

# High School Student Handbook

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# I. District Information

## **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.

## **Independence School District High School Philosophy**

- We believe students must have effective skills to create success in the world of work or to pursue additional academic studies. They must also have skills to become lifelong learners and to grow as self-disciplined, well-rounded individuals.
- To this end, we strive to develop an educational community that provides support for all students in their efforts to learn. We promote meaningful, student-centered, multicultural activities in an appropriate schedule and setting.
- Education is more than acquired knowledge. Our emphasis is on rigorous performance-based standards. We encourage academic exploration and foster an environment where there is freedom to examine divergent points of view. We seek to create learning programs in which school, parents, and community can work together as a team to develop effective growth opportunities for students.
- We believe students and parents have many responsibilities in the educational program. Parents must encourage their students to give their best efforts to daily school responsibilities and to participate in school activities. Students must come to school with an open mind, be equipped with all necessary materials, be ready to cooperate and be willing to learn.
- We seek to broaden the students' concepts of democratic fundamentals by providing opportunities through classroom practices and interaction with peers, staff, and community.

## **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

## **Student Attendance**

Dear Parent or Guardian,

We are excited about the upcoming school year and want to communicate important information regarding student attendance and denial of credit for high school students with excessive absences. A missed school day is a lost opportunity for students to learn. Students who attend school regularly achieve at higher levels than students who do not have regular attendance. We want to ensure that all students regularly attend school for the entire instructional day. 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. Throughout the 2020-2021

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school year, we will continue to implement the updated attendance policy for our high school students. If a student reaches nine absences in any one class, they may face denial of credit for that class. The student will continue to have the opportunity to work proactively with their assigned administrator to make up missed time prior to the end of that semester. Absences that could lead to denial of credit if totaling nine would include oversleeping, family vacation, missing the bus, no ride to school, needed at home, personal business, car trouble, other absences excused by a parent and illness without medical documentation. Absences that would not lead to denial of credit would include hospitalization with documentation, doctor appointment with documentation, counselor and office visits, OSS (Fewer than 10 days per incident), death in the family, mandatory court date, college visits, religious observances and if a student is sent home by the school nurse. Students will have numerous opportunities to make up their time as well as frequent notification of their status before facing denial of credit.

Thank you for partnering with us to ensure your student is in class and ready to learn! If you have any questions, please don't hesitate to contact me or your school counseling team.

Sincerely,

Dr. Randy Maglinger

Assistant Superintendent

### **Truman High School Mission Statement**

The Truman High School community will embrace the practice of rigor, relevance, and relationships in everything we do.

To view Truman High School school information, please visit: <http://sites.isdschools.org/truman>

### **Van Horn High School Mission Statement**

At Van Horn High School, we build positive relationships, achieve high academic standards, and develop literacy in order to engage the world.

To view Van Horn High School information, please visit: <http://sites.isdschools.org/vanhorn>

### **William Chrisman High School Mission Statement**

The mission of William Chrisman High School is to graduate skilled and accountable citizens who lead productive and fulfilling lives.

To view William Chrisman High School information, please visit: <http://sites.isdschools.org/williamchrisman>

### **National Honor Society**

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The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students. More than just an honor roll, NHS serves to recognize those students who have demonstrated excellence in the areas of scholarship, service, leadership, and character. These characteristics have been associated with membership in the organization since its beginning in 1921.

At ISD High Schools, juniors will have the opportunity to apply for membership after the first semester. The juniors that meet the qualifications will be notified and given an application to complete. Applications are then reviewed by the selection committee and members are notified.

#### **Qualifications for selection:**

- 3.5 GPA cumulative after the completion of the 5th semester
- No ISS or OSS infractions
- Be involved in at least 3 activities (2 must be school related)
- Demonstrate community service through logging hours;
- Complete essay to demonstrate leadership
- Complete application to demonstrate meeting all qualifications

Students who accept membership and are inducted into the chapter should be aware of the time and commitment involved with this honor. For example, there will be chapter meetings. The chapter bylaws articulate the yearly meeting schedule and member attendance obligations. Members also must participate in chapter and individual service projects to benefit the school and community. Contact the chapter advisor to obtain a full list of the obligations of membership for the school's chapter.

#### **Nutrition Services**

To access Nutrition Services information, please visit: <http://sites.isdschools.org/nutrition>

#### **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 schools' 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 (FSL) at each school works with families 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.

### **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**

### **General Nutrition/Allergy Information**

Please notify the office and school nurse if your child is allergic to peanut butter or milk. We strongly discourage students from bringing soft drinks and/or candy in lunches brought from home.

### **Vending Machines**

Beverage and snack machines are a privilege provided throughout the building. Students should only use vending machines during passing periods or before and after school. A student must have a pass from a faculty member to use the machines during class time.

### **School Counselors**

Counselors are available to help students with educational, vocational and personal decisions. In an effort to provide students with the best possible educational experience the counseling services will primarily include, but not be limited to, the following:

- supporting and encouraging students to set goals and make commitments;
- helping students work through obstacles and issues;
- providing information, resources, referrals, and expertise to facilitate educational/vocational planning and family/social planning;
- administering and interpreting standardized tests;
- assisting in special fields such as career development and special education transition services;
- helping students to understand themselves in relation to their environment.

To meet with a counselor, students should make appointments in the counselor center. If it is an issue that does not

need to be addressed in person, students should email their counselor.

### **Family/School Liaison**

The Family/School Liaison is here to assist and support families in setting and attaining goals toward becoming self-sufficient, nurturing and stable families by providing comprehensive, strength-based services within the community.

This individual will be here to:

- develop services that are inclusive of family diversity and based in a strengths-perspective model;
- carry out activities designated to implement family involvement and support for educational goals;
- act as a liaison among school district programs, community agencies, teachers, and neighborhood families;
- develop referral systems and procedures among families, staff, and community agencies to facilitate delivery of services;
- inform school staff of changes in family situations that might reflect on child behavior or attendance;
- provide advocacy for social services that are unavailable to families by acting as a catalyst to facilitate community action and by partnering with families to become advocates for their children.

### **School Resource Officer**

The School Resource Officer is an on-duty Independence Police Department officer on staff for the high school. The School Resource Officer has three basic roles in our school:

- Law enforcement Officer: Handling Statute Violations.
- Counselor: Informal counseling of students, working closely with the school's counseling staff and administration.
- Teacher: Provide law related education to students in the role of a guest speaker.

### **Transportation**

Student transportation is provided by the school district for students living more than one mile from the school. Bus passes are distributed through the office. Replacement bus passes are handled by the attendance office. One day bus passes are monitored and restricted - established protocols must be followed. For more information on one day passes please contact the front office.

Every student must have a bus pass to ride. Passengers are under the supervision of a driver. Video surveillance is provided. If a student misbehaves, he/she may receive a warning, suspension from the bus, or disciplinary action at the building level. Questions about bus transportation may be directed to the district transportation office at 521-5335.

### **Lockers**

Lockers are the property of the school, and are assigned to students. They are provided as a personal convenience and school officials have the right to inspect lockers without permission of the person(s) currently using the lockers. We discourage any locker sharing with any other student(s) who has not been assigned to the locker, or releasing your locker combination to anyone else.

Items in your locker are considered to be in your possession. Students should keep items not appropriate for class in their lockers all day (for example: skateboards, sporting equipment, helmets, hats, etc.). We discourage students from bringing expensive items, such as jewelry or electronic equipment. The school assumes no responsibility for lost or stolen items.

Lockers should be kept locked. If your locker breaks or jams, you need to report to your PE teacher (if gym locker) or to the office immediately. Please do not report to the custodian. Personal items should be removed from lockers no later than the last day of school.

### **Health Clinic**

A school clinic/nurse's office is available for student use from 7:00 a.m. until 2:30 p.m. Students must have an appropriate pass or medicine card and student I.D. to enter the clinic.

The main functions of the school clinic program are to maintain health records, store and administer medication and temporarily render first aid in cases of accident or sudden illness. All accident cases must be reported to the main office. If it appears an illness is serious, parents will be notified. It is very important that parents yearly provide the health clinic and office with emergency telephone numbers and current work numbers. Parents should contact the nurse if their student has a chronic health condition or disability that may require nursing care or supervision during the school day.

Students 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. Students must be free of fever and kept home for 24 hours after the fever breaks. This prevents spread of disease to others at school. Parents are to call the nurse to report absences due to illness or when a child is diagnosed with a communicable disease. Children will be excluded from school when the following are present:

- Temperature of 100 degrees or higher
- Vomiting and/or diarrhea
- Suspicion of a contagious disease
- Accident requiring medical attention
- Medical concerns that require medical attention
- Rash, undiagnosed
- Unvaccinated

In any event, students may not leave school without office permission. The nurse must release a student through contact with the parent. Any student leaving school for a health reason and not checking out through the clinic will not be considered excused.

Students should never clean up any other student's body fluid. Students should notify the office if there is a need for something to be cleaned up.

### **Medication at School**

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: nebulized Albuterol, 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.

All medication will be stored in the school clinic. **No medication of any kind may be carried by a student at school, on school transportation or at school sponsored activities.** Students found with over-the-counter medication or prescription drugs will face consequences up to, and including, out-of-school suspension under school district guidelines. Under no circumstances can a student or faculty member give any form of medication to another student unless there are life threatening circumstances and the student is under supervision of a parent or health care professional.

### **Independence School District High School Code of Conduct**

The ultimate goals in education are to prepare you to be a life-long learner and a responsible citizen. The ability for an individual to accept consequences for his/her actions and to focus on educational goals is critical to success.

### **Conduct Violating Acceptable Behavior Expectations and Board Policy**

Although the Board of Education discipline policy appears at the back of this handbook, below are key topics all students should review. The list of unacceptable conduct below will be grounds for disciplinary action including, but not limited to: 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. For more information, please see the specific Policies in the back of this student

handbook.

### **Threatening/Bullying Behavior**

Threats or intimidation toward any person, persons, or toward the school will be considered a violation of appropriate conduct. Students who know about a threat or students being victimized need to inform school authorities as soon as possible. Parents of a student suspected of making a threat will be contacted and expected to provide information to help evaluate the threat. Each case will be investigated with consequences ranging from a parent conference to suspension by a principal, the superintendent, the Board of Education, and/or expulsion by the Board of Education. Students also should be aware that the state of Missouri offers a hotline to report school violence: MO School Violence Hotline: 1-866-748-7047.

### **Potential Consequences**

Violation of the guidelines and expectations of our school will be addressed by the administration with potential consequences. Specific consequences will be determined on the basis of the offense. The selection of the consequence is at the discretion of the administration.

1. Detention: Detentions are to be served outside the normal hours of the school day, time and location to be designated by the building. Students must bring course-work to complete or have a book to read. Arriving late or failure to serve will result in further disciplinary action.
2. Extended Detention: Extended Detentions are to be served outside the normal hours of the school day, time and location to be designated by the building. Students must bring course-work to complete or have a book to read. Arriving late or failure to serve will result in further disciplinary action.
3. In-School Suspension (ISS): The length of an ISS assignment may vary. If you are given ISS, you must report to the ISS Room no later than 7:15 A.M. and remain there until the end of the day, either 1:52 or 2:25 P.M. Students in ISS will not participate in assemblies or other school activities. The only activity permitted during this time is silent study. The following guidelines will be followed in the ISS room:
  - Students will be allowed to leave the room only during specified restroom breaks and lunch;
  - Students should contact teachers prior to ISS and bring coursework
  - Students will be expected to turn in their personal technology devices to the ISS teacher. The ISS teacher will secure these items and return them to the student at the end of the day.
  - Questions regarding participation in any athletic or extracurricular practice, rehearsal or performance should refer to the Activities Handbook.
  - Failure to comply with any of these expectations will result in an out-of-school suspension for the remaining ISS assignment.
4. Out-of-School Suspension (OSS): The length of a short term OSS assignment may vary from one to ten school days. *If you are assigned OSS you may not be on campus or attend any school function on or off campus for any reason.* If a student is assigned OSS, the student or family may request student work. Requested student work will be sent to the office to be picked up by a representative (student may not return to campus during the suspension). Course work done during OSS is due upon the student's return.
5. Long-Term Suspension (LTS): Long-term suspension lasts from a minimum of 11 days up to 180 school days. Referrals for LTS are made by the building administration to the superintendent of schools. A hearing will be held with a hearing officer to determine whether or not a long-term suspension will be assigned and, if so, for how long the suspension will last. Students on long-term suspension are prohibited from being present on school grounds and participating in any school activities, on or off campus, for any reason.
6. Expulsion: 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 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.

### **Student Searches Permitted**

Administrators have the right to search students, lockers, vehicles and student possessions when cause or suspicion can be shown for such a search. Lockers are the property of the school district and may be searched without notice. Any time a student enters the school and there is reasonable suspicion of any violation of board policy, a safety check will be conducted of the individual to maintain a safe school environment. Any time a student leaves property without permission and returns to school he/she may be subject to a search based on reasonable suspicion.

In keeping with our district's commitment to provide a drug free and safe environment for our students, unannounced police canine team searches will be made of the school and school property. Items searched might include, but are not limited to: lockers, classrooms, personal items and vehicles on the property.

### **Student ID's**

All students are given one free ID which is to be available on demand at all times. Student IDs will be required for entrance into certain school activities including dances. School IDs are required for entrance into the building after school hours. Subsequent IDs may be purchased for a nominal fee.;

### **Dances / Dance Forms**

The school hosts several dances throughout the year, both formal and informal. Informal dances are internal only dances, open to only our students. Formal dances such as Homecoming, Courtwarming and Prom are open to guests outside of our school if the guest meets defined criteria, completes proper guest paperwork, and gains approval.

#### **An ID is required for entry into dances. In order to qualify for any dance:**

- Student must have a year to date percentage of 90% or higher
- All obligations must be satisfied
- All discipline must be served (also see ISS/OSS policies regarding extra-curricular activities)
- No guests older than 20 will be permitted to attend. No middle school students are allowed to attend

## **Public Displays of Affection**

An open display of affection does not contribute positively to our atmosphere, or to the individuals involved. Be respectful of others and recognize that this behavior is distracting and inappropriate for the learning environment. Staff has the right to address this behavior at all times; disciplinary consequences may be imposed.

## **Dress Code - Personal Appearance And Grooming**

The High School believes that respect for oneself and respect for the greater community of students and staff is reflected in the way one chooses to dress. The way a student chooses to dress should not be a distraction or a disruption to the learning environment of others. Therefore, students should wear clothing that is appropriate for school and is not distracting, disrespectful, offensive, or unsafe. The following guidelines have been adopted to help advise students on proper and appropriate attire:

1. Students must be covered adequately. Because revealing clothing can be distracting to the learning process, the following guidelines must be followed when choosing apparel for school:
  - • Shirts must have straps of at least 2 inches and completely cover the chest, back, and stomach.
  - • Sheer fabrics may be worn only if clothing providing appropriate coverage is worn underneath.
  - • Undergarments may not be showing at any time. Clothing must completely cover the student's undergarments both sitting and standing.
  - • Pants, jeans, shorts, skirts, and dresses must provide adequate coverage of the student's legs, buttocks, abdomen, lower back, and undergarments both sitting and standing.
  - • Pants must be worn around your waist. Because loose pants or shorts that appear in danger of falling off send a sexually inappropriate message and are not acceptable clothing for school.
2. Clothing is considered inappropriate that promotes substances or acts that are illegal in a public school, and clothing that makes specific or innuendo references to alcohol, drugs, tobacco, violent behavior or sexual activity is unacceptable. Clothing that depicts discrimination against others based on their race, ethnicity, gender, religion, physical disability, or sexual orientation, and clothing deemed disrespectful of any of these groups is unacceptable. This guideline includes all jewelry and accessories worn in school.
3. Hats and headgear are not permitted unless otherwise approved. Hats and headgear include baseball caps, skull caps, hoodies pulled up over the head, bandanas, scarves, and athletic head/sweatbands. Students must contact their administrator to gain permission for head coverings worn for religious or medical purposes.
4. Soled shoes must be worn at all times. Because a fire or weather emergency could cause unsafe debris on the floor, soled shoes must be worn at all times. Soft-soled house shoes or slippers are considered unsafe, as they would not provide adequate protection for students' feet in an emergency situation.
5. Sunglasses may not be worn in any manner. Sunglasses interfere with students' ability to read and make eye contact with other students and staff. Sunglasses also inhibit the ability of the faculty to safely identify students. Sunglasses are not permitted inside the building, unless under a doctor's prescription.
6. Face paint, overly dramatic make-up, and non-approved face masks may not be worn. Because this could create an unsafe environment, covering of the face is not permitted.
7. No chains over 12 inches and no spiked bracelets or necklaces are permitted.
8. No blankets shall be carried or worn as coats or to wrap up in while in the classroom. The temperature in the building is regulated according to the outside temperature and kept at a comfortable setting for the learning environment of the student.

Because we believe our students are capable of dressing appropriately within these guidelines, any faculty member has the right to address dress code violations. Should it become necessary for a student to miss class time in order to correct his or her clothing, the time missed is considered unexcused.

- Violation 1- Warning and modification required.
- Violation 2- Provided modification, if possible, and parental contact.
- Violation 3 and beyond- Sent home for appropriate clothing. Not an excused absence.

As fashion trends develop, the administration may determine other styles of clothing are not appropriate, and it is they who have the final right to decide what is acceptable attire for school. (See Board of Education Policy 2651).

## **II. Academic Information**

### **Academic Policies**

#### **The Two Core Expectations**

In High School in the Independence School District, we operate from two simple school expectations:

- Everyone will learn, and
- Everyone will respect everyone.

All policies and procedures concerning conduct by individuals within this learning community are based on one or both of these concepts.

Independence School District Board of Education policies cover more specific potential violations of these two expectations. A copy of these policies can be found here: [https:// www.isdschools.org/board-policies/](https://www.isdschools.org/board-policies/). Some may be found at the back of this handbook. All students and parents/guardians should make themselves aware of these policies.

#### **General Principles of High School**

1. Accept responsibility for your education, your decisions, and your actions.
2. Be a positive role model and proudly represent your school, parents, community, and self.

3. Choose to be involved in your school and community.
4. Maintain a healthy balance between academics and activities, giving your best to each.
5. Support your fellow students and their activities.
6. Respect diversity, individuality, and the choices and rights of others in the school.

### **Being a Proactive Learner**

The learning opportunities and life lessons that occur in the classrooms of our school are vital to your education. Learning is the most important activity- it is why we are all here. The staff will insist that your behavior reflect the importance of learning.

#### **On a daily basis, you will be expected to:**

- arrive to class on time;
- be prepared for class with all necessary materials for the day;
- be attentive and focused on the task at hand for the entire class period;
- demonstrate care and consideration for school property as well as the property of others;
- show respect and consideration for others at all times.

These are guiding principles for behavior in classrooms if you are to be productive. Each teacher may establish rules and procedures more specific to his or her classroom. You are expected to follow those rules as well. Classroom rules are established by each teacher and made known to students. These rules are considered to be necessary for the safe and orderly conduct of the classroom and learning activities. Classroom guidelines are to be respected at all times.

High school is an academic institution and it takes a team effort for students to succeed. It is the responsibility of the teacher to lead in the educational process. The parents' responsibilities include support and encouragement. The student is responsible for the work and being aware of their grade on a consistent basis.

### **Course Syllabus**

Each teacher will provide students with a course syllabus during the first week of class. The syllabus will cover the academic objectives, classroom guidelines, general course outline of lessons and assignments, grading and late work policies, and a list of resources needed.

### **Incomplete/Late Work Philosophy**

Students are expected to complete all work by the due date assigned. Students who miss the deadline due to any absence will have up to one week to make up the assignment. Work turned in late will be subject to the late work policy in accordance with district expectations.

### **Quarter Progress Reports and Semester Grades**

Parents and students may check student grades online at any time using PowerSchool. Students and parents can contact our main office for login information. Parents may contact their student's teachers to ask questions regarding grades. Teachers will update grade books regularly and **within one week of the due date** for any assignment.

The final *semester grade* is based upon the student's work throughout the entire semester. Quarter reports are simply progress reports. Semester grades are not the average of the quarter grades. The only grades that appear on transcripts are semester grades.

## **GRADUATION INFORMATION**

The Board of Education recommends students attend eight semesters of high school in the regular four-year course of study in grade nine and above. During these eight semesters, the following criteria are part of Board Policy:

- Satisfactory completion of recommended units of credit is required for graduation by the Board of Education.
- Students who have completed all graduation requirements, including financial and disciplinary obligations, are eligible to receive a diploma during the spring graduation ceremony of that year.
- The attendance requirement may be reduced for pupils who cannot attend due to illness.
- Part of the minimum requirement may be earned by these students through correspondence, through approved homebound study, or other administration-approved alternative methods.

### **Graduation Requirements**

#### **Specific Courses Credit Requirements**

English/Language Arts 4 credits

Social Studies\* 3 credits

Mathematics 3 credits

Science 3 credits

Fine Arts 1 credit

Practical Arts 1 credit

Physical Education 1 credit

Health 0.5 credit

Personal Finance 0.5 credit

Electives Credits 11.5 credits

**Total to Graduate 28.5 credits**

*\*The following is a breakdown of classes required in the Social Studies area:*

- *Ninth Grade- World Geography (0.5 credit) or Honors Geography (0.5 credit)*
- *Tenth Grade- World History (1 credit) or AP European History (1 credit)*
- *Eleventh Grade- American History (1 credit) or AP US History (1 credit)*

- *Twelfth Grade- American Government (0.5 credit) or AP Government (0.5 credit)*

A student desiring to graduate after seven (7) semesters of attendance must have approval of the Board of Education. Students must submit their request in writing by November 1st. **Students should be advised that omission of the eighth semester will affect their class rank and cause them to forfeit participation in activities regulated by the Missouri State High School Activities Association under the eligibility requirements.**

Additional considerations concerning graduation involving summer school, correspondence credit, transfer students, and other issues may be discussed with a counselor and be approved by the principal or his/her designee.

## **Commencement**

Graduation from high school is an important life event for students and their families. Commencement ceremonies are formal occasions to mark the successful completion of an academic milestone and the transition into the next chapter of life. Therefore, the ceremony should be taken seriously. Participation in the commencement ceremony is a privilege not a right. To help ensure it is treated with the respect and dignity it is due, the following guidelines are presented. Dress expectations are formal wear. No shorts, jeans, T-shirts, flip flops, and other such informal attire will be permitted. Furthermore, decorations and deviations from the traditional cap and gown will not be permitted. Academic regalia, honor cords, and stoles must be officially approved and worn according with tradition.

Administration will have the final decision in denying a graduate's participation in commencement.

Due to limited seating capacity, it is necessary to limit the number of guests each senior can invite to commencement exercises. Tickets will be issued to students to provide for their invited guests to enter the auditorium for the ceremony.

## **Library Media Center (LMC)**

### **Student Use of the Library Media Center**

All students must have passes from their teacher to enter the LMC during school hours. Passes must be dated and signed by a teacher, with the reason for being in the LMC clearly indicated.

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. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, communication, innovation and publishing by students. All students must follow the Acceptable Use Guidelines when accessing the internet as outlined in board policy.

### **Plagiarism/Academic Dishonesty Policy**

Students need to be aware of the legal and ethical consequences of plagiarism and/or academic dishonesty. Intentional or not, it is never acceptable to use someone else's words without giving him or her credit. In order to be successful in school, students need to know how to avoid plagiarism. It is defined as "the use of another person's writing or ideas without giving that person credit by means of quotation marks and/or footnotes. All source material,

whether presented through summary, paraphrase, or precis, must have adequate footnote citation" (UMKC- HSCP English Handbook, 2006)

In individual classrooms, teachers will discuss academic honesty and will instruct students as to proper methods of documentation to avoid plagiarism. It then becomes, and is, the student's responsibility to credit his or her sources properly. Failure to do so may result in a failing grade for the assignment and, in serious instances, may result in a failing grade for the course. Parents will be informed of any instances of plagiarism as well as the consequences decided upon by the classroom teacher and administration.

### **Technology: Acceptable Use 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 High School 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 without the direct supervision of a teacher may need to meet additional requirements. Students will need to ask the Library Media Specialist in his/her building about those additional requirements.

**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. A student who uses another person's username and password or allows someone to use his/her username and password will be disciplined and denied computer access for a specified period of time.

**File Sharing-** Copyright laws protect various forms of software, music, and video files. Students are not allowed to download software, music, or video files at school, unless appropriate fees have been paid and the downloading process is supervised by a teacher or administrator. Files not protected by copyright laws may be shared provided it is for educational purposes and does not contain inappropriate material. 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. Inappropriate use of the network or an inappropriate request to remove a filter could result in a student account shut down for 30 days. The use of proxy servers or any other means of bypassing the district firewall is not allowed and will result in disciplinary action.

**Signature of acceptance-** Signatures on the student data sheet signify that both parents and students understand the guidelines and consequences of the Technology Acceptable Use Policy and agree to follow them. Questions concerning this policy should be directed toward the Director of Technology for the Independence School District.

### **Textbooks**

Textbooks may be supplied by the school district for students. Books will be checked out to students using student IDs. Students are responsible for their textbooks assigned and for returning the specific book(s) in good condition at the end of the term. Books damaged or not returned will be assessed at the appropriate cost. Turning in a different book does not relieve the student of the obligation for the book(s) assigned. Any damage beyond normal wear will be assessed to either replace or repair the book. Textbook prices are available upon request.

### **A+ Schools Program**

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

### **A+ Designation Requirements**

The A+ Designation will be awarded to students who meet the following eligibility requirements:

- Be a U.S. citizen, permanent resident, or lawfully present in the U.S.
- Attend a designated A+ high school(s) for two (2) years prior to graduation.
- Graduate from a designated A+ high school with an unweighted cumulative GPA of 2.5 or higher on a 4.0 scale.
- Graduate with a minimum cumulative 95% ADA (Average Daily Attendance) record over a four year period.
- Students must score proficient or advanced on the Algebra I End of Course Exam.
- Perform and document fifty (50) hours of unpaid district tutoring or mentoring, coordinated through the A+ office. Up to 25% of those hours (12.5 hours) may be documented job shadowing.
- Maintain a record of good citizenship and avoid the unlawful use of drugs and alcohol.
- Apply for non-payback scholarships by completing a FAFSA (free application for federal student aid).

To receive additional information about the A+ Program, contact your building A+ Coordinator.

### **Student Attendance (Policy 2310)**

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.

### **Saturday School**

Saturday Schools occur on Saturdays scheduled by the district and are located at central office. Students must register online through the school webpage. Teachers and administrators may also "assign" students Saturday Schools for reasons ranging from attendance issues to making up missed work. Please watch for dates each semester regarding Saturday School opportunities. Students must have their ID in order to attend Saturday School.

### **Withdrawing from School**

Prior to leaving school, a student should schedule a conference with his/her counselor. All textbooks and monies due must be cleared before the student's records will be signed and available for forwarding to another school.

### **Schedule Changes**

Schedules are made through the enrollment process each spring. Classes have been scheduled to maintain class balances and staffed appropriately. No course changes or teacher switching will be made unless there is a legitimate reason. Changes can only be made within the first ten days of the beginning of each semester. Schedule changes will be made for the following reasons:

- to meet graduation requirements;
- to correct scheduling errors;
- to meet class prerequisites as outlined in the program of studies.

Student-initiated or disciplinary drops from a class beyond the 20th class day of the semester may result in a failing grade for the semester. Underclassmen cannot have a partial schedule.

### **Student Services/Code of Conduct**

This section of the handbook covers the various services available to assist students throughout their high school experience along with the expected conduct of successful students.

### **Hall Passes**

Hall passes are necessary for students to be in the halls, library or other general areas when classes are in session. This includes going to the nurse's office, main office, library, another classroom or to the counseling center.

## III. Policies and Guidelines

### Cell Phones/Personal Technology

We are committed to creating and maintaining a positive learning and teaching environment for all our students and staff. With a positive environment, we can help all students be successful in their learning activities. In order to provide the best educational experience possible, distractions must be kept to a minimum. The Independence School District believes in promoting professional and positive use of personal technology such as cell phones, tablets, laptops, etc. Students, teachers and administrators have researched and discussed the impact of cell phone usage during the school day. In order to create the best learning environment for all students, the following guidelines have been established:

- Students will be required to keep their cell phones/electronic devices/listening devices including headphones, air pods and earbuds put away during class time.
- Cell phones/electronic devices/listening devices including headphones, air pods and ear buds may be used by students at the following times:
  - Prior to the start of the school day
  - During a student's assigned lunch shift and only in the cafeteria
  - After school

If a student has their device out during the school day during class or during passing time without permission, the student will be directed by staff to the front office. There, the office will put the device in a secure **Yondr** pouch and return it to the student. When the final bell rings, the student may have the office **UnYondr** it. After the fifth **Yondr**, and after each continued violation of the policy, a parent and/or guardian will need to pick up the device(s) from the office. Students who are in detention and/or ISS will have their device(s) placed in a **Yondr** when they enter the class room. The school is not responsible for lost or stolen cell phones, tablets, laptops, or other personal technology devices. If a student needs to make an emergency call during the day, they should receive permission from their classroom teacher and come to the office to make the call.

### Phone Messages

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In emergency circumstances, we will deliver a phone message to the student from a parent, guardian, or family member. The person making the call will be asked the nature of the emergency before the message can be delivered. Only the office may deliver the message in order not to interrupt the class. We will not call students to the phone.

### **Deliveries to Students**

Flowers, balloon bouquets, personal telegrams, and/or food or beverages may not be delivered to students at school. These items will not be accepted and will be returned to the delivery agency. We are a latex-free building due to students with severe allergies; therefore, latex balloons are not allowed in the building.

Parents bringing personal items to school for students should take them to the office and students should check for these items between classes. This will help prevent classroom disruptions by intercom. Students will not be called out of class for lunch deliveries and cannot be late to class in order to eat lunch deliveries.

### **Student Parking Permits**

Parking permits are required for parking on school property. The cost of parking permits is \$30.00 for the full year. Permits purchased after 1st semester will be \$15.00. Parking permit information is available in the main office. Permits may be purchased in the main office before the school year begins or after school once the school year resumes.

In order to purchase a parking permit, students must meet the following criteria:

1. Must be a senior or junior with the appropriate number of credits toward graduation (sophomores will be allowed to purchase permits as space allows);
2. No more than 8 excused/unexcused absences from any class;
3. No more than 5 class days missed due to ISS and/or OSS;
4. All disciplinary consequences served by the due date;
5. Possess a valid driver's license; and
6. Have no outstanding obligations.

### **Student Parking Guidelines**

- Any student may lose this privilege, without a refund, if they abuse the rules or use their car to leave school without permission. Permit may be revoked without refund for being late to school, truancy, and behavior issues.
- The owners must insure vehicles parked at school, and the school assumes no responsibility for damage, theft, or other problems with vehicles. When a vehicle is parked on school property it is subject to search if there is reasonable suspicion of school policy violations.
- Students should not sell, loan, or give a purchased permit to another student and will face loss of driving privileges for such an offense.
- Students need to obtain a pass from the office in order to go to their vehicle during the school day.
- No smoking is permitted in the lot, in your car, or on any part of school grounds.

### **Consequences for violation of parking guidelines:**

- First offense (ticket)- Warning or \$30 fine for no parking permit
- Second offense (ticket)- \$30 fine
- Third offense (ticket)- Loss of parking privileges

### **Attendance Policies**

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

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

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

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

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

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

*Students who do not meet the above mentioned criteria will be considered to be in noncompliance with these attendance procedures and will be assigned an unexcused absence for time missed.*

### **Attendance Policy 2310**

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.

## **Tardy Policy**

Punctuality is important. Students who are tardy to class will be marked in PowerSchool. Students with excessive or persistent issues with being tardy to class will face disciplinary action by the administration.

## **Late to School Policy**

Classes begin at 7:15 A.M. All students arriving late to school must report to the office for a pass.

## **Proper procedures for checking in/out of school**

Students should not leave the building or school grounds for any reason without first receiving permission from their parents and signing out at the attendance office. Failure to do this will be considered truancy. To excuse them, a parent must call before the student leaves. A parent calling after the fact does not excuse the student from checking out without prior permission. Failure to follow the proper procedures will be considered insubordination and will result in disciplinary action.

Early dismissal will be permitted only after the attendance secretary or principal verifies, by phone or personal contact, the parent's consent for the student to leave the school. Students bringing notes to school in the morning from a parent should drop the note off before school begins at the attendance office as early as possible so the check-out may be verified by phone before the student needs to leave.

Proof of appointments during school hours will be necessary. Students will need to bring a doctor's note back to school for the absence to be marked medical.

Students returning to school during the day must go to the office and sign in before going to class.

## **Student Pre-Excuse Form**

Students expecting to miss school for a family event, college visit or other planned activity must fill out a pre-excuse form, obtain proper signatures and permission and file it with the attendance office at least 24 hours in advance of the date(s) the student will be gone. Filling out the form does not automatically mean the absence will be excused, and all absences count against the ten-day attendance policy except medical (with doctor's note), death in the family or a family emergency as determined by the administration. Two college visits per year will not count against seniors' attendance, and one will not count against the juniors. Emergency situations (funeral out of town, critical immediate family illness, etc.) will not always require this form, especially if an emergency occurs over the weekend, during the night, etc.

## **Excused Absences**

If a student must miss school due to illness, family emergency, doctor appointment, court date, a funeral, or other personal reasons, their parents need to notify the attendance office as soon as possible. A message can be left 24 hours a day by calling the Attendance Line found in the front of this handbook.

## **Principal retains right to determine truancy**

Truancy means being absent for any reason other than those reasons established as being acceptable by a principal. The principal has the right to determine whether an absence is excused or unexcused.

### **Extra-Curricular Activities**

*Programs, such as the school newspaper, yearbook, choirs, debate, band, and orchestra, are part of classes students may take for credit. Course descriptions may be found in the district's **Program of Studies**. Students must be enrolled in at least 7 of 8 classes to be eligible for participation in MSHSAA sanctioned activities. For more information on the following items and much more, please see the district website at [www.isdschools.org](http://www.isdschools.org)*

- Program of Studies
- Academies of the ISD
- NCAA Eligibility Requirements
- Graduation Requirements

### **Athletics**

The Independence School District is a member of the Missouri State High School Activities Association, which sponsors and regulates athletic and activity competition among Missouri schools. This association recommends a high standard of good sportsmanship. The following code of courtesy is from the manual of the Missouri State High School Activities Association:

- Sportsmanship is simply being honorable; that is, knowing when to forego an advantage while courageously striving to win.
- The rules of the game are regarded as mutual agreements, the spirit and letter of which will be observed by all honorable persons.
- Respect the decisions of the officials for they are mutually selected by the competing schools and are invested with the final authority by the rules of the game.
- Pursue a course of individual conduct and team action which will be honorable if shown to opponents or to the public.
- Whether a visitor or host, "Do unto the other fellow the way you would like for him to do unto you and do it first."
- The spectator represents his school and community and should give suitable recognition to the skill and sportsmanship of players, regardless of their team affiliation.

Officials rate schools on sportsmanship, including players, school officials and spectators.

### **Sports Fees, Eligibility Requirements**

Each student who chooses to participate in any of these sports must pay a participation fee once during the school year. A sports activity pass is issued only for the season (fall or winter) in which the student is participating in a sport. Eligibility rules are set according to the MSHSAA and the local athletic committee. According to MSHSAA bylaws, if a student misses one or more classes without being excused by an administrator, the student shall not be considered eligible on that date. Further, the student cannot be certified eligible to participate on any subsequent date until the student attends a full day of classes without an unexcused absence.

## **Sportsmanship Code**

We, the student body, feel good sportsmanship should prevail at all school functions. We consider all opponents as guests and treat them with courtesy due friends and guests. We accept all decisions of officials without questions. We never utter abusive or vulgar remarks to a player or an official. We applaud opponents (such as a player attempting a free throw). We seek to win by fair and honest methods according to the rules. We try to win without boasting and lose without excuses. We ask that every player and fan do his/her best through the game to cooperate with us in living up to our code.

Attendees removed from a contest by a referee, principal or supervisor may be suspended from any or all activities for the remainder of the season. Suspensions occurring in the second half of a season may be carried over to the following sports season at the discretion of the Principals and/or Activities Director.

## **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.

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**

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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, 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,

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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**

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**

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**

July 29, 2020

- 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 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

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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**

July 29, 2020

## **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 greater than four ounces; and other similar devices as recognized under federal law, or
4. Any combination of parts either designed to or intended for use in converting any device into a device as described in paragraphs above.

#### **Definition of Weapons**

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

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

**Other Weapons:**

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

**Students Who bring Firearms or Weapons to School:**

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

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

**Applicability of Regulation to Students with Disabilities**

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

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

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 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

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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.
  - 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:

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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**

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*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**

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:

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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.

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.

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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**

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**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**

### **(Form 2671)**

#### **Discipline**

#### **Student Discipline Hearings**

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

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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 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

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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/Regulation 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 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

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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.

### **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 students. 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:
  - a. 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
  - b. 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

### **Head Lice Guidelines**

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

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highly recommended.

- Active head lice will be identified as: Live lice or viable eggs "nits" that are within 1/4 inch from the scalp. – Egg/Viable nit: located within 1/4 inch of the scalp – Non viable nit: located away from the scalp at least 1/4 inch
- 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

**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

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- 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.

### **District Transportation Policy**

The Independence School District will provide transportation to students living one mile or more from their school of residence. Transportation may be provided for students living less than one mile from school if pay ridership has been arranged and approved through the Transportation Department.

### **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 the closest and safest identifiable intersection
- Stop distances will be based on grade level and developmental appropriateness
- 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
- Middle and high school students must carry their bus pass and school ID

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.

### **Pay Ridership**

The Department of Elementary and Secondary Education (DESE) only reimburses schools for transporting students

living farther than one mile away from their school. Students residing within one mile of school may apply to use the district's transportation service through parent pay. The Transportation Department will consider each request to determine if there is available space on the bus and safe access to an existing stop. Additional stops will not be created. A new request form must be submitted and approved each year.

### **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:

- Follow the bus driver's directions
- 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.

### **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:

- 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.

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- 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)*

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

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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. This Virtual Learning platform is used by school districts K-12 and higher learning across the country. Canvas will include a daily live teaching component, attendance and grading expectations for credit.

## **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 not only critical to the academic success of your child, it is also a legal requirement. Under Missouri Law (Section 167.031, RSMo), "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 do 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. Lack of

attendance/participation may also result in the District terminating your student's enrollment in a virtual course or program.

Pursuant to Board Policy/Regulation 2921, and the by-laws of the Missouri State High School Athletics Association, ISD middle and high school students must be enrolled for at least two (2) credit-bearing, seat-time classes for a minimum of 1.0 units of credit to participate in ISD activities and athletics.

### **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 a suitable electronic device, and to a reliable internet connection, 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 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 any 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 store materials and work without interruption for the duration of the virtual class time.
- 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.
  - Dismissal 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), the 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.
  - 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.
  - Parents/guardians will be notified, by the building, of grade level/course end of unit assessments.
  - 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:
- 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).
  - When the district receives student results, 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.
  - 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:
  - Student results will be shared with the parents/guardians when available.
- **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 a student's 504 plan. 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 policies and regulations for 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. By utilizing the access to electronic resources provided by the District, you agree and acknowledge that 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**