

ISD Middle Schools 2021-2022 Student Handbook

Bridger Buffaloes



Bingham Bears



Pioneer Ridge Patriots



Nowlin Falcons



Bingham Middle School

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

School Information **Bingham Administration**



Brett Playter
Principal



Taisha Newcomer
Assistant Principal
Athletic Director



Bobby McCutcheon
Assistant Principal
ABC Coordinator

Counselors:

Jennifer Gaye – 7th Grade

Jessica Miller – 8th Grade

Support Staff:

Erin Carr – Family School Liaison

Officer Harraman – School Resource Officer

Office Staff:

Jamie Oakes – Receptionist

Carmen Gfeller – Attendance Secretary

Teresa Roberts – Principal's Secretary

Office Hours: 7:30 a.m. – 4:00 p.m.

School Hours: 8:12 a.m. – 3:22 p.m.

School Phone: (816) 521-5490

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

School Website: sites.isdschools.org/bingham

Follow us on Twitter: @binghambears

Bridger Middle School

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

School Information **Bridger Administration**



Jeff Williams
Principal



David Chaney
Administrative Intern
ABC Coordinator



Jessica Temple
Assistant Principal

Counselors:

April McReynolds
Andrea Young

Support Staff:

Kellie Bowles – Family School Liaison
Officer Acevedo – School Resource Officer

Office Staff:

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

Office Hours: 7:00 a.m. – 3:30 p.m.

School Hours: 7:15 a.m. – 2:25 p.m.

School Phone: (816) 521-5375

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

School Website: sites.isdschools.org/bridger

Follow us on Twitter: @BridgerMiddle6

Nowlin Middle School

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

School Information **Nowlin Administration**



Lori Mertz
Principal



Steve Painter
Assistant Principal
Athletic Director
ABC Coordinator



Roy King
Assistant Principal



Brian Schultz
Assistant Principal

Counselors:

Becky Berck
Callie Streich

Support Staff:

Julie Crowell – At Risk Coordinator
Twanna Jones – At-Risk Coordinator
Liz Diaz – Family School Liaison
Dez Abraham and Jack Taylor – School Resource Officers

Office Staff:

Claudia Hill – Receptionist
Holly Pesce – Attendance Secretary
Nicole Parrish – Principal's Secretary

Office Hours: 7:30 a.m. – 4:00 p.m.

School Hours: 8:12 a.m. – 3:22 p.m.

School Phone: (816) 521-5380

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

School Website: sites.isdschools.org/nowlin

Follow us on Twitter: @NowlinMiddle

Pioneer Ridge Middle School

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

School Information

Pioneer Ridge Administration



Michael Estes
Principal



Rod Briggs
Assistant Principal
Athletic Director
ABC Coordinator



Kara Schoff
Administrative Intern

Counselors:

Ashley Phillips
Nicole Gilbert

Support Staff:

Jennifer Watts – Family School Liaison
Officer Smith – School Resource Officer

Office Staff:

Elicia Lundholm – Receptionist
Rhonda Teevan – Attendance Secretary
Elaina Baker – Principal's Secretary

Office Hours: 7:30 a.m. – 4:00 p.m.

School Hours: 8:12 a.m. – 3:22 p.m.

School Phone: (816) 521-5385

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

School Website: sites.isdschools.org/pioneerridge

Follow us on Twitter: @PioneerRidge_MO



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.

Purpose of the Agenda

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

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

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

Data Sheets & Emergency Information

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

Attendance

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

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

TO REPORT AN ABSENCE, CALL THE RECEPTIONIST

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

Attendance – Release of Students

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

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

Homework Request for Absences

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

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

Long-Term Absences

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

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

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

Academic Eligibility for Athletics and Activities

In order for students to participate in Missouri State High School Athletics Association (MSHSAA) sponsored activities and athletics at the beginning of the school year, students must have passed six (6) of seven (7) subject area classes during the last grading period of the preceding school year. During the school year, students will become ineligible if they fail more than one class at the end of the grading period. Students would remain ineligible for the duration of that grading period. His/her status would be determined the next grading period based on his/her new grades.

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

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

Virtual Education

Enrollment Timeline

For families interested in virtual enrollment, the Independence School District will adhere to the same timeline outlined in Board Policy/Regulation 6190. "The enrollment period will be ten (10) school days prior to each semester. Students who fail to timely enroll will be permitted to apply the next semester. New students enrolling during the school year will have five (5) school days from school enrollment..."

For the 2021-2022 school year the enrollment period for virtual students in the fall semester will be July 7-August 9 and for the spring semester it will be November 29-December 8. If the current enrollment period has passed, then the student will be eligible for virtual enrollment the next semester.

If a virtual student is electing to come back to in-person, here are the timeline windows for this to occur during the school year:

- Secondary virtual students will remain in the virtual model for the entire semester and can move to in-person at the beginning of the upcoming semester.
- If a Secondary virtual student is failing three or more classes, the building can bring the student back to in-person at the end of a quarter.

Bus Information

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

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

ISD will be utilizing a program called ZPass. The ZPass is a student identification system designed specifically for school bus transportation. The ZPass System allows the district to see where and what time students get on and get off district busses, helping to ensure student safety. Students will receive ZPass cards that they must carry to ride the bus. If students do not have their ZPass when boarding the bus, he/she should notify the driver at the time. Students should report to the bus driver if they have lost their card or notify the school.

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

Special Request/ Permission to Ride a Bus with a Friend

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

Character

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

Focus Traits throughout the year:

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

Counselor/Family School Liaison

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

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

Credits

A credit system for the 7th and 8th grade students has been implemented. Students will have the opportunity to earn six units of credit per year. Students must earn a **minimum of 4.5 credits each school year** and a **minimum of 3 of the 4.5 credits must be from the core classes (English Language Arts, Math, Science or Social Studies.)** Students will monitor their academic and attendance progress in homeroom class and intervention blocks throughout the year. Students will have numerous opportunities to recover credit through tutoring, intervention classes, and/or credit by completion. Seventh grade students who do not meet the credit requirement and who do not complete summer school may be retained or required to take credit recovery classes within the school day the following year which could result in the loss of elective class options. Eighth grade students who do not meet the credit requirement will not attend their comprehensive high school, but will attend the Bridge Program to ensure academic success.

Deliveries

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

Field Trips

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

Fundraising

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

Health Services – Nurses

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

YOUR CHILD'S HEALTH

The primary focus of health services is the prevention of illness and injury along with early detection and correction of health problems. The role of the school nurse is to strengthen and support the educational process by improving and protecting the health of children. A nurse, who is a registered nurse (RN) or a licensed practical nurse (LPN), will be on duty. The nurse will provide first aid and assess the child who is ill or injured while at school. Parents will be notified when a head injury and other serious injuries occur at school. It is very important that parents provide the health clinic and office with emergency telephone numbers and current work

numbers. This information should be updated whenever changes occur. Parents should contact the nurse if their child has a chronic health condition or disability that may require nursing care or supervision during the school day, or administration of medication, such as:

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

HEAD LICE

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

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

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

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

Bed Bugs Procedures

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

Procedures if bed bugs are found are as follows:

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

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

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

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

Student or staff was tested for COVID-19:

1. Tested Positive and Symptomatic
 - 10 days have passed since the first symptom appeared
 - No fever for 24 hours without the use of fever reducing medication
 - Other symptoms have improve
2. Tested Positive and is Asymptomatic
 - 10 days have passed since the positive test was performed
 - No symptoms developed
3. If during isolation they develop symptoms
 - They should isolate for 10 days from symptom onset
 - No fever for 24 hours without the use of fever reducing medication
 - Other symptoms have improved

Individuals who are hospitalized for COVID-19 and/or are severely immunocompromised may warrant isolation for 20 days after their first symptoms appeared.

Return to School from COVID-19 Exposure Guidelines

The CDC recommends that students and staff that have been deemed exposed to COVID-19 be tested for the virus. ISD does not require testing.

If Negative:

- Complete 14 day quarantine
- If symptoms develop. Isolate for 10 days from symptom onset, have no fever for 24 hours without the use of fever reducing medication and symptoms have improved.

If Positive:

- Complete 10 day Isolation, have no fever for 24 hours without the use of fever reducing

medication and symptoms have improved.

- If asymptomatic and during isolation they develop symptoms they should isolate for 10 days from symptom onset and have no fever for 24 hours without the use of fever reducing medication and symptoms have improved.

Risk Evaluation and Expectations of COVID-19 Exposure

1. Close contact is defined as being within 6 feet of someone for fifteen cumulative minutes or more, who tested positive for COVID-19.
2. If a student or staff member 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 lives with someone that has symptoms of COVID-19, they will self-quarantine for 14 days. They will self-monitor for symptoms, if symptoms develop follow CDC guidelines.
4. If a student or staff lives with someone being tested for COVID-19, they will quarantine while awaiting test results.
5. If a student or staff member 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.
6. 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.

Quarantine Guideline for Fully Vaccinated Students and Staff

Per CDC: people are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson and Johnson/Janssen).

1. A staff member or student exposed to a person suspected or confirmed positive for Covid-19 does not have to be quarantined if they are fully vaccinated and asymptomatic.
 - If the staff/student develops symptoms consistent with Covid-19 within 14 days of exposure, they should isolate and contact PCP for further guidance and testing if indicated.
2. Although the risk is low, if a fully vaccinated staff member or student develops symptoms consistent with Covid-19, they should isolate, be clinically evaluated, and tested if indicated.
3. A fully vaccinated staff member or student is not required to miss work/school (unless symptomatic) for the following:
 - Household member has symptoms consistent with Covid-19
 - Household member is being tested for Covid-19 or is awaiting results of a Covid-19 test
 - Household member is positive for Covid-19
 - Recently traveled out of the country or on a cruise ship

Staff member or student must be able to show proof of full vaccination to the supervisor or school nurse.

Injury

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

Insurance

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

Latex Allergies

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

Medications

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.
 - o Clinics have "Standing Orders"for Tylenol, Ibuprofen Aloe Gel, antacids, antibiotic ointment, diaper cream, cough drops, glucose tablets, hydrocortisone cream, Oragel, and sunscreen, which allows parents/guardians to bring in these medications without doctors' orders. They will be administered per orders/label instructions.
4. School clinics DO NOT provide Tylenol or Ibuprofen as stock items. They need to be provided and a consent form signed by the parent/guardian. School clinics do provide the following emergency medication that can be administered in an emergency situation: Albuterol by metered dose inhaler, Benadryl, and auto-injector Epinephrine. School clinics also provide Bacitracin Zinc, Calamine/Callergy lotion, Eucerin lotion, Hibiclens, ophthalmic solution, salt water gargle, Vaseline, warm packs and ice packs.

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

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

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

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

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

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

Inappropriate and Unnecessary Items for School (including cell phones)

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

-Phones, wireless earbuds (airpods), smart watches, video games, cameras, fidget spinners, players, speakers and other electronic equipment and devices.

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

Screenings

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

your school nurse.

Progress Reports

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

Reporting Periods

1st Semester:

Quarter 1 End Date: October 15th

Semester 1 End Date: December 21th

2nd Semester:

Quarter 3 End Date: March 11th

Semester 2 End Date: May 20th

Eligibility for Activities

A 7th or 8th-grade student must meet the following requirement to be academically eligible to participate in interscholastic activities.

1. A "grading period" is a period no less than six weeks and no greater than nine weeks where progress is determined and reported to students/parents.
2. The student shall be currently enrolled in and regularly attending coursework for 7th or 8th grade.

PowerSchool

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

National Junior Honor Society

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

President's Award for Educational Excellence – 8th Grade Academic Award

Students meeting the following criteria will be recognized during their 8th grade year by the Board of Education for their outstanding academic achievement:

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

Library Media Center Policy

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

sign in on the provided list.

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

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

Lockers

You will be assigned a locker during the first few days of school. Only locks provided by the school are allowed to secure your locker. Use only your assigned locker. **DO NOT SHARE YOUR LOCKER WITH ANYONE ELSE UNLESS ASSIGNED BY ADMINISTRATION**. Your books, backpack, coat, and class work must be stored in the locker assigned by your teacher so the office can locate your supplies in case of illness. Remember to keep your locker combination a secret. Letting others know your locker combination may result in problems or possibly even theft. Report any locker difficulties to your teacher.

Although your locker stores your personal possessions as well as the school's books, remember that all lockers belong to the school and may be opened as needed. Be sure to keep your locker clean, organized and free of unacceptable posters or other materials. Remember, what does not belong at school does not belong in your locker.

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

Nutrition Center Expectations

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

Expectation in the Nutrition Center and Common Area

- ALL lunch items must be placed on a tray. Leave food in its serving container until it is paid for. Do not eat in line. You may only go through the lunch line one time, so be sure to get everything you need.
- Students are NOT permitted to wear coats, jackets, or other garments to lunch. Backpacks should be left in the locker every morning.
- No cutting in line, saving seats, or having one student purchase food for another student. • Students must have their money and PIN number ready when they reach the cashier. • Students will sit in tables designated by their lunch hour teacher and remain seated at those tables during the entire lunch shift.
- Students are not permitted to eat fast-food items in the nutrition center, but may eat their lunch in another designated location.
- Food and drink are NOT allowed outside of the nutrition center. You should finish all items prior to the end of your lunch time.
- Students will be expected to conduct themselves properly while using the cafeteria. Throwing of

objects or creating any disturbance will result in a disciplinary consequence. Students may be required to assist with clean-up duty, silent lunch detention, and/or referral to their community administrator.

Nutrition Services – Breakfast/Lunch

This information is meant to assist families with understanding how Nutrition Services works within each building. Nutrition Services has a computerized cashiering system at all of our schools. All students enrolled in the ISD are assigned a lunch ID number (PIN Number) that will allow access to a debit account in order to purchase and pay for breakfast and lunch meals. This account may also be used to pay for a la carte items at our secondary schools only. Money may be deposited into a student's account so that it is available each time a student eats allowing the student to pass through the lines quickly. Students may also place money onto their accounts with cash or checks.

Parental/Guardian account information:

- o Parents/Guardians may review accounts and place money in their student's account via MySchoolBucks at: <https://www.myschoolbucks.com/ver2/getmain?requestAction=home>
- o Parents/Guardians are encouraged to fill out a free and reduced-price meal application to receive free or reduced-priced meals for their student. This can be done by clicking: <https://www.myschoolapps.com/Application> **Free and reduced-price meal applications are accepted all year long.**

Free and reduced-price meals

Applications for meal benefits must be submitted every year to maintain meal benefits from July 1 through June 30. Income guidelines do change annually on July 1. All households who apply for meal benefits will be notified by mail whether approved or denied. Any student receiving free or reduced-price meal benefits in a given school year will have those benefits extended to them for the first thirty days of the following school year. This is to allow the filling out of a new application with no interruption of service or accumulation of meal charges for this time frame. If at the end of these thirty days no application is received, a student's status will be changed to full-pay and meal charges will start accruing. All accumulated charges are the parent's/guardian's responsibility to pay.

Unpaid Meal Charge Policy

Please click here and scroll down the webpage for the ISD Unpaid Meal Charge Policy:

<http://sites.isdschools.org/nutrition>

Unpaid meal charges may result in suspension or withholding of some ISD services including but not limited to Kid's Safari and Early Education services, parking privileges, diplomas, grade cards, teacher and classroom assignments, participation in extracurricular activities, etc.

2021-2022 Meal Prices

Due to extended USDA waivers, there will be no charge for student breakfast, lunch, or snack meals.

Adults: breakfast \$2.30

lunch \$3.85

Lunchroom Expectations

- Use good table manners.

- Use soft voices when talking to the person next to you.
- Wait quietly and patiently in line.
- Show respect to lunchroom personnel.
- Do not share food.
- Leave all food on the tray until paid for. Do not eat food while in line to pay.
- Wearing coats, jackets, hoodies is discouraged when entering a meal serving area.
- No cutting in line, saving of seats, or having one student purchase food for another.
- Students must have money and/or their PIN number ready when they reach the cashier.
- Students will sit in tables designated by their lunch hour teacher and remain seated at those tables during the entire lunch shift.
- Students are not permitted to eat fast-food items in the nutrition center, but may eat their lunch in another designated location.
- Food and drink are NOT allowed outside of the nutrition center. You should finish all items prior to the end of your lunch time.
- Students will be expected to conduct themselves properly while using the cafeteria. Throwing of objects or creating any disturbance will result in a disciplinary consequence. Students may be required to assist with clean-up duty, silent lunch detention, and /or referral to their community administrator.

Allergen Information

If your child has a food allergy please contact your building's Health Services staff for proper documentation procedures.

Vending Machines- Secondary Schools Only

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.

All foods sold to all students during the school day are under the scrutiny of USDA's National School Lunch Program regulations, which were created to promote high standards for all foods made available to children. Independence School District strictly adheres to the nutrition regulations.

School Dress Code

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

- Clothing should not display anything that is sexual in nature; advertise or promote drugs, alcohol, or tobacco; display violence; suggest put-downs toward any ethnic group or promote any other material deemed harmful, distracting, or offensive.
- Shirts or tops MUST cover the midriff, back and chest area (tube tops, halter-tops, and diagonal tops with strap over one shoulder are not allowed).
 - Tank tops must cover undergarments, chest area, and sides of torso.
 - Spaghetti straps are not permitted.
- Pants/Shorts/Jeans with holes cannot expose too much skin.
- Pants, shorts, jeans, etc. must be worn so that the waistband is at your waist. Sagging of jeans, shorts, and pants is not permitted.
- If pants will not stay up on their own, students will be expected to adjust clothing or change. ●

Shorts and skirts must not be too short or revealing.

- Hats may not be worn inside the building during the school day. This includes stocking caps, scarves, bandanas, “do rags”, hoods, or other headwear.
- "Hoodies" may not be worn in a way that they conceal any part of the head or ears.
- Coats, backpacks, purses, blankets, and book bags should be placed in your locker as soon as you arrive at school.
- Jewelry must not be dangerous, distracting, or promote drugs, alcohol, tobacco, weapons, profanity, or sex. Watch, wallet, or other chains worn from the waist are not permitted.
- Bandannas and other gang-related attire are not permitted at school.
- No house shoes or slippers allowed.
- Hairspray and/or hair or body dye materials are not allowed at school or on the school bus.
- Skin tight pants cannot be sheer or see through.
- Writing on skin and/or body graffiti which is a distraction will result in students being required to remove it.

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

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

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

School Sponsored Events/Activities

Special events for students are planned by the PTSA, the administration, and your teachers. These activities are specially planned for each school. All rules concerning behavior, dress code, and language apply at any school activity. Students who are leaving with a parent or guardian of another student should turn in a signed permission note from their parent to the office for approval the day of the activity. To ensure safety, no one will be allowed to leave during an activity unless accompanied by their parents.

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

Textbooks

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

Student Expectations – Conduct and Consequences

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

warning to suspension from school. Students will sign the Standard of Conduct form which highlights specific conduct expectations.

Academic Dishonesty

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

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

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

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

Assault/Fighting

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

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

Common Expectations

Students will be given a list of additional common school, cafeteria, and classroom expectations that they will be required to follow. Failure to follow the common expectations will result in consequences.

Consequences

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

Cyber-bullying

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

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

Extortion – Theft – Vandalism of Property

Includes, but not limited to:

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

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

Harassment and Sexual Harassment

Harassment is defined as behavior that threatens, demeans, frightens, or intimidates another person. Charges

of harassment (bullying) or sexual harassment may result in out-of-school suspension, expulsion and/or referral to legal authorities.

No Touch Rule

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

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

Profanity and Insubordination

Disorderly, profane, disrespectful, and/or disruptive speech or conduct that is flagrant and/or not manageable through school safety procedures. Disrespectful/profane speech on all ISD properties or school sponsored events will not be tolerated. Consequences may include: warning, teacher/ administrative detention, ISS, or OSS depending on the frequency and severity of the offense.

Searches

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

Tardies

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

Technology Use

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

Board of Education Policy 2656

Cell Phone Usage for Audio and Video Recordings

The use of student cell phones, digital cameras, iPads and similar electronic devices for the purpose of producing audio and/or visual records is banned during the instructional day, as well as in dressing areas during the extra-curricular activities and on District-provided transportation, including but not limited to buses.

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

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

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

Violation of Safe Schools Act

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

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

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

Threats or Bullying – Oral or Physical

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

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

All students are required to sign a Code of Conduct /Anti-Bullying Pledge each year.

Use and/or Possession of Tobacco/Vaping Products

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

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

Weapons

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

Disruptive Behavior Continuum

Safe Seat – Buddy Room – Recovery Room

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

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

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

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

Detention/Saturday School

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

In-School Suspension

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

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

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

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

Out-of-School Suspension

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

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

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

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

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

Using the Telephone

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

After School Policy

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

School telephones are limited in number, and waiting to telephone until the end of an after-school activity presents a problem. Parents should plan to pick up their student at or before the end of the activity. Students who are absent all day due to illness on the day of an after-school activity you may not attend nor participate in that activity.

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

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

Visitors

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

District Board of Education Policies:

GENERAL ADMINISTRATION Policy 1310

Freedom from Discrimination, Harassment, and Retaliation

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

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

from discrimination, harassment, and retaliation, but also to employees with regard to employment opportunities, and to individuals with whom the Board does business.

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

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

Compliance Officer

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

The Board designates the following individual to act as the District’s compliance officer:
Ms. Tiffany Purinton

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

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

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

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

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

Discrimination

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

The District does not and will not discriminate on the basis of race, color, religion, disability,

age, sex, gender, national origin, or any other characteristic protected by law in the educational programs, activities, and vocational opportunities offered by the District.

The District assures that it will comply with:

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

Policy 1310

Sexual harassment is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of sexual harassment or who participates in an investigation of allegations of sexual harassment under this Policy and its corresponding Regulation. This Policy governs the District's compliance with Title IX of the Education Amendments of 1972.

The following person is designated and authorized as the District's Title IX Coordinator, with the responsibility to identify, prevent, and remedy unlawful harassment and retaliation under Title IX in the District:

- District Compliance Officer 201 North Forest Avenue, Independence, Missouri 64050
816-521-5300

A complaint regarding sexual harassment or related retaliation of a student or employee under Title IX and that is alleged to have occurred on or after August 14, 2020, should be filed in accordance with the procedures outlined in Regulation 1301. A complaint by students, employees, parents, and patrons of the District alleging harassment, discrimination, or related retaliation based on a protected classification under the laws identified above (outside of Title IX) should be filed in accordance with the procedures outlined in Regulation 1310. A complaint regarding the identification, evaluation, educational program, or placement of

a child with a disability under Section 504 should be filed in accordance with the procedures outlined in Regulation 2110.

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.

Policy 2620

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."

Definition of Firearm

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

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

Definition of Weapons

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

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

Other weapons:

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

Students Who Bring Firearms or Weapons to School

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

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

3. The District may, at its discretion, provide a student suspended under this Regulation with educational services in an alternative setting.

Applicability of Regulation to Students with Disabilities

If the student with a disability under the Individuals with Disabilities Education Act carries or possesses a weapon, as defined by 18 U.S.C.ss 930(g)(2), to or at school premises, or to or at a school function under the District's authority, school administrators may remove that student to an interim alternative educational setting for not more than 45 school days without regard to whether the behavior is determined to be a manifestation of the student's disability. If a school administrator removes a student with an IDEA disability to an interim alternative educational placement, the District must convene the student's multidisciplinary and/or IEP team to conduct a manifestation determination within the statutory time frame and the student's IEP team must determine the interim alternative educational placement and the services that the student will be provided in order to receive a free appropriate public education and access to the general curriculum.

Policy 2655

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 the 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 thorough 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:

- a. Provide information and appropriate training to district staff who have significant contact with students regarding the policy.
- b. Give annual notice of the policy to students, parents/guardians, and staff;
- c. Provide education and information to students regarding bullying, including information regarding the school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to address bullying (including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have
- d. engaged in bullying, reprisal, or retaliation against any person who reports an act of bullying);
- e. Instruct school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques shall include, but not be limited to, cultivating the student's self worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control; and
- f. Implement programs and other initiatives to address bullying, respond to such bullying conduct in a manner

that does not stigmatize the victim, and make resources or referrals available to victims of bullying. All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken. Complaints alleging unlawful discrimination, harassment, or retaliation in violation of Board Policy/Regulation 1300 and/or 1310 shall be referred to the compliance officer for investigation pursuant to Board Policy/Regulation 1310.

Bingham Anti-Bullying Coordinator: Bobby McCutcheon
Bridger Anti-Bullying Coordinator: Jessica Temple
Nowlin Anti-Bullying Coordinator: Steve Painter
Pioneer Ridge Anti-Bullying Coordinator: Nathan Muckey

Special Education Public Notice

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

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

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

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

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

Section 504

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

District Section 504 Coordinator: Amy Chappell

Annual Notification to Use Public Funded Program Benefits

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

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

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



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

1 Programs include Title I, A, B, C, D, Title II, Title III, Title IV.A, Title V Revised 4/17 2 In compliance with ESSA Title VIII- Part C. Sec. 8304(a)(3)(C) Local education agencies are required to disseminate, free of charge, this information regarding ESSA complaint procedures to parents of students and appropriate private school officials or representatives.

Missouri Department of Elementary and Secondary Education
Complaint Procedures for ESSA Programs

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General Information

1. What is a complaint under ESSA?
2. Who may file a complaint?
3. How can a complaint be filed?
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5. What happens if a complaint is not resolved?
6. How can a complaint be filed with the Department?
7. How will a complaint filed with the Department be investigated?
8. How are complaints related to equitable services to nonpublic children handled differently?
9. How will appeals to the Department be investigated?
10. What happens if the complaint is not resolved at the state level (the Department)?

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

A complaint not resolved at the local level may be appealed to the Department. **6. How can a complaint be filed with the Department?**

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

1. A statement that a requirement that applies to an ESSA program has been violated by the LEA or

the Department, and 2. The facts on which the statement is based and the specific requirement allegedly violated.

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

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

The following activities will occur in the investigation:

1. Record. A written record of the investigation will be kept.

2. Notification of LEA. The LEA will be notified of the complaint within five days of the complaint being filed. **3. Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

4. Report by LEA. Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered a public record and may be made available to parents, teachers, and other members of the general public.

5. Verification. Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).

6. Appeal. The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

10. What happens if a complaint is not resolved at the state level (the Department)? The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

HUMAN RESOURCES DEPARTMENT

Dear School Volunteer:

Thank you for your interest in volunteering in our schools! Your desire to support and serve the students of

the Independence School District is commendable. The education, safety, and well-being of our students are of utmost importance, and they form the basis of trust for the families of our children. For this reason, you will understand how important it is that our volunteers obtain cleared background checks.

Please complete the attached Criminal Record and Child Abuse/Neglect form provided by the State of Missouri, and return it to the principal's office. This background check will then be processed by the appropriate state agencies, and returned to the school district. It currently takes the state four to six weeks to complete this process.

We would like to share Board Policy 4125: **Notice of Arrest, Abuse Complaint, Traffic Citation** Every employee and volunteer who is arrested for a criminal act, felony, or misdemeanor must notify their supervisor in writing within three (3) work days of the arrest. Similarly, every employee/volunteer must notify their supervisor within the same time period of notice of a child abuse complaint against them. Traffic violations related to Driving Under the Influence will be treated as a criminal arrest. In addition to the preceding, transportation employees must notify their supervisors of any moving traffic violations whether or not on work time.

Thank you for your cooperation with this important procedure. While it may take some time on everyone's part, the assurance it provides for the safety of our students is well worth the wait. Best wishes as you begin the fulfilling experience of working with our students!

Sincerely,

Mr. Dean Katt
Director of Human Resources

Please include an updated email address on the line below for notification of clearance:

Volunteer Email Address: _____

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

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

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

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

Standard of Student Conduct

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

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

1. Profanity, display of affection, insubordination, behavior disruptions, and use of tobacco products are violations of policy. Students in violation will be subject to appropriate discipline.
2. Threats, bullying, cyberbullying, and oral/physical assault of a fellow student or staff member may result in suspension, expulsion, and/or be reported to the appropriate authorities (including police).
3. The use and/or possession of a weapon or potentially dangerous/inappropriate items are prohibited. The 1994 Federal Gun Free Schools Act, Missouri Revised Statutes and the policies of the Independence School District define a weapon. Violators will be referred to the appropriate legal authorities and also are subject to long-term suspension or expulsion from school. If a student violates the weapons policy as provided in both state and federal law, the student shall be suspended and/or expelled for a period of not less than one year as specified by law.
4. The use, sale, transfer, or attendance under the influence of alcohol or drugs is prohibited. Drug paraphernalia is also prohibited. Students in violation of policy will be subject to discipline which includes suspension and/or expulsion and reporting to the appropriate legal authorities.
5. Students are forbidden from making any terrorist threat or knowingly false report of a catastrophe, including but not limited to false bomb threats, which may disrupt or frighten people, causing the closing or evacuation of any building, facility, or transportation. Violation may result in suspension, expulsion, and will be reported to the appropriate law enforcement.

6. Extortion, theft, damage to school/staff/student property is prohibited. Students will be subject to suspension, restitution, and a report to the police department.
7. Students at Independence Middle School Campus are expected to be clean and tidy in attire. Dress and grooming must not disrupt the teaching and learning environment/process. When school authorities judge that a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and safety, the student may be required to make modifications.
8. Attendance is necessary for adequate educational progress and learning. Missouri law requires that every parent, guardian, or other person having charge, control or custody of a child, be responsible for ensuring that the student attends school regularly. Failure to comply can result in legal proceedings. Regular attendance is required at ALL times at the Independence Middle School Campus. Truancy is prohibited. Students may be subject to home visits by school and law enforcement authorities, and or truancy court for truancy issues.
9. Federal laws and district policy dictate technology use. The use of technology, such as computer equipment, electronic mail, phone systems, and all other communication capabilities, is a privilege. Any misuse of technology that violates district or federal law will result in disciplinary action, possible loss of technology privileges, and or legal consequences (including FBI, United States Secret Service, etc.) – See Technology Acceptable Use Policy.
10. Students who bring cellphones to school will need to store them in one of two places: locker or zipped pencil pouch. Cell phones that are seen will be collected by staff and turned into the office. The first time, the item will be returned to the student at the end of the day. The second time items are confiscated, parents may be asked to pick the item up in addition to possible consequences to the student. Students who use these items or have them out during the school day will be subject to disciplinary action up to and including ISS/OSS. Continued violations or failure to comply will be subject to disciplinary action up to and including ISS/OSS.
11. It is our goal to maintain an environment free from sexual harassment for students and employees. The district prohibits any form of sexual harassment. Reports of such incidents should immediately be made to building administrators. Disciplinary action may include suspension, expulsion, or referral to legal authorities.

Attendance Policy

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

We know that when barriers exist preventing a student from regular school attendance and/or participation in class, it is our responsibility to address that situation. The Independence School District will use increasing levels of support as student absences or behaviors that prevent full participation at school increase. It is expected that the home, student, and school work together as a team in this process. Students are expected to come to school and attend each class. **Students who stay home from school are required to have a parent/guardian call the school attendance office by 9:00 a.m. each day you are absent.** We encourage medical appointments to be made after school hours whenever possible to reduce the amount of learning time lost.

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

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

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

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

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.

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.
 - a. 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 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.

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 middle 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 to find out.

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 will automatically 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.

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

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

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;

- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

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

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Major field of study**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Weight and height of members of athletic teams**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**
- **Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user**
- **A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.**

- **STUDENTS Policy 2640**

Discipline Student Use of Tobacco, Alcohol and Drugs Smoking: The Board of Education believes that smoking and the use of any tobacco products or substances appearing to be tobacco products are detrimental to the health and well-being of staff and students. Therefore, the Board prohibits the use, sale, transfer, and possession of any tobacco products or substances appearing to be tobacco products, e.g. e cigarettes, vaping paraphernalia, and/or other tobacco or nicotine delivery devices at school and at school

activities. This prohibition includes, but is not limited to, electronic cigarettes, vaping devices, electronic nicotine delivery systems, and similar devices used in conjunction with vaping.

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

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

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

STUDENTS 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.

STUDENTS Regulation 2660 Discipline

Detention

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

1. Students must have an opportunity to make arrangements for transportation home. Therefore, the detention may take place on any day after the day of notification to detain.

2. The detention may be for disciplinary or academic reasons.

3. The names of all students detained must be reported to the building principal.

4. All students detained must be supervised by a certificated staff member.

STUDENTS Policy 2662 (Regulation 2662) Discipline (Form 2662)

Suspension

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

STUDENTS Regulation 2662

Discipline

Suspension

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.

Regulation 2662

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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 a 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.

STUDENTS Regulation 2663

(Form 2663) Discipline

Expulsion

Unless a parent, custodian or the student, if at least eighteen years of age, waives in writing any right to a hearing before the board of education as provided under RSMo 167.161(1), no student may be permanently expelled from school without a prior hearing before the full Board or, at least, a quorum of the Board. Such a hearing shall generally be considered a contested case pursuant to Chapter 536 of the Missouri Administrative Procedures Act and therefore not subject to *de novo* review. A decision to expel a student requires the vote of a majority of those Board members present.

Due process for expulsion of students shall include the following:

1. Board action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student, his/her parent/guardian, or others having his/her custodial care. Such notification will include charges, contemplated action, and time and place of a hearing on such charges and that the student, parent/guardian, or others having custodial care shall have the right to attend the hearing and to be represented by counsel.
2. The hearing will be closed. At said hearing, the Board of Education or counsel shall present the charges, testimony, and evidence deemed necessary to support the charges. The Board will expect the principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parent/guardian or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense thereagainst.

3. At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the District. Prompt written notice of the decision shall be given to the student, parent/guardian or others having custodial care, and counsel, if applicable.

REV. 6/11

STUDENTS Policy 2664 (Regulation 2664) Discipline

Enrollment or Return Following Suspension and/or Expulsion

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

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

Student Discipline Hearings

Parents/guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board of Education. This request will be addressed to the Superintendent/Designee who will review all matters concerning the suspension and refer the request for a Board hearing.

In conducting a disciplinary hearing, the Board will carefully consider the information presented by the administration and by the parent/guardian. In making its decision concerning guilt and innocence as well as punishment, the Board will be mindful of Board discipline policies in place, the effect of its decision upon the individual student, and the safety and welfare of District students and staff.

STUDENTS Policy 2671 Discipline

Student Discipline Hearings Parents/guardians of students suspended for more than ten (10) school days may make a written request for a hearing before the Board of Education. This request will be addressed to the Superintendent/Designee who will review all matters concerning the suspension and refer the request for a Board hearing.

In conducting a disciplinary hearing, the Board will carefully consider the information presented by the administration and by the parent/guardian. In making its decision concerning guilt and innocence as well as

punishment, the Board will be mindful of Board discipline policies in place, the effect of its decision upon the individual student, and the safety and welfare of District students and staff.

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.

Student

Academic Achievement Policy 6190

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

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:
 - o 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
 - o 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 highly recommended.
 - Active head lice will be identified as: Live lice or viable eggs “nits” that are within ¼ from the scalp.
 - Egg/Viable nit: located within ¼” of the scalp
 - Non viable nit: located away from the scalp at least ¼”
- 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

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.

ZPass Information

- **What is the ZPass Program?**

The ZPass Program is a student identification system designed specifically for school bus transportation. The ZPass System allows the District to see where and what time students get on and off district buses, helping to ensure student safety.

- **How does the ZPass work?**

Students will receive ZPass cards that they must carry to ride the bus. An electronic reader installed on the bus will identify each student upon entering or leaving the bus. The time, date, and location of each student is logged and transmitted to a secure, confidential database. This information is then used to determine busload counts and is readily available in case of an emergency, including if a student exits the bus at the wrong stop.

- **What are the benefits of the program?**

The program will provide a reliable way to identify student bus riders. In addition to the safety component, ZPass will provide real time data that will improve communication to parents and school sites, yield accurate data on student ridership, and enable the Transportation Department to be more efficient in developing bus routes and stops.

- **If my child forgets his/her ZPass; can he/she still ride the bus?**

Yes, your student will be allowed to ride the bus. If your student does not have the ZPass when boarding the bus, he/she should notify the driver at that time.

- **What if my child loses his/her ZPass?**

Your student should report the lost card to the bus driver or you can notify your child's school to prevent the unauthorized use of the card. The lost card will become inactive, and a new card will be issued in a timely manner.

- **Will there be any cost for replacement cards?**

The first lost card will be replaced at no charge, but additional replacements may result in a charge.

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.