

# Independence School District



## Elementary Student-Parent Handbook

201 North Forest Avenue

Independence, Missouri 64050

(816) 521-5300

Adopted by the Board of Education: , 2023

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### Mission C-110-S

The mission of The School District of the City of Independence District No. 30 is: By providing a 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.

### Vision Statement

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

### School Board Members G-100-S

Eric Knipp, President  
Blake Roberson, Vice President  
Carrie Dixon, Treasurer  
Jill Esry, Director  
Denise, Fears, Director  
Greg Finke, Director  
Anthony J. Mondaine, Director

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

### Welcome Letter

Dear Elementary School Families,

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

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

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

The purpose of this handbook is to make you aware of the policies and procedures that are followed at our schools. We abide by the Independence School Board policies and

regulations that are found on the Independence School District's website [www.isdschools.org](http://www.isdschools.org). If you have further questions, please do not hesitate to contact your student's school for more information.

Sincerely,

Mrs. Leslie Hochsprung

Assistant Superintendent

### Student Expectations

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

**Be Safe    Be Responsible    Be Respectful**

### Classroom Expectations

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

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

## School Building and Contact Information

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

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

## Emergency Contacts

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

## Academic Calendar I-100-S

### INDEPENDENCE PUBLIC SCHOOLS 2023-2024 CALENDAR

July 2023					August 2023					September 2023					October 2023					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
3	4	5	6	7		1	2	3	4					1	2	3	4	5	6	
10	11	12	13	14	7	8	9	10	11	4	5	6	7	8	9	10	11	12	13	
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15	16	17	18	19	20	
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22	23	24	25	26	27	
31					28	29	30	31		25	26	27	28	29	30	31				
Student Attendance					Student Attendance 9					Student Attendance 17					Student Attendance 17 END OF 1ST QUARTER					
November 2023					December 2023					January 2024					February 2024					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
			1	2	3					1	1	2	3	4	5				1	2
6	7	8	9	10	4	5	6	7	8	8	9	10	11	12	5	6	7	8	9	
13	14	15	16	17	11	12	13	14	15	15	16	17	18	19	12	13	14	15	16	
20	21	22	23	24	18	19	20	21	22	22	23	24	25	26	19	20	21	22	23	
27	28	29	30		25	26	27	28	29	29	30	31			26	27	28	29		
Student Attendance 16					Student Attendance 13 END OF 1ST SEMESTER - DEC 22					Student Attendance 18					Student Attendance 17					
March 2024					April 2024					May 2024					June 2024					
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
				1	1	2	3	4	5			1	2	3	3	4	5	6	7	
4	5	6	7	8	8*	9	10	11	12	6	7	8	9	10	10	11	12	13	14	
11*	12	13	14	15	15	16	17	18	19	13	14	15	16	17	17	18	19	20	21	
18	19	20	21	22	22	23	24	25	26	20	21	22	23*	24*	24	25	26	27	28	
25	26	27	28	29	29*	30				27	28	29	30	31						
Student Attendance 17 END OF 3RD QUARTER -					Student Attendance 17					Student Attendance 14 ANTICIPATED LAST DAY OF SCHOOL - MAY 22										

#### Non Work Days Before/After Calendar Days

No School / Non Work Day

First Day of School/Last Day of School

All Attendance and Contract Days that are postponed due to inclement weather will be added at the discretion of the Board of Education

Tentative Summer School Start May 28

Graduation May 17 & 18, 2024

Seniors last day May 15

Weather Make Up Days

Snow Days: March 11, May 23, 24, April 8, 29

Required Student Contact Days

155

## Attendance and Absence Procedures S-115-S

The Independence School District is committed to quality education for every student. We recognize that preparing learners today for college or career readiness requires very competitive skills. In order to meet these learning goals for our students, attendance is extremely important. When a child misses out on instruction at school,

even the best options we have to try and catch him/her up do not equal the effectiveness of being in class with peers and highly qualified educators.

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

### *Expectations for Attendance*

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

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence.

Excessive absences may affect your grades and will be addressed by school administrators, family school liaisons, and/or School Resource Officers.

### *Procedures for Reporting an Absence*

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

Parents/guardians of students who did not call the school will be contacted by the District to notify them of the student'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.**

### *Late Arrival/Tardiness*

Punctuality is important. Students who are tardy to class will be marked in PowerSchool. A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence after the student is 15 minutes late.

### Early Departures From School

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

### Dress Code S-180-S

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

1. Students must be covered adequately. Because revealing clothing can be distracting to the learning process, the following guidelines must be followed when choosing apparel for school:
  - Shirts must have straps of at least 2 inches and completely cover the chest, back, and stomach.
  - Sheer fabrics may be worn only if clothing providing appropriate coverage is worn underneath.
  - Undergarments may not be showing at any time. Clothing must completely cover the student's undergarments both sitting and standing.
  - Pants, jeans, shorts, skirts, and dresses must provide adequate coverage of the student's legs, buttocks, abdomen, lower back, and undergarments both sitting and standing.
  - Pants must be worn around your waist. Because loose pants or shorts that appear in danger of falling off send a sexually inappropriate message and are not acceptable clothing for school.
2. Clothing is considered inappropriate that promote substances or acts that are illegal in a public school, and clothing that makes specific or innuendo references to alcohol, drugs, tobacco, violent behavior or sexual activity is unacceptable. Clothing that depicts discrimination against others based on their race, ethnicity, gender, religion, physical disability, or sexual orientation, and clothing deemed disrespectful of any of these groups is unacceptable. Clothing with language or symbols that promote gangs. This guideline includes all jewelry and accessories worn in school.
3. No clothing item can be worn in a way that conceals the identity of the student. For safety purposes, students must be able to be identified by staff and students.
4. Student headgear must be worn at or above the forehead and at or behind the earline, so a student's ears and face are clearly seen from the front and side. Hoodies are not permitted.
5. Soled shoes must be worn at all times. Because a fire or weather emergency could cause unsafe debris on the floor, soled shoes must be worn at

all times. Soft-soled house shoes or slippers are considered unsafe, as they would not provide adequate protection for students' feet in an emergency situation.

6. Sunglasses may not be worn in any manner. Sunglasses interfere with students' ability to read and make eye contact with other students and staff. Sunglasses also inhibit the ability of the faculty to safely identify students. Sunglasses are not permitted inside the building, unless under a doctor's prescription.

7. Face paint, overly dramatic make-up, and non-approved face masks may not be worn. Because this could create an unsafe environment, covering of the face is not permitted.

8. Costumes may not be worn to school, in the school building, or a school sponsored event unless pre-approved by administration in relation to a school spirit day.

9. No chains over 12 inches and no spiked bracelets or necklaces are permitted.

10. No blankets shall be carried or worn as coats or to wrap up while in the classroom. The temperature in the building is regulated according to the outside temperature and kept at a comfortable setting for the learning environment of the student.

Exceptions to the Dress Code requirements may be made by Building Administration or designee for special events (i.e. spirit week).

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

Violations of the District dress code will be addressed with remedial actions and/or consequences.

### Food Service Program F-285-S

#### *Breakfast and Lunch*

Breakfast is served from the opening of school until the first warning bell.

Lunch is served daily in shifts, and will be determined by the teacher you have during the lunch period.

Students are required to only use the lunchtime assigned to their class. Students should report directly to the cafeteria for their lunch shift, and remain in the cafeteria area until dismissed. Students are not allowed to leave the school building without permission from an administrator. During lunch, students should use the restrooms near the cafeteria.

Students who leave the building for lunch, refuse to go to the cafeteria or are found in other parts of the building during lunch may be assigned consequences as needed. Students should not stay in the cafeteria more than their assigned lunch periods. Being

in the cafeteria during designated class time is truancy and will be dealt with under school policy.

Faculty and staff may move to the front of the line in the cafeteria in order to have sufficient time to perform required duties.

Parents will receive a notice if their child has an unpaid lunch charge. If the charge(s) continues to be unpaid, a telephone call to the parent will be made.

#### 2023-2024 Meal Prices

Students: breakfast \$1.90 lunch \$3.00  
Adults: Meal prices will be determined in August.

#### School Meal Balances

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

If parents and guardians do not make payments by their school's designated date or enter into a payment agreement, this will become an obligation in their account. If a payment isn't made or a payment agreement isn't worked out in good faith, grade cards, diplomas, teacher assignments, field days, schedules and parking passes may be withheld pending a payment or payment agreement. Parents and guardians with outstanding balances will not be able to sign-up for additional services, including Kids Safari and Early Education. If a balance is accrued and a payment arrangement isn't made, services including Kids Safari and Early Education may be canceled. Our Family School Liaison (FSL) at each school works with families to assist and support. If you would like additional support and services through our FSL's, parents and guardians should contact your child's school directly. If you have questions about how to make your payments or need additional support with a payment plan, please reach out to your child's school and we would be more than happy to work with you.

#### 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.

#### 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.
- 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.

We strongly discourage students from bringing soft drinks and/or candy in lunches brought from home.

### *Free and Reduced Lunch Application*

The Independence School District offers breakfast and lunch each school day. Families needing financial assistance with meals may fill out a free/reduced lunch application. Applications will be processed as soon as possible and a notice sent to you from Nutrition Services. You can access the application online at <https://www.myschoolapps.com/Home/DistrictNotReady/594>. It is important to note that our school receives federal funding based on the number of students qualifying for free or reduced lunches. Please take advantage of this program if you qualify. All families receiving assistance are kept in confidence.

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.

### *Adult Visitors for Lunch*

A parent or guardian may come for lunch during the assigned lunch period and eat with their child.

### Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

### *Building-Wide and Classroom Approaches*

Staff members shall not use air fresheners, oils, candles, incense or other such items intended to add fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances. Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the District.

No food preparation or consumption will take place in any instructional area unless the instructor has permission from the building administrator. Courses that include food preparation or consumption as a regular part of the curriculum are exempt from this provision, but instructors in these courses have an increased responsibility to monitor student adherence to prevention procedures.

Except as otherwise outlined in this procedure, drivers will not allow students to eat or drink on district transportation unless the student has written permission from his or her building principal. Written permission will be provided if the student has a medical need to consume food or beverages during the time the student is transported. A student who has a medical need to consume food or beverages on district transportation must have an IEP, 504 Plan or IHP that addresses which foods or beverages the student may consume. Students being transported to and from activities on district transportation may be allowed to consume food and beverages if the staff member serving as sponsor has verified that none of the students being transported have documented life-threatening food allergies.

#### Latex Allergies

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.

Parents/guardians should provide, at the time of enrollment and upon diagnosis, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications, Narcan, and Benadryl as allowed by District rules.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities. 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.

#### *Individual Approaches*

The District will evaluate and determine whether a student's allergies rises to the level of a disability that require accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

#### Health Services S-215-S

Health services are provided under the direction of a school nurse. A nurse, who is a registered nurse (RN) or a licensed practical nurse (LPN), will be on duty during school hours. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office. It is very important that parents yearly provide the health clinic and office with emergency telephone numbers and current work numbers and update whenever changes occur. Parents/guardians should provide, at the time of enrollment and upon diagnosis, information on any health conditions their student may have.

### *Illnesses/Injuries*

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.

Students with contagious conditions are not allowed to attend school during the time they are likely to transmit an illness. This not only gives the student an opportunity to rest and recover, but also, keeps others at school from becoming infected. If a student becomes ill while at school, the parents are expected to make arrangements to transport the student home promptly.

A student should NOT be in school if any of the following are present:

- Fever or chills. A student with a fever should not return to school until the temperature has been normal for 24 hours without the use of any fever-reducing medication during that time. A fever is defined as a temperature of 100 degrees or more by mouth or 99 degrees or more axillary (under the arm).
- Nausea, vomiting, or diarrhea. A student who experiences gastrointestinal upsets should not return to school until 24 hours after the symptoms have subsided without the use of medication to treat the symptoms within that 24 hour times frame.
- Cough, sore throat, or cold symptoms severe enough to interfere with the student's ability to learn.
- Severe, persistent pain or other signs of illness (listlessness, irritability, unusual behavior, etc.). The student should be checked by a physician to determine the cause and the proper treatment.
- Earache or drainage from the ears.
- Inflamed or reddened eyes. A physician should be consulted (especially if the eyes are watering, itching, or draining) to determine if pink eye exists.
- Skin lesions, sores, or rashes. A physician should evaluate a student with skin abnormalities to determine the appropriate treatment and whether it is safe for the student to attend school.

A student who has been ill should not return to school until he or she is over the illness. Since a student who returns too soon often experiences a relapse, it is in the student's best interest to stay at home until recovery is complete.

If a student is ill, the nurse is notified immediately. Parents will be called and the student will typically wait in the nurse's office for the parents to pick them up. If the parents cannot be reached, the District call the emergency contacts for the student.

### COVID-19

**If a student or staff member presents signs or symptoms of COVID-19** such as fever (100 degrees or greater), or two of the following: cough, shortness of breath, difficulty breathing, sore throat, chills, muscle pain, loss of taste or smell, the student or staff member should not return to school/work until they have worked with the school nurse. The nurse can approve students/staff to return if:

- 5 days have passed since the first symptom appeared and

- The student/staff member should be fever-free for 24 hours without the use of fever-reducing medications. Symptoms should also be improving.
- OR student has a doctor confirmed explanation of symptoms or student/staff member tests negative for COVID-19.

### **Students/Staff Testing Positive for COVID**

If a student/staff member tests positive for COVID-19, the student or staff member should not return to school/work until they have worked with the school nurse. The nurse can approve students/staff to return if:

- 5 days have passed since the first symptom appeared AND
- The student/staff member should also be fever-free for 24 hours without the use of fever-reducing medications. Symptoms should also be improving and the student/staff member should continue to wear a mask around others for 5 additional days.

If the student/staff member who tests positive for COVID-19 did not exhibit any symptoms (asymptomatic), the student/staff member should not return for 5 days after the test was conducted. If symptoms develop during the isolation period, they should exclude themselves from school/work for five days from the onset of symptoms, and be fever-free for 24 hours without the use of fever-reducing medication. All symptoms should also be improving before returning to school/work.

### **Exposures**

If a student or staff member is exposed to a positive case of COVID-19 in their home and develop symptoms such as fever (100 degrees or greater), cough, shortness of breath, difficulty breathing, sore throat, chills, muscle pain, loss of taste or smell, the student or staff member should not return to school/work until they have worked with the school nurse. The nurse can approve students/staff to return if:

- 5 days have passed since the first symptom appeared AND
- The student/staff member should be fever-free for 24 hours without the use of fever-reducing medications. Symptoms should also be improving.

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.

### *Health 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.**

### *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, 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 or 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.

### *Bed Bugs*

**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:
  - a. The student will check in with the nurse or designated staff member each morning and be provided with plastic bags or bins in which to store belongings brought from home in order to prevent any bed bugs from spreading in the school. Spare textbooks may need to be provided to the student and left in the classroom
  - b. If the student is found or suspected to have bed bugs on clothing, consider having a set of clean clothing at the school to facilitate a change of clothes for the student while at school. This will aid in decreasing risk of exposure for others in the building. If laundry facilities are available and per parent verbal consent as appropriate, the discarded clothes may be dried in a hot dryer (120 degrees Fahrenheit or higher) for at least 30 minutes to kill any bed bugs. The clothing should be stored in a sealed plastic bag until placed in the dryer. This is done per nursing judgement and only as time and resources permit.
7. Areas of concern will continue to be monitored as needed.

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

### *Health Office*

If you have any questions, please contact your building nurse.

### Administration of Medication S-135-S

All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication must

be brought directly to the health office by a parent or guardian and must be accompanied by the following information:

*Non-Prescription Medication* –The parent/guardian must complete a Medication Consent Form with the student’s name, reason for the medication, the time the medication is to be given, the dosage, and how the medication is to be administered at school. All over-the-counter medication must be in the original container and accompanied by a doctor’s written order containing the above information. Clinics have standing order for over-the-counter medications including, but are not limited to ibuprofen (Advil), acetaminophen (Tylenol), cough drops, antacids, aloe gel, antibiotic ointment, diaper rash cream, glucose tablets, hydrocortisone cream, orajel, or sunscreen. This allows parents or guardians to bring in these medications without doctor’s order and such medications will be administered per orders/label instructions. 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. There are some non-prescription medications that require a doctor’s order to be administered by the District. If the medication you wish to be administered to your student is not listed above, please contact your school nurse on how to proceed.

*Prescription Medication* – The parent/guardian must complete a Medication Consent Form with the student’s name, doctor’s name, medication name, quantity, frequency, reason for the medication, the time the medication is to be given, the dosage, and how the medication is to be administered at school. Prescription medication must be brought to school by a parent or guardian in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider. The District will not administer the first dose of any prescription medication.

School clinics provide the following emergency medication that can be administered in an emergency situation: albuterol by nebulizer, Benadryl, Epinephrine, Narcan, 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 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.

Students are not to carry 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. 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.**

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need to know basis. If a parent wishes to request their student be able to self-carry medication, appropriate paperwork must be completed with their request to the nurse. Please contact the nurse if you have any questions or if you need to inform the District of your student's health condition.

#### Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline and/or remedial action in accordance with the discipline code, and state and federal law.

#### *Immunizations and Vaccinations*

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

#### Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

The District conducted its 3-year inspections in November of 2021. No damaged asbestos materials were identified during these inspections.

A copy of the Management Plan and inspection reports are available for review at the Facilities Department located at 201 N. Forest, Independence, Missouri 64050 as well as each school office. Questions regarding asbestos or the management plan may be directed to Director of Facilities/Purchasing at (816) 521-5300.

#### Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

#### Student Records S-125-S

##### *Access to and Release of Student Information*

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records to obtain the proper form. If the District decides not to amend the

record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District 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 (with exception of disclosures required by law), you must notify the District in writing within 10 school days of enrollment. For students enrolling after the start of the school year, you must notify the District in writing within 10 school days.

The District designates the following items as directory information:

*General Directory Information:* The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or

course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

*Limited Directory Information:* In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

#### *School Officials with a Legitimate Educational Interest*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

#### *Release of Records to Other Agencies or Institutions*

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

#### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form. The Release Form may be obtained from your school building.

### *Notice*

Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

### Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

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

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

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

This information may be requested by contacting: The Director of Human Resources.

### Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.

4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The School Parent and Family Engagement Plan may be found here:

<https://www.isdschools.org/title-i-parent-involvement-policy/>.

#### Visitor Procedures C-155-S

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

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

Instructional time is reserved for focused learning and, as such, cannot accommodate visitors or guests. Parents/guardians requesting to visit a classroom should contact the building principal to arrange an appropriate time. Parents/guardians needing to visit a teacher should make an appointment, so the teacher's time with students is not interrupted. The district protects instructional time from interruptions.

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

#### Transportation Services F-260-S

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

Every student must have a bus pass to ride. Passengers are under the supervision of a driver. Video surveillance is provided. If a student misbehaves, he/she may receive a warning, suspension from the bus, or disciplinary action at the building level. Questions about bus transportation may be directed to the District transportation office at 816-521-5335.

## 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.

## **INFORMATION FOR CAR RIDERS**

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

## **INFORMATION FOR WALKERS**

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

## INFORMATION FOR BIKE RIDERS

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

### Student Conduct and Discipline

Transportation Services are a privilege and students must respect each other and themselves or they may lose this privilege. 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

### General Safety Infraction Steps

1st Card      Warning (parent phone call to notify)  
2nd Card      5 Day Suspension  
3rd Card      Loss of transportation service for the semester

However, based on the severity of the infraction, the following conduct may warrant additional suspension days.

<b>Infraction</b>	<b>Elementary School</b>
<b>Eating or Drinking</b>	Conduct Card - Normal progression
<b>Not Sitting Safely in Seat</b>	Conduct Card - Normal progression
<b>Horseplay</b>	Conduct Card - Normal progression
<b>Touching the Outside of the Bus</b>	5 days for first card; Normal Progression for additional cards
<b>Body parts outside the Bus</b>	5 days for first card; Normal Progression for additional cards

<b>Exiting out the Emergency Door/Window</b>	30 days to Loss of service
<b>Graffiti</b>	5 -days for first card & damages to be paid; Normal Progression for additional cards
<b>Damaging another student's property</b>	5 days for first card; Normal Progression for additional cards
<b>Destroying School Property</b>	5 days for first card; Normal Progression for additional cards
<b>Taking another student's property</b>	5 days for first card; Normal Progression for additional cards
<b>Taunting</b>	5 days for first card; Normal Progression for additional cards
<b>Making False Statements</b>	5 days for first card; Normal Progression for additional cards
<b>Spitting on the Bus</b>	5 days for first card; Normal Progression for additional cards
<b>Hitting another student</b>	Loss of transportation service semester
<b>Hitting Driver/Attendant</b>	Loss of service all year
<b>Throwing or Rolling an object on the Bus</b>	5 days - Loss of Service
<b>Throwing an object outside of the bus window</b>	10 days - Loss of Service
<b>Throwing an object in/at the bus</b>	10 days - Loss of Service
<b>Fighting/Assaults</b>	Loss of Service for the semester or 30 days, whichever is greater
<b>Assault or Fighting at Bus Stop</b>	Loss of Service semester or 30 days, whichever is greater
<b>Making False Statements about another student</b>	Normal Progression
<b>Making False Statements about driver/attendant</b>	5 days -30 days
<b>Recording on the Bus</b>	5 days for first card; Normal Progression for additional cards
<b>Pornography or Inappropriate Materials</b>	5 days for first card; Normal Progression for additional cards
<b>Foul Language</b>	Normal Progression
<b>Racial Slur/Derogatory comment</b>	5 days for first card; Normal Progression for additional cards
<b>Insubordination</b>	5 days for first card; Normal Progression for additional cards
<b>Weapons</b>	5 days to loss of service
<b>Vaping</b>	30 days for 1st offense - 2nd offense loss of service all year
<b>Using perfumes/aerosol</b>	5 days for first card; Normal Progression for additional cards

If a student loses transportation service for the remainder of the first semester of a school year as result of three safety infractions, the student may resume transportation service at the beginning of the second semester. Upon receiving an additional safety infraction, or the fourth safety infraction during the same school year, the student will lose transportation service for the remainder of the school year.

#### 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 the remainder of the semester or 30 days, whichever is greater. 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.

#### Student Discipline S-170-S

##### *Student Code of Conduct*

The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board

authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

### *Standards of Conduct and Consequences*

No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

### *District Policy for Discipline*

#### *Definitions*

*Acts of violence or violent behavior* - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

*Corporal Punishment* – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

*Expulsion* – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

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

*In-school suspension* – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

*Need to know* – A requirement to report acts of school violence to school personnel who are directly responsible for a student’s education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*Out-of-school suspension* – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

- The length of a short term OSS assignment may vary from one to ten school days. *If you are assigned OSS you may not be on campus or attend any school function on or off campus for any reason.* If a student is assigned OSS, the student or family may request student work. Requested student work will be sent to the office to be picked up by a representative (student may not return to campus during the suspension). Coursework done during OSS is due upon the student’s return.
- Long-term suspension lasts from a minimum of 11 days up to 180 school days. Referrals for LTS are made by the building administration to the superintendent of schools. A hearing will be held with a hearing officer to determine whether or not a long-term suspension will be assigned and, if so, for how long the suspension will last. Students on long-term suspension are prohibited from being present on school grounds and participating in any school activities, on or off campus, for any reason.

*Physical Restraint* – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student’s torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student’s hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

*Restitution* – The requirement of a student to return or pay for stolen goods or damaged property.

*Seclusion* – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

*Serious violation of the District’s Student Discipline Policy* — Any act of violence or violent behavior, any drug-related activity, any offense listed in [Section 160.261.2, RSMo](#), or any other violation of the District’s Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

<b>Prohibited Conduct</b>	<b>Definition</b>	<b>Consequence</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work.	Zero Grade Until Student Shows Additional Evidence of Learning - Retake or Alternative Assessment at Teacher Discretion, Teacher Contacts Parent
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	Suspension by the principal for ten days with a recommendation to the Superintendent of Schools for suspension not to exceed 180 days and/or expulsion by the Board of Education.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that	Suspension by principal, Superintendent of Schools, Board of Education and/or expulsion by Board of Education. Assault on school property is a felony and will be reported to the

	constitutes criminal assault in the first or second degree.	local law enforcement agency.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.	Suspension by principal, Superintendent of Schools, Board of Education and/or expulsion by Board of Education. Assault on school property may be a felony and will be reported to the local law enforcement agency.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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	First offense may range from 1 to 10 days out of school suspension and subsequent offenses may range from up to 180 days out of school suspension and/or recommendation for expulsion.

	<p>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, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying 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. Students will not be disciplined for speech in situations where the speech is protected by law.</p>	
<p>Bus or Transportation Misconduct</p>	<p>Any misconduct committed by a student on transportation</p>	<p>See Student Conduct and Discipline under <a href="#">Transportation Services F-260-S</a>.</p>

	provided by or through the District.	
Dishonesty	Any act of lying, whether verbal or written, including forgery.	May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, or Board of Education, and/or expulsion by the Board of Education.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, or Board of Education, and/or expulsion by the Board of Education.
Dress Code	The failure to comply with the dress code requirements.	First and second offense - Admin Conference and Modification, Clothing Change or Cover, or Sent Home for inappropriate clothing.  Third offense - will be treated as a opposition to school authority.

<p>Drugs/Alcohol/Tobacco/E-Cigarettes</p>	<p>The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.</p>	<p>Alcohol: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, and/or expulsion by the Board of Education.</p> <p>Tobacco: 1st offense – 3-5 day in-school suspension; 2nd offense – 1-5 days out of school suspension; 3rd offense – 5-10 days out of school suspension. All tobacco infractions committed by under age students will be reported to the local law enforcement agency.</p> <p>Other Violations: Suspension by the principal for ten days with a recommendation to the Superintendent of Schools for a suspension not to exceed 180 days and/or expulsion by Board of Education. Distribution of a controlled substance within 2000 feet of a school is a felony and will be reported to the local law enforcement agency. Revocation and/or prevention of student parking permit may be imposed.</p>
<p>Extortion</p>	<p>Threatening or intimidating any</p>	<p>May range from conference with parents or</p>

	person for the purpose of obtaining money or anything of value.	guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools and/or expulsion by Board of Education.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	Suspension by principal, Superintendent of Schools, Board of Education and/or expulsion by Board of Education. A false bomb threat is a felony and will be reported to the local law enforcement agency.
Fighting	A conflict: verbal, physical, or both, between two or more people.	May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education.
Weapons and Firearms	A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in <a href="#">§ 571.010, RSMo</a> , or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a> .	For A): Suspended from school for not less than one calendar year or permanently expelled by the Board of Education . In addition, any student in possession of a firearm will be referred to the local law enforcement agency. The suspension or expulsion may be modified on a case-by-case basis by the

	<p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include, mace spray, pepper spray, taser, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>	<p>Superintendent. For B) and C): Suspension by the principal for ten days with a recommendation to the Superintendent of Schools for a suspension not to exceed 180 days and/or expulsion by Board of Education</p>
<p>Fireworks or Incendiary Devices</p>	<p>Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.</p>	<p>Suspension by the principal for ten days with a recommendation to the Superintendent of Schools for a suspension not to exceed 180 days and/or expulsion by Board of Education</p>
<p>Gambling</p>	<p>Betting something of value upon the outcome of a contest, event, assignment, or game of chance.</p>	<p>1st offense: 1-5 ISS Days, Referral to Law Enforcement</p>

		<p>2nd offense: Up to 5 ISS/OSS Days, Referral to Law Enforcement</p> <p>3rd offense: 9 OSS Days, Referral to Law Enforcement, Long-Term Referral**</p>
Harassment, including Sexual Harassment	<p>Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.</p>	<p>May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal, to suspension by the principal, Superintendent of Schools and/or expulsion by the Board of Education.</p>
Hazing	<p>The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.</p>	<p>May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal, to suspension by the principal, Superintendent of Schools and/or expulsion by the Board of Education.</p>

Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	1st - Up to 3 Days ISS/OSS 2nd - Up to 5 Days ISS/OSS 3rd - Up to 9 Days OSS
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.	Up to 9 OSS Days, Restitution, Possible Referral to Law Enforcement, Notify Assistant Superintendent at Discretion
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	1st Offense: Warning to detention to ISS 2nd Offense: up to 3 days ISS 3rd Offense: up to 9 days ISS/OSS
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.	May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal, to suspension by the principal, Superintendent of Schools and/or expulsion by the Board of Education.

Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	Principal/Student Conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.	Truancy: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, or Board of Education, and/or expulsion by the Board of Education.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a	Violation of the District's Acceptable Use Policy include, but are not limited to, one or more of the following: <ol style="list-style-type: none"> <li>1. Suspension of District Network privileges;</li> <li>2. Revocation of Network privileges;</li> <li>3. Suspension of Internet access;</li> <li>4. Revocation of Internet access;</li> <li>5. Suspension of computer access;</li> <li>6. Revocation of computer access;</li> </ol>

	manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	<p>7. School suspension;</p> <p>8. Long-term referral.</p>
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	May range from conference with parents or guardian, detention, in-school suspension, other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education. Acts of theft may be reported to the local law enforcement agency and restitution will be assigned.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	May range from conference with parents or guardian, detention, in-school suspension or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an	May range from conference with parents or guardian, detention, in-school suspension, other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the

	unauthorized entrance.	Board of Education. Acts of theft may be reported to the local law enforcement agency for trespassing.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education and/or expulsion by the Board of Education. Institutional vandalism is a misdemeanor/felony and will be reported to the local law enforcement agency. Restitution will be assigned.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.	May range from in-school suspension or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education. Acts of theft may be reported to the local law enforcement agency.
Violation of District Policy or Written School Rules	Written school rules as distributed in handbooks, letters, and or materials by, or under the direction of, the principal.	May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent

		of Schools, or Board of Education and/or expulsion by the Board of Education.
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*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.*

Bullying, Hazing, and Cyberbullying S-185-S

The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

*Definitions*

*Bullying* – Intimidation, unwanted aggressive behavior or harassment 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, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

*Cyberbullying* – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District 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 person technological resource.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinators (ABC Coordinators) are the building principals.

*School Day* – A day on the District calendar when students are required to attend school.

#### *Reporting Bullying or Cyberbullying*

District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District’s Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Students who know about a threat or students being victimized need to inform school authorities as soon as possible. Parents of a student suspected of making a threat will be contacted and expected to provide information to help evaluate the threat. Students and Parents also should be aware that the state of Missouri offers a hotline to report school violence: MO School Violence Hotline: 1-866-748-7047.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary.

When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

### *Investigation*

Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

### *Retaliation*

The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

### *Consequences of Bullying, Cyberbullying, or Retaliation*

When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

### *Public Notice*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address

bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.

3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

#### *Report Form*

To obtain a report form, please contact the ABC Coordinator for your building as indicated in the School Building and Contact Information section at the beginning of this handbook.

#### Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described above, a complainant should consult with the District’s Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District’s Compliance Officer:

Name: District Compliance Officer  
 Address: 201 North Forest Avenue, Independence, Missouri 64050  
 Phone #: (816) 521-5300  
 Fax #: (816) 521-5619  
 Email Address: [compliance@idschools.org](mailto:compliance@idschools.org)

In the event the District’s 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:

Name: Director of Human Resource  
 Address: 201 North Forest Avenue, Independence, Missouri 64050  
 Phone #: (816) 521-5300  
 Fax #: (816) 521-5619  
 Email Address: [compliance@idschools.org](mailto:compliance@idschools.org)

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

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**1. What is a complaint?**

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

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

Any individual or organization may file a complaint.

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

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

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

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

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

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

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

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

- A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
- The facts on which the statement is based on the specific requirements 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:

- **Record.** A written record of the investigation will be kept.
- **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
- **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **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).
- **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 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.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name: District Compliance Officer  
Address: 201 North Forest Avenue,  
Independence, Missouri 64050  
Phone #: (816) 521-5300  
Fax #: (816) 521-5619  
Email Address: [compliance@idschools.org](mailto:compliance@idschools.org)

In the event the District's 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:

Name: Director of Human Resource  
Address: 201 North Forest Avenue,  
Independence, Missouri 64050  
Phone #: (816) 521-5300  
Fax #: (816) 521-5619  
Email Address: [compliance@idschools.org](mailto:compliance@idschools.org)

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

### Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title:	District Compliance Officer
Address:	201 North Forest Avenue, Independence, Missouri 64050
Phone #:	(816) 521-5300
Fax #:	(816) 521-5619
Email Address:	<a href="mailto:compliance@idschools.org">compliance@idschools.org</a>

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address, listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

### Student Searches S-175-S

Desks and other District property provided for student use are subject to periodic and random inspections without notice.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Any time a student leaves property without permission and returns to school he/she may be subject to a search based on reasonable suspicion. Searches will be conducted in the presence of an adult witness.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

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

#### Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to a school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be documented by the nurse's office in accordance with written label directions and parental permission in compliance with District rules. (*See the Handbook's section on Administration of Medication for more information.*)

Any drug/alcohol offense may result in one or more of the following:

Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (*See the Handbook's section on Student Discipline for more information.*)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact the building principal or school nurse.

#### Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife,

machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

### Instruction

#### *Curriculum*

The elementary curriculum has been planned and developed based on skills and knowledge approved by the Missouri Department of Elementary and Secondary Education. It is essential for students to master the basic skills in each subject area. The elementary curriculum allows for adjusting to specialized needs during the instructional process. Programs include language arts, math, science, social studies, health, art, music, and physical education. This core curriculum is supported by a variety of activities to develop the child's social and academic skills.

The school district furnishes instructional resources to all students.

#### *Homework/Makeup Work*

Homework should be used as an opportunity to extend classroom learning. Homework will be relevant to the current objectives being taught in the classroom. Sometimes teachers will ask students to read to another person at home. This is a very important activity as children learn to read by reading! Your child is responsible for organizing, completing, and returning homework on time. Please contact the classroom teacher if your student struggles to understand a homework assignment.

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

#### *Textbooks*

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

No student is to be penalized if a book is lost because of factors beyond his/her control. All students will be made aware that if such losses are reported immediately, and if the administration agrees that the loss was beyond the student's control, fines will be canceled.

#### Incomplete/Late Work Philosophy

Students are expected to complete all work by the due date assigned. Students will need to work with teacher(s) on the deadline for any assignments(s) missed during an excused absence. Work turned in late will be subject to the late work policy.

#### Plagiarism/Academic Dishonesty Policy

Students need to be aware of the legal and ethical consequences of plagiarism and/or academic dishonesty. Intentional or not, it is never acceptable to use someone else's words without giving him or her credit. In order to be successful in school, students need to know how to avoid plagiarism. It is defined as "the use of another person's writing or ideas without giving that person credit by means of quotation marks and/or footnotes. All source material, whether presented through summary, paraphrase, or précis, must have adequate footnote citation." (UMKC – HSCP English Handbook, 2006)

In individual classrooms, teachers will discuss academic honesty and will instruct students as to proper methods of documentation to avoid plagiarism. It then becomes, and is, the student's responsibility to credit his or her sources properly. Failure to do so may result in a failing grade for the assignment and, in serious instances, may result in a failing grade for the course. (See Student Discipline, S-170-S) Parents will be informed of any instances of plagiarism as well as the consequences decided upon by the classroom teacher and administration.

#### *Assessment Program I-195-S*

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is as follows:  
<http://sites.isdschools.org/curriculum/elementary-curriculum>

#### *Teaching About Human Sexuality I-120-S*

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction. All curriculum materials used in the District's human sexuality instruction are available for review prior to its use in instruction.

### *Section 504 I-125-S*

The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed *Monday – Friday (8:00 am – 4:30 pm)* in the office of the Director of Special Services, (816) 521-5300 ext. 10101, [spedcompliance@idschools.org](mailto:spedcompliance@idschools.org). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### *Special Education I-125-S*

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, 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 and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

The District assures that personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by

their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri 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 District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed *Monday – Friday (8:00 am – 4:30 pm)* in the office of the Director of Special Services, (816) 521-5300 ext. 10101, [spedcompliance@idschools.org](mailto:spedcompliance@idschools.org). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

#### *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.

#### *Virtual/Online Courses I-160-S*

The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through online options may

contact the Admissions Office for assistance with registering for MOCAP virtual courses.

### **Gifted-IMPACT**

The Independence School District Gifted Program is called IMPACT. IMPACT is an acronym for Independence Missouri's Program for the Academically and Creatively Talented. IMPACT is designed to introduce students to new areas of learning outside the scope of the regular classroom curriculum. The program also develops skills in complex and creative thinking to develop independent learners. IMPACT is an accelerated, instructional supplement to help enrich the student's growth and development to maximize their fullest potential.

All 1st and 3rd grade students will be screened for IMPACT. Opt-Out forms will be sent home to parents of 1st and 3rd grade students and will need to be returned to a student's home school if the parent does not wish to have their child participate.

Teachers, parents, counselors, or a student can also initiate a referral to IMPACT for grades 1-7. The deadline for referrals is January of each year. When a student is referred for screening, parent permission is required.

### **Library Services**

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

### **Technology F-265-S**

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 students in the Independence School District.

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

Internet use – While using a school-issued device, students will be given access to the internet and will be expected to access sites that are appropriate for the educational

assignment given. Students who access or attempt to access pornography or other sites not related to an educational assignment will be disciplined and denied internet access for a specified period of time. Any image that would not be allowed in school on a tee shirt will be considered inappropriate. Students using computers in the Library Media Center or Computer Labs without the direct supervision of a teacher may need to meet additional requirements. Students will need to ask the Library Media Specialist in his/her building about those additional requirements.

**Security** – All students will be given a username and password to use to log in to computers. Passwords must be kept confidential at all times. Network equipment will allow for the tracking of all computer activity by username and password. Therefore, students are not allowed to log in using another person's username and password. A student who uses another person's username and password or allows someone to use his/her username and password will be disciplined and denied computer access for a specified period of time.

**File Sharing** – Copyright laws protect various forms of software, music, and video files. Students are not allowed to download software, music, or video files at school, unless appropriate fees have been paid and the downloading process is supervised by a teacher or administrator. Files not protected by copyright laws may be shared provided it is for educational purposes and does not contain inappropriate material. Students will not be allowed to install any software unless operating out of a technology class and under the supervision of a teacher. Any student guilty of downloading or sharing copyright protected files or attempting to download or share such files or install software will be disciplined and denied access to computers for a specified period of time.

**Consequences of Misuse** – Students guilty of misusing the technologies provided by the District will be disciplined according to the nature and severity of the misuse. Consequences will be similar to the consequences with other rules violations and may include being denied access to technology. Inappropriate use of the network or an inappropriate request to remove a filter 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.

#### *Cell Phone and Other Personal Technology Guidelines*

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.

We discourage elementary students from bringing cell phones to school. However, if it is necessary to have a phone, it must be turned off and kept in the backpack. If the phone becomes a distraction during school hours, it will be confiscated and can be picked up by the parent.

### *Technology Devices and Acceptable Use Policy*

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

### *Acceptable Use*

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children’s Internet Protection Act (CIPA).

### *Unacceptable Use*

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

### *User Agreements*

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.)

### *Safety and Cybersecurity*

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials

using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

### Building Information

#### *Parent-Teacher Association (PTA)*

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

#### *Volunteers*

Teamwork helps schools provide the best educational experience to students. Parent volunteers are valuable to our school. If you are interested in volunteering, please contact your school to receive further information about the process and volunteer expectations.

#### *Grading and Reporting System*

##### Quarter Progress Reports and Semester Grades

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

1st Quarter Ends	October 13, 2023
Fall Parent Teacher Conferences	Week of October 16, 2023
2nd Quarter Ends	December 22, 2023
3rd Quarter Ends	March 8, 2024
Spring Parent Teacher Conferences	Week of March 11, 2024
4th Quarter the event of snow days)	Ends May 22, 2024 (or the last day of school in

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

#### *Parent Teacher Conferences*

Communication between school and home is beneficial for all students. The district schedules conferences two times each year- fall and spring. Parents are urged to attend. Refer to the school calendar for dates. Additional conferences can be held throughout the year at the request of the parent or the teacher. Appointments are needed and can be scheduled by contacting the teacher or by calling the school office.

#### *School Cancellations and/or Early Dismissal*

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing social media, robo calls, KMBC, ABC Fox 4,

and local radio stations to notify students and parents/guardians. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

#### *Before/After School Care Programs: Kids Safari*

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

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

#### *Class Schedules/Bell Schedules*

### **DAILY SCHEDULE**

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

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

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

### *Recess*

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

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

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

### *Playground Guidelines*

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

### *Field Trips*

As a part of the school program, children are taken on educational trips requiring bus transportation. School personnel supervises all educational trips. The district sponsors field trips throughout the year. Parents will be asked to give permission for all field trips on a yearly basis as part of the enrollment/ residency verification process and for each specific trip. Prior to any trip, communication about the activity will be sent to parents. There will be events or trips requiring adults to have a cleared background check completed (not in process) through the Independence School District's Central Office. Parents may be responsible for the cost of this service. Completion of the process can take several weeks, so please plan ahead to avoid missing a field trip. Once completed, this process does not have to be re-done annually but an update will be requested on a cycle. Forms can be found at the end of this handbook or obtained by calling the school.

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

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

### *Phone Messages*

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

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

### *Deliveries*

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

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

### *Parties/Celebrations*

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

Birthdays can be a special time for children, and birthday treats may be brought to school following each school's established practices. Please reach out to the school first to determine the current approach. If your child wants to contact school friends for a

celebration or party outside of school, please avoid passing out invitations while at school as not everyone will be invited, and feelings can easily be hurt. If there is no other way to invite a student, arrangements must be made with the classroom teacher as to an appropriate way/time. We appreciate your understanding in this matter.

### *Birthday Book Club*

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

### *Supply Lists*

[Elementary School Supply List](#)

[Spanish version](#)

### *School Pictures*

Individual school pictures are taken each year in the fall and spring. Information concerning picture day will be sent home in backpacks and advertised on social media. There is no obligation to buy photographs. Pictures taken in the fall are used for the publication of the yearbook.

### *School Sponsored Events/Activities*

Special events for students are planned by the PTA, 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.

### *Personal Belongings/Phone*

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

Students do not need to bring toys or sensory items from home because the school will provide all materials necessary to support students. This policy helps keep personal items safe and allows students to concentrate on learning.

Gum should not be brought or chewed at school unless a teacher approves.

### *School Counselors*

The guidance program provides services to all students. It is a comprehensive program that has specific competencies for students. These competencies fall into the broad areas of: knowledge of self and others, developing positive peer relationships, awareness and acceptance of individual differences, positive problem solving, and career planning and exploration. Lessons are delivered through classroom activities. Individual counseling and/or small group counseling is available on a short-term basis and as needs exist. The counselor is also available for parent/guardian conferences and has parenting resources available.

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

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

### *Family/School Liaison*

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

This individual will be here to:

- develop services that are inclusive of family diversity and based in a strengths-perspective model;
- carry out activities designated to implement family involvement and support for educational goals;
- act as a liaison among District programs, community agencies, teachers, and neighborhood families;
- develop referral systems and procedures among families, staff, and community agencies to facilitate delivery of services;
- inform school staff of changes in family situations that might reflect on child behavior or attendance;

- provide advocacy for social services that are unavailable to families by acting as a catalyst to facilitate community action and by partnering with families to become advocates for their children.

### *School Resource Officer*

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

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

### District Policy Information

#### *Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S*

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless or in foster care is:

Name: Director of Family Services  
Phone #: (816) 521-5300 ext. 10090  
Email Address: [familyservices@isdschools.org](mailto:familyservices@isdschools.org)

The District's liaison for students who are migrant or English learners is:

Name: Director of Title Services  
Phone #: (816) 521-5300 ext. 10133  
Email Address: [titleservices@isdschools.org](mailto:titleservices@isdschools.org)

#### *English Language Learners I-150-S*

The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. *The website features the ability to translate information into 4 languages.*

For more information about the programs for students with LEP or assistance for families, please contact:

Name: Director of Family Services  
Phone: (816) 521-5300 ext. 10090  
Email Address: [familyservices@idschools.org](mailto:familyservices@idschools.org)

### *Physical Examinations and Screenings S-146-S*

The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

### *Surveying, Analyzing, and Evaluating Students S-150-S*

The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building principal.

All District policies can be located at: <https://egs.edcounsel.law/independence-school-District-policies>.

### *School Nutritional Program F-290-S*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### *Student Transfers S-120-S*

The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision

regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.

2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school districts, districts may contract for necessary services for students with disabilities.
4. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the district in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

#### *Trauma-Informed Schools Initiative*

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: <https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed>.

#### *Tobacco-Free Policy C-150-S*

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

#### *Safety F-225-S*

The Board of Education directs the Superintendent to ensure that the administration and management of all District operations be in compliance with local laws and regulations pertaining to student and staff safety and state and federal laws and standards regarding Occupational Safety and Health. At various times District supervisors will issue specific safety standards and will provide ongoing directions, oral

and written, to maximize employee and student safety. Failure to comply with such safety directives will be considered serious misconduct and will result in disciplinary action up to and including dismissal.

In order to promote safety and to reduce the occurrence of injuries to the employee; to the employee's colleagues, students and visitors to our schools, the following requirements are mandated by the Board. These requirements are not intended to be exclusive, but to be illustrative for measures required to promote safety. Moreover, these requirements are in addition to all relevant requirements of federal and state law, as well as, Board policy. Employees will be required to review, sign and return this policy on an annual basis. These requirements are:

1. All accidents are to be reported, in writing, to your supervisor on the date they occur.
2. All unsafe conditions are to be reported to your supervisor immediately.
3. No running or horseplay is permitted.
4. The use of alcohol or non-prescribed drugs during work hours is strictly prohibited. The use of prescribed drugs is permitted subject to the limitations imposed by the prescribing physician.
5. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.
6. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available, the absence of same should be reported to your supervisor immediately.
7. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone for phone calls or texting is prohibited in a moving vehicle.
8. The use of employer provided safety devices is mandatory.

Fire inspections will be conducted on an announced and unannounced basis in each building. The Superintendent is responsible for remedying unsafe conditions reported by local fire marshals acting in their official capacities. Building Administration will assume responsibility for preparing a fire drill and emergency exit plan for each building. The plan will permit students to leave the building safely and quickly. Exit plans will be posted in each classroom and reviewed with the students on a regular basis. Fire drills will be held the first full month of school and quarterly thereafter.

#### *Firearms and Weapons F-235-S*

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.