are necessary, or if the student should be referred under the IDEA.

If the team concludes that the student's misconduct is unrelated to his or her disability, the student will be treated the same as nondisabled students and may be suspended or expelled according to District policy and the Student Code of Conduct. District administrators will determine the appropriate discipline including, but not limited to, a

long-term suspension or expulsion. During the period of disciplinary removal, the District will not provide any educational services to the student unless it provides such services to its nondisabled students in similar circumstances.

A student is not considered to be disabled under Section 504 if he or she is currently engaged in the illegal use of drugs when the District is acting on the basis of that use. Therefore, when a 504 student is being disciplined for the current illegal use of a controlled substance (including alcohol), that student will lose his or her 504 protection and will be disciplined as if he or she was a regular education student. No manifestation determination will be held.

## **Definitions**

*Illegal Drug* means a controlled substance not including drugs legally used or possessed under the supervision of a health care professional.

*Weapon* means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 1/2 inches in length.

*Controlled substance* means a drug or other substance identified under schedules I, II, III, IV or V in 21 U.S.C. 812 (c).

## **REV. 3/16**

- Policy and Regulation 2673- the Regulation is being revised and will have final approval at the May 8 Board meeting.

## **INSTRUCTIONAL SERVICES**

### **Policy 6320**

#### **(Regulation 6320)**

### **Libraries, Media and Technology Services**

#### **Internet Safety Policy**

##### **Introduction**

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

To the extent practical, technology protection measures shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet

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Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes. C. Internet Safety Training

In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include internet, cell phones, text messages, chat rooms, email, and instant messaging programs. (See also Policy 6116 - State Mandated Curriculum- Human Sexuality) D. Inappropriate Network Usage

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

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

## **Internet Usage**

### **Personal Responsibility**

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

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

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

Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related.

## Acceptable Use

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

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

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

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

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to materials which have been filtered or blocked by the administration, which cause or reasonably could cause a material or substantial disruption in classroom work, school activities or school functions, which undermine the basic educational mission of the school or which may be deemed unlawful, harmful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

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

## Privileges

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

password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

### **Network Etiquette and Privacy**

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

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

### **Services**

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

### **Security**

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

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

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

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain any form of communication that is obscene, pornographic or harmful in nature. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA).

## **Vandalism of the Electronic Network or Technology System**

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

### **Consequences**

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

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

**Rev. 10/2013**

### **Student Academic Achievement Policy 6190**

The district will participate in the Missouri Course Access and Virtual School Program in accordance with Policy 6190.

### **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

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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.

### **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.

### **Title I.A. Parents Right to Know**

Dear Parent or Guardian:

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

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

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

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

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

**Revised 07/2019**

## **LEA PARENT AND FAMILY ENGAGEMENT**

*Section 1112 (b) (3) and (7) and section 1116*

The LEA will conduct outreach and engage parents of participating children, including parents of migrant and EL children, in meaningful consultation to plan and implement parent involvement programs, activities, and procedures.

### **LEA Parent and Family Engagement Policy**

#### **Policy Development**

The LEA parent and family engagement policy is developed jointly with, agreed on with, and distributed to parents of participating children. *Section 1116 (a)(2)*

The LEA parent and family engagement policy is reviewed annually with parents at each building. The ideas and suggestions are discussed during cross-district PD and all suggestions are considered. During the annual review meetings at each school, the parents have the opportunity to share their thoughts regarding the parent and family engagement policy. All comments are gathered and consideration is granted to each comment. Parents are encouraged to visit the school website and review the policy or pick-up a paper copy in the office at each school. The policy assurance is printed in the handbook and the policy is reviewed at each school's parent engagement activity in the fall each year.

#### **Plan Development**

The LEA parent and family engagement policy establishes expectations and objectives for meaningful parent and family involvement. *Section 1116(a)(2)*

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The LEA involves parents and family members in jointly developing the local educational agency plan. *Section 1116 (a)(2)(A)*

Opportunities such as, but not limited to, parent activities/meetings, parent surveys, annual review meetings, informational meetings and parent conferences are available for parents to provide input into the family engagement plan.

The LEA will involve parents and family members in the development of Targeted Accountability Plans. *Section 1116 (a)(2)(A) and Section 1111 (d)(1)(2)*

The LEA provides coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the LEA in planning and implementing effective parent and family involvement activities to improve student academic achievement and school performance, (which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education.) *Section 1116 (a)(2)(B)*

Cross-district professional development days are scheduled to occur 5 times a year. The professional development varies based on the needs of the buildings and district. The monitoring cycle, development of plans, data discussions, budgeting, exploration of parent involvement activities, etc... are possible topics of discussion.

### **Coordination and Integration**

The LEA coordinates and integrates parent and family engagement strategies under this part with parent and family engagement strategies, if feasible and appropriate, with other relevant Federal, State, and local laws and programs. *Section 1116 (a)(2)(C)*

The relevant Federal, State and local laws and programs that are coordinated and integrated with the Title I.A. programs are: Title II.A, Title III EL, Title III Immigrant, Title IV.A, State and Local funds, and McKinney-Vento.

The schools are encouraged to include various programs, such as EL and homeless, as a part of their family engagement activities. The family engagement activities should be all encompassing and seamless in terms of the various programs.

### **Annual Evaluation**

The LEA conducts, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part. *Section 1116 (a)(2)(D)*

During the annual evaluation meeting at each school, the parents have the opportunity to share their thoughts and provide input regarding the parent and family engagement policy. All comments are gathered and consideration is granted to each comment. The results of the survey are utilized to drive decisions for the next school year.

Barriers to greater participation by parents of participating children (with particular attention to parents who are economically disadvantaged , are disabled, have limited English proficiency, have limited literacy, or are of any

racial or ethnic minority background) are identified by: The surveys assist in revealing the common barriers that keep parents from participating in the family events. Some of the common barriers are work, transportation, time, and childcare.

The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers are identified by: The family events at each school encourage parents to be proactive with their child's education. Some events allow parents the opportunity to "make and take" activities so they can work with their students at home. Elementary parents receive a monthly newsletter providing a variety of topics and suggestions to try at home.

Strategies to support successful school and family interactions are identified by: Schools are encouraged to have an exit ticket or survey at the end of a family event as feedback to consider for increasing participation and the quality of the event. Elementary Title teachers use various apps to share sound video of students reading out loud. This strategy has been effective in opening lines of communication with parents.

The LEA will use the findings of the annual evaluation of the parent and family engagement policy to design evidence-based strategies for more effective parental involvement, and to revise, if necessary, the parent and family engagement policy. *Section 1116 (a)(2)(E)*

The LEA will involve parents in the parent and family engagement activities of the Title I served schools (which may include establishing a parent advisory board for the purpose of developing, revising, and reviewing the parent and family engagement policy.) *Section 1116 (a)(2)(F)*

To View the Missouri Department of Elementary and Secondary Education "Every Student Succeeds Act of 2015 (ESSA)" Complaint Procedures, please visit:

**<https://dese.mo.gov/sites/default/files/qs-fedcomp-Complaint-Procedures-ESSA.pdf>**

To View the Missouri Department of Elementary and Secondary Education "Trauma Informed Schools Initiative", please visit: **<https://dese.mo.gov/traumainformed>**

### **Virtual Instruction**

The Independence School District Virtual Education Program courses are built in a Learning Management System called Canvas or Fuel Ed online learning platform.

### **Attendance**

Regular participation is an important factor in your child's academic progress. Our goal is for all students in our school to achieve 90% or better attendance throughout the school year. Regular school attendance is critical not only to the academic success of your child, but is also a legal requirement. Under Missouri Law (RSMo. 167.031) "a parent, guardian or other person in this state having charge, control, or custody of a child between the ages of seven years of age and the compulsory attendance age (17 years of age or obtaining 16 high school credits) for the district shall cause the child to attend regularly some public, private, parochial, home school or combination of such schools not less than the entire school term of the school which the child attends." Excessive absences from school and/or lack of participation has a negative impact on a student's academic progress, social, and emotional growth. Your child's Attendance/participation will be monitored daily. Throughout the course of the year, if your child's attendance/participation does not meet the defined expectations for daily participation for their virtual education you

will be notified. Lack of attendance/participation may result in the district contacting the area Truancy Officer and will have to report such incidents to the local municipal courts and area Department of Family Services.

### **Definition of Participation and Course Completion**

#### **Elementary K-5**

Activity in any courses ( e.g., online, offline, lesson completion, live class sessions, teacher communication, video access ).

#### **Middle School 6-8**

Activity in any courses ( e.g., online, offline, lesson completion, live class sessions, teacher communication, video access ). Have a grade of 60% or higher in each enrolled course.

#### **High School 9-12**

Activity in any courses ( e.g., online, offline, lesson completion, live class sessions, teacher communication, video access ). Have a grade of 60% or higher in each enrolled course.

Reporting an Absence–Contact your child’s teacher(s) to report an absence

If your child is absent missing assignments should be completed.

### **Parent / Guardian Expectations**

- Parents / guardians will need to be actively involved in helping launch, support and monitor your elementary student’s learning using a virtual platform.
- Consistent access to the internet will be critical to this form of instruction and learning. Equally important will be regular participation with the teacher and virtual learning materials provided in the online learning management system called Canvas.
  - ISD strongly recommends checking out the Chromebook the district provides to assist your student with ease of access in online learning.
- Go to [www.isdschools.org](http://www.isdschools.org) to set up your parent Canvas account access prior to your student starting. Help your elementary student understand how to access their Canvas account from the resources provided.
- Communicating with your student’s teacher should be done via email through the Canvas platform.
- Be sure to go over these protocols for being an elementary virtual learner with your student and adhere to the expectations.

### **Student Expectations**

- All instruction is delivered through Canvas. All directions and expectations for student learning will be posted as weekly modules. Families are responsible for checking Canvas daily throughout the week and for being especially attentive to correspondence from the teacher.
- To be counted present, students must log out and then log back into Canvas one time per day through the Canvas website, not the mobile app.
- Attendance, participation, engagement, and understanding will all be monitored through submitted work and active time within the Canvas system. Students who are not submitting work by due dates will be contacted and considered “absent.”

- Work will be self-paced and guided by deadlines as designated by the teacher. Learning tasks may be assigned and due in “chunks” to allow students to work through the material at their own pace. However, families should pay attention to the deadlines set by teachers. All assignments will be submitted in Canvas. If for any reason you have trouble uploading your assignments, please contact your teacher via Canvas email or during designated office hours.
- Grading expectations remain the same as for an in-person learner and progress reports will be available on the same district schedule for issuance.

### **Video Conferencing Etiquette**

- Log in to the video conferencing software prior to meeting time.
- Ensure microphones and cameras are working.
- Turn off the microphone unless you have been asked to participate in a discussion.
- The background of your video should be free of distractions.
- Students should stay seated during instruction.
- If a student continues to disrupt the live session, the teacher can remove the student from the session. If this is the case, the teacher will send a follow up communication to the parent notifying them of the issue and letting them know the student can access the recorded session through Canvas to complete the assignment.
- If the student is a constant disruption during direct instruction opportunities (student has had to be removed from the direct instruction sessions on three or more occasions), the Principal will reach out to work with the family to develop a plan for success.

### **Preparing the Learning Environment: Parent and Student**

- Dedicate a space in the home as a “learning space.” This can be any space with room to work and store materials that won’t be disrupted for the duration of the distance learning.
- Have a timer available for students to set for each block of time to help manage daily learning. Discuss acceptable options if a student needs a break before the timer goes off, such as getting a glass of water or taking a movement break.

### **Learning Expectations**

- Teachers will provide activities/assignments that are developmentally appropriate. Each day, there will be content-specific activities students can work through to build background for the live sessions offered by the

### **Student Behavioral Expectations**

#### **Disruptive Behavior:**

- Student behavior will be monitored during the daily live lessons. Disruptive behavior will not be tolerated and it can result in the following:
  - a student being muted.
  - dismissed from the current live lesson
  - virtual parent and student meeting(s) with the teacher
  - If a student continues to disrupt the live session the teacher can remove the student from the session. If this is the case the teacher will need to send a follow up communication to the parent notifying them of the issue and letting them know the student can access the recorded session through Canvas to complete the assignment.
  - If the student is a constant disruption during direct instruction opportunities (student has had to be removed from the direct instruction sessions on three or more occasions) Principal will reach out to work with the family to develop a plan for success.

- The student will no longer have the opportunity to participate in the virtual option.

### **Assessment Expectations**

#### **Elementary K-5**

##### **District Required Assessments**

- **Grade Level Core (English Language Arts, Math, Science and Social Studies) Content Common Assessments**
  - Students will take the grade level end of unit formative assessments through the district's assessment platform, DnA.
  - Building principals will develop a schedule for each grade level/course end of unit assessment and notify the parent/guardian of the testing date(s).
  - Building principals will determine the location in the building and the proctor of the assessment.
  - Students will report to their home building to be administered the end of unit formative assessment.
  - The virtual teacher will share the results of the assessment with the parents/guardian and student.
- **Students will be administered an online screening assessment.**
  - Kindergarten students will be administered the EarlyReading and EarlyMath.
  - Students in grades 1-5 will take the aReading and aMath.
  - Students will be administered the assessments in three different testing windows (Fall, Winter, Spring).
  - The district will determine the testing dates and time and communicate to the parents/guardians.
  - Students will report to a central location in the district and take the assessment(s). Location: TBD (potentially - IAT or CO)
  - Teachers will share the results with parents/guardians.
- **State Required Assessments**
  - Students will be administered the MAP Assessment (grades 3-5) in English Language Arts and Mathematics. Students in grade 5 will be given the Science assessments.
  - The district will determine the testing dates and times and communicate to the parents/guardians.
  - Students will report to a central location in the district and take the assessment(s). Location TBD (potentially - IAT, CO, a building)
  - When the district receives student results, they will be shared with parents/guardians.

#### **Middle School 6-8**

##### **District Required Assessments**

- **Core Content Classes (English Language Arts, Math, Science and Social Studies) Common Assessments**
  - Students will take the grade level/ course end of unit formative assessments through the district's assessment platform, DnA.
  - Building principals will develop a schedule for each grade level/course end of unit assessment and notify the parent/guardian of the testing date(s). Realistic?
  - Building principals will determine the location in the building and the proctor of the assessment.
  - Students will report to their home building to be administered the end of unit formative assessment.
  - The virtual teacher will share the results of the assessment with the parents/guardians and student.
- **Students will be administered an online screening assessment.**
  - Students will take the aReading and aMath assessments.

- Students will be administered the assessments in three different testing windows (Fall, Winter, Spring).
- The district will determine the testing dates and time and communicate to the parents/guardians.
- Students will report to a central location in the district and take the assessment(s). Location: TBD (potentially - IAT or CO)
- Student results will be shared with the parents/guardians.
- **State Required Assessments**
  - Students will be administered the MAP Assessment (grades 6-8) in English Language Arts and Mathematics. Students in grade 8 will also be given the Science assessments.
  - Eighth grade students enrolled in Algebra I will be administered the End of Course Assessment.
  - The district will determine the testing dates and times and communicate to the parents/guardians.
  - Students will report to a central location in the district and take the assessment(s). Location TBD (potentially - IAT, CO, a building)
  - When student results are received they will be shared with parents/guardians.

## High School 9-12

### District Required Assessments

- **Core Content Classes (English Language Arts, Math, Science and Social Studies) Common Assessments**
  - Students will take the grade level/ course end of unit formative assessments through the district's assessment platform, DnA.
  - Building principals will develop a schedule for each grade level/course end of unit assessment and notify the parent/guardian of the testing date(s).
  - Building principals will determine the location in the building and the proctor of the assessment.
  - Students will report to their home building to be administered the end of unit formative assessment.
  - The virtual teacher will share the results of the assessment with the parents/guardians and student.
- **Students enrolled in 9th and 10th grades will be administered an online screening assessment.**
  - Students will be given the aReading and aMath assessment.
  - Students will be administered the assessments in three different testing windows (Fall, Winter, Spring).
  - The district will determine the testing dates and time and communicate to the parents/guardians.
  - Students will report to a central location in the district and take the assessment(s). Location: TBD (potentially - IAT or CO)
  - Student results will be shared with the parents/guardians. (when)?
- **State Required Assessments**
  - Students enrolled in courses (Algebra I, Algebra II, Biology, English II, Government) will be administered the End of Course Assessment.
  - The district will determine the testing dates and times and communicate to the parents/guardians.
  - Students will report to a central location in the district and take the assessment(s). Location TBD (potentially - IAT, CO, a building)
  - When student results are received from the testing company, they will be shared with parents/guardians.
- **College and Career Assessments**
  - Building principals will develop a schedule for each assessment and notify the parent/guardian of the testing date(s).

## **Special Education**

The District's Virtual Education Program will provide accommodations/ modifications, adaptations and assistive technology support for students with disabilities according to Individualized Education Plans (IEP). The student's home school building is responsible for the development of the IEP and conducting evaluations. The student's home school building is responsible for providing special education services, as defined by the student's IEP. Special education services may be offered virtually (asynchronous) or in-person during the regular school day or a combination of both. All students with an IEP will be required to provide their own transportation to access the in person special education services. If you have questions regarding the implementation of your student's IEP, contact your student's IEP Case Manager at his/her home school building.

## **Section 504**

The District's Virtual Education Program will provide accommodations/ modifications, adaptations and assistive technology support according to their 504 plans. The student's home school building is responsible for the development of the 504 plan and conducting evaluations as outlined in section 504. If you have questions regarding the implementation of the 504 accommodations/modifications, course adaptations or assistive technology needs contact your student's home school building counselor.

## **Internet Safety Policy**

### **A. Introduction**

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

### **B. Access to Inappropriate Material**

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

### **C. Internet Safety Training**

- a. In compliance with the Children's Internet Protection Act, each year, all District students will receive internet safety training which will educate students about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms, and cyberbullying awareness and response. Such training will include internet, cell phones, text messages, chat rooms, email, and instant messaging programs. (See also Policy 6116 - State Mandated Curriculum- Human Sexuality)

### **D. Inappropriate Network Usage**

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

## **E. Supervision and Monitoring**

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

## **Internet Usage**

### **Personal Responsibility**

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

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

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

Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related.

### **Acceptable Use**

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

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

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

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

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to materials which have been filtered or blocked by the administration, which cause or reasonably could cause a material or substantial disruption in classroom work, school activities or school functions, which undermine the basic educational mission of the school or which may be deemed unlawful, harmful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

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

### **Privileges**

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

### **Network Etiquette and Privacy**

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

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during Email transmissions.

4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read Email on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

## **Services**

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

## **Security**

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

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

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

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain any form of communication that is obscene, pornographic or harmful in nature. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA).

## **Vandalism of the Electronic Network or Technology System**

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

## **Consequences**

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

July 21, 2020

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

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