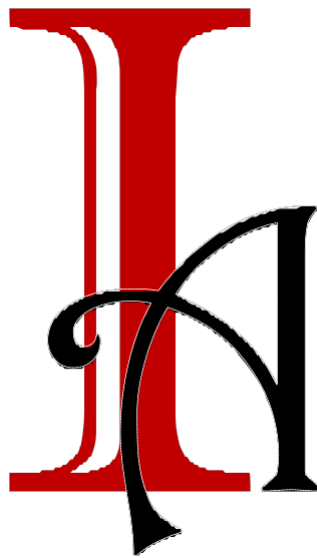


Independence School District
Independence Academy
Student Handbook
2016-2017



Independence Academy Campus
600 W. Mechanic
Independence, MO 64050

Phone: (816) 521-5505 Fax: (816) 521-5613

Dear Students and Parents,

Welcome to Independence Academy, where our mission is “Empowering individuals to thrive, not survive”. Throughout the year we work to create an educational environment in which each student is valued, respected, and given every opportunity to be successful.

We are committed to providing a healthy, safe, and structured environment in which students can grow to become successful adults. We will nurture each student’s academic and individual talents and foster positive relationships with students, parents, community members, and all other patrons of Independence Academy.

Our school policies and procedures are guided by Independence School District Board policies. This handbook contains important information about the guidelines, rules, policies and procedures of Independence Academy. It is important to note that our school has several different programs that have special policies and procedures. Therefore, please pay particular attention to the information about your program.

We look forward to building relationships with you and your child and encourage an open line of communication with us. We welcome any questions or concerns that you may have. Please do not hesitate to contact us for more information.

Sincerely,

Rebecca Bressman

Rebecca Bressman
Principal

Independence School District
BOARD OF EDUCATION
2016-2017

Superintendent of Schools

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District Vision:

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

District Mission:

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.

District Values Statements:

- All students can learn.
- All people have the right to be accepted and treated with respect.
- Schools will be safe, orderly, and caring environments.
- Effective teaching/learning is the responsibility of the family, school, and community.
- High academic and behavioral standards are expected.

District Level Goals:

- Increase student achievement and performance.
- Align district programs and services for continuity and cohesiveness.
- Maximize resources to facilitate learning.

Independence Academy Mission Statement

Empowering individuals to thrive, not survive.

2016-2017 Calendar

NO SCHOOL DAYS

Day/Date

Reason

Monday, September 5

Labor Day

Monday, September 26

No School

Friday, October 28 – Monday, October 31

No School

Wednesday, November 23 – Friday, November 25

Thanksgiving Break

Wednesday, December 21 – Tuesday, January 3

Winter Break

Monday, January 16

Martin Luther King Jr. Day

Monday, February 20 – Tuesday, February 21

No School

Friday, March 24 – Monday, April 3

No School/Spring Break

Friday, April 14

No School

Parent/Teacher Conferences

Week of October 24

Parent/Teacher Conferences

Week of March 20

Parent/Teacher Conferences

Independence Academy

Hours of Operation

Office Hours: 7:00 – 2:30 p.m.

High School Alternative School Hours: 7:15 – 2:04 p.m. (M,T,F) 7:15 – 1:31 p.m. (W, Th)

Elementary, Middle School, High School Day Treatment, and Long Term Suspension: 7:25 – 2:00 p.m.

Lunch Program

Independence Academy offers breakfast and lunch each school day. Families in need of 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. 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.

Students are NOT allowed to bring outside food or drinks to school.

Independence School Nutritional Service 2016-2017 Meal Prices

	Breakfast	Reduced	Lunch	Reduced	Extra Drink
Elementary	\$ 1.60	\$0.30	\$2.45	\$0.40	\$0.50
Middle School	\$ 1.70	\$0.30	\$2.60	\$0.40	\$0.50
High School	\$ 1.70	\$0.30	\$2.60	\$0.40	\$0.50
Adult	\$ 2.00		\$3.00		\$0.50

- *Prices are subject to change*
- *Payments are to be sent to the School's Nutrition Center*
- *Make Checks Payable to: Independence Public School Nutrition Services*
- *Only local checks can be accepted*
- *Payments may also be made online at MealPayPlus.com*

PLEASE NOTIFY THE OFFICE & SCHOOL NURSE IF YOUR CHILD IS ALLERGIC TO PEANUT BUTTER OR MILK.

Students will not be able to charge purchases to their student account. Students without funds in their account will be given a cheese sandwich for lunch.

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

District Attendance Policy

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

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

Students who stay home from school are required to have a parent/guardian call the school attendance office by 8:30 a.m. each day you are absent. We encourage medical appointments to be made after school hours whenever possible to reduce the amount of learning time lost.

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

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

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

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

Interventions for unexcused absences:

10 Day Attendance Policy

Regular attendance is one of the most important factors in determining a student's academic success. Due to this, students who accumulate in excess of ten days in any class are subject to loss of credit for that class (BOE Policy 2310). (Days of student suspension are not counted as days absent for purposes of this policy.) When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by administrative discretion on an individual basis. Beginning the first day of school, attendance will be closely monitored.

HEALTH SERVICES: HEALTH CLINICS

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

Students must be free of fever and kept home for 24 hours after the fever breaks. This prevents the spread of disease to others at school. All parents have a responsibility to help prevent the spread of communicable diseases in schools. Parents are to call the nurse to report absences due to illness or when a child is diagnosed with a communicable disease.

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

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

STUDENTS

Policy 2860

Student Services

Students with Communicable Diseases

A student shall not attend classes or other school-sponsored activities, if the student (1) has, or has been exposed to, an acute (short duration) or chronic (long duration) contagious or infectious disease, and (2) is liable to transmit the contagious or infectious disease, unless the Board of Education or its designee has determined, based upon medical evidence, that the student:

1. No longer has the disease.
2. Is not in the contagious or infectious stage of an acute disease.
3. Has a chronic infectious disease that poses little risk of transmission in the school environment with reasonable precautions.

School officials may require any child suspected of having a contagious or infectious disease to be examined by a physician and may exclude the child from school, in accordance with the procedures authorized by this policy, so long as there is a substantial risk of transmission of the disease in the school environment.

A student who has a chronic infectious disease, and who is permitted to attend school, may be required to do so under specified conditions. Failure to adhere to the conditions will result in the student being excluded from school. A student who has a chronic infectious disease and who is not permitted to attend school or participate in school activities will be provided instruction in an alternative educational setting in accordance with District policy.

Students with acute or chronic contagious or infectious diseases and their families have a right to privacy and confidentiality. Only staff members who have a medical reason to know the identity and condition of such students will be informed. Willful or negligent disclosure of confidential information about a student's medical condition by staff members will be cause for disciplinary action.

The District will implement reporting and disease outbreak control measures in accordance with the provisions of Missouri Department of Health publication PACH-16, "Prevention and Control of Communicable Diseases: A Guide for School Administrators, Nurses, Teachers and Day Care Operators," a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse.

STUDENTS
Student Services
Students with Communicable Diseases

Regulation 2860

The following Administrative Guidelines have been developed to assist in implementing Policy 2860:

The District's policy and regulations on communicable diseases, including detailed information about procedures to be implemented if a student with a chronic infectious disease is enrolled, will be disseminated annually to parents of all students attending District schools. All employees will follow the most recent guidelines issued by the Centers for Disease Control, including applicable universal precautions in cleaning up body fluid spills (a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse), regardless whether an individual infected with a body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for these precautions by any staff member will be cause for disciplinary action.

Acute Infectious Disease

1. A staff member who has reason to believe that a student has been exposed to a contagious or infectious disease or who observes symptoms of such a disease, shall inform the principal. The principal will consult with the school nurse about the child.
2. If the school nurse determines that the student has an acute contagious or infectious disease, the principal will exclude the student from school for the number of days specified in the latest revision of the Missouri Department of Health Publication, "Prevention and Control of Communicable Diseases - A Guide for School Administrators, Nurses, Teachers and Day Care Operators," PACH-16, or until a physician certifies that the student no longer is liable to transmit the disease.
3. If a student has been excluded from school by the principal because the student has or is suspected of having an acute contagious or infectious disease, the student and his/her parent/guardian may appeal such decision in writing to the Superintendent. The Superintendent may require the student to be examined by a physician designated by the District, the child's own physician, or both, at the option of the Superintendent. The student shall not attend classes or participate in school activities during the appeal period.

Chronic Infectious Disease

1. If the principal, after consulting with the school nurse, determines that a student may have a chronic infectious disease, the student may be excluded from school and provided an education in an alternative setting until the following procedures have been concluded. Prior to excluding the student, the student's parents/guardians shall receive written notification of the intent to exclude and their procedural safeguards as set forth in the District's compliance plan for Section 504 of the Rehabilitation Act of 1973:

The principal shall immediately report any student who has or is suspected of having a chronic infectious disease to the Superintendent or his/her designee. The Superintendent or his/her designee shall within three (3) working days appoint a Review Committee to assess the student's medical condition. The Committee should include the following:

- a. The student's parents/guardians.
- b. The student's physician.
- c. A physician specialist in public health or infectious diseases.
- d. The Supervisor of Health Services, who shall serve as Chairperson of the Review Committee, or his/her designee.
- e. The principal.
- f. The Superintendent or his/her designee.
- g. Others mutually agreed upon by the District and the parents/guardians.

The District's legal counsel may serve on the Committee in an advisory capacity.

If the student has been identified as a student with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA), the student may be excluded from school and provided with an education in an alternative setting, so long as such exclusion does not constitute a change in placement pursuant to the IDEA. The student's medical condition and educational placement will be:

- a. Prior to excluding the student, the student's parents/guardians shall receive written notification of their procedural safeguards as set forth in the District's compliance plan for implementing the IDEA, in addition to written notice of their procedural safeguards pursuant to Section 504 of the Rehabilitation Act of 1973.
 - b. The Review Committee shall include the chairperson of the student's Individual Educational Program Committee or his/her designee.
2. The members of the Review Committee shall determine the fitness of the student to attend school. The Committee will assess the student's condition, the school conditions, and the risks of exposing others to the disease in the school environment, and shall determine whether the student should (1) be permitted to attend school without restrictions; (2) attend school under stated restrictions and conditions; or (3) be excluded from attending school and provided an alternative educational program. The Committee will prepare a written individual school health care plan for the student and establish dates and/or conditions under which the student's status will be reviewed. The Committee will also identify the persons who have a medical need to know the identity of the student because they are responsible for providing proper health care, and will provide the names of those persons to the Superintendent or his/her designee.
 3. Within three (3) working days after the Committee is convened, the Committee will make a determination and prepare findings of fact, which the Chairperson shall communicate in writing to the student's parents/guardians, the principal, and the Superintendent. The parents/guardians shall again receive written notification of their procedural safeguards as set forth in the District's compliance plan for Section 504 of the Rehabilitation Act of 1973 (and in the District's compliance plan for implementing the IDEA, if applicable). The meetings, records, and votes of the Review Committee shall not be open to the public. The determination will be final unless reversed on appeal pursuant to the Complaint Procedures set out in the District's compliance plan for Section 504 (or the procedures in the District's compliance plan for implementing the IDEA, if applicable).
 4. If a student with a chronic infectious disease is permitted to attend school, the Superintendent will notify those persons who were identified by the Review Committee as having a medical need to know the student's identity and conditions under which the student is attending school. Willful or negligent disclosure of confidential information will be cause for disciplinary action.
 5. Only staff members who have a medical "need to know" will possess the identity of a student with a chronic infectious disease including (1) those who are designated by the District to determine the fitness of the student to attend school; (2) those who are responsible for providing health care to the student, such as the school nurse; and (3) those who are most likely to be in a position to render first aid to the student in case of an accident or medical emergency.
 6. A student who has a chronic infectious disease shall be evaluated pursuant to the District's compliance plan for Section 504 of the Rehabilitation Act of 1973 (and the District's compliance plan for implementing the IDEA, if applicable) to determine whether any accommodations or related services are necessary for the student to receive a free appropriate public education. If accommodations or related services are necessary, the District shall develop and implement a plan for the delivery of all needed services. This evaluation shall be conducted regardless of whether the student is permitted to attend school with or without conditions and restrictions, or is excluded from school.

IMMUNIZATIONS

According to Missouri State Law 19CSR 20-28.010, immunization requirements for school children, the parent/guardian must furnish the school satisfactory evidence of immunizations against diphtheria, pertussis, tetanus, polio, measles, rubella, mumps, meningitis, and hepatitis B. Varicella vaccine or proof of chickenpox is required for grades K-10. Exemption for medical or religious reasons are available from the Jackson County Health Department, Kansas City Health Department or your physician's office. Immunizations are available from the Jackson County Health Department, 313 South Liberty, Independence, MO 64050. Telephone: 816.404.6415. Students not in compliance with the state law will not be enrolled or allowed to attend school. Important: All students must be accompanied by a parent, legal guardian or an adult who has a written statement from the parent giving permission for the needed immunizations. Please take the student's immunization record to the clinic.

MEDICATION AT SCHOOL

All medication, (including inhalers for asthma), to be taken by, or administered to a student while at school, will be delivered to the school health clinic by a parent, guardian (or adult designated in writing by a parent or guardian), and a **MEDICATION CONSENT** completed and signed. **STUDENTS ARE NOT ALLOWED TO HAVE MEDICATION IN THEIR POSSESSION ON SCHOOL BUSES, AT SCHOOL OR ANY SCHOOL FUNCTIONS.** Non-compliance with this district policy may result in long-term suspension from school.

Medication must be in a current pharmacy labeled container which includes: student's name, date, doctor's name, medication name, quantity, frequency, dosage and route of administration. Once inhalers are checked in by a parent or guardian, students with asthma may be allowed to carry and self-administer their inhaler.

All over the counter (OTC) medication must be delivered to the school's health clinic in the **original** labeled container by a parent or guardian. OTC medication must either be accompanied by a written physician order that includes the student's name, date, doctor's name, medication name, quantity, frequency, dosage and route of administration, **or** the OTC medication must be one for which a Standing Order exists. In either case, a parent, guardian, (or adult designated in writing by a parent or guardian) must complete and sign a Medication Consent before any medication will be administered.

Standing Orders exist for the following:

- Tylenol/acetaminophen – (children over 4 years)
- Motrin/Advil/ibuprofen – (school aged students)
- Chewable Antacids – (school aged students)
- Sunscreen – (child care and school aged students)
- Antibiotic ointment – (child care and school aged students)
- Cough drops

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

Disposal of medicines will be made by school nurses per recommendations of Food and Drug Administration personnel. The nurse will destroy any medicine not picked up by a parent/guardian within five (5) days of notification or discontinuation of use.

Administrative Guidelines for Medications:

Inhalers may be carried by asthmatic students provided they have shown the inhaler to the nurse and she finds it properly labeled with the pharmacy label containing: student's name, doctor's name, medication name, date and dosage and the parent has signed consent and the student has signed an agreement to use the inhaler as directed and only to be used by the student it was prescribed to.

Latex Allergies

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

For the safety and protection of all students, the administration will take serious disciplinary action if these rules are not followed.

Threatening or bullying behavior not tolerated -

Threats or intimidation toward any person, persons, or toward the school will be considered a violation of appropriate conduct. Students who know about a threat or students being victimized need to inform school authorities **as soon as possible.**

Parents of a student suspected of making a threat will be contacted and expected to provide information to help evaluate the threat. Each case will be investigated with consequences ranging from a parent conference to suspension by a principal, the superintendent, the board of education, and/or expulsion by the board of education.

MO School violence hotline: 1-866-748-7047

Greater Kansas City School Crime Stoppers Text-A-Tip Program: Students text information to 274637 (CRIMES) and include the school key word “IA Dragons” in the body of the text.

Transportation

Alternative High School and Missouri Option students will be provided transportation to IA via their home high school. Students board district transportation at their district assigned bus stop and travel to their home high school where they will board a shuttle to IA. While waiting for transportation, students are not to enter the home high school (unless there is inclement weather). If entry is needed into the home high school, permission must be sought from the home high school administration. If a student misses the bus from their home high school, they will be responsible for arranging transportation to IA; students are not allowed to stay at the home school.

Students are expected to ride their regular transportation each day. Students are not allowed to ride another bus for example, riding home with a friend; students will arrive and leave on their district assigned transportation.

If a student needs to leave school, prior notice is required by note or phone call for students being picked up during the school day. Students will be checked out at the office before leaving. If you are picking your child up early, you **MUST come to the OFFICE**, not the classroom. You will be required to present a valid photo identification to check-out your student. The office personnel will call the student to the office. Attendance is kept by the minute and we must record the time missed.

SCHOOL BUS SAFETY

Safe transportation of students shall be the paramount obligation of the transportation staff. All procedures and rules developed by the administration shall be governed by this requirement. State and local laws pertaining to the operation of buses and vehicles used to transport students will be observed by drivers, students and staff.

The administration will develop regulations for students to be included in Policy and Regulation 2610 – Behavioral Expectations. These rules and regulations will be published annually in student handbooks to be distributed to students and parents/guardians. Students will receive instruction for the safe loading, riding, unloading and emergency evacuation procedures. (Policy 5220)

STUDENT CONDUCT ON BUSES

The safety of students during their transportation to and from school is a responsibility which they and their parents/guardians share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment. (Policy 2652) (Form 2652)

STUDENT DRESS

Board Policy 2651

The Board of Education expects each student to share in promoting a positive, healthy and safe atmosphere. Student dress which is offensive or distracts from the learning process or creates a health or safety problem will not be permitted. This expectation includes the school day and school sponsored extracurricular activities. The following is a list of guidelines expected for school clothing. Please understand that this is not an exclusive list of dress expectations. Any item worn that distracts or disturbs the learning of our students will need to be changed.

- Clothing with inappropriate logos for school
- Suggestive clothing
- Clothing with profanity or drug references
- Clothing representing weapons or gangs

- Clothing with advertisements for alcohol, tobacco or adult places
- No clothing may be worn that shows a child's undergarments
- Spandex or short shorts are not permissible
- Do not wear midriff outfits
- Revealing tank tops or halter tops are not to be worn
- Hats and head coverings should be saved for special spirit days
- Pants are to be worn at waist level and should not drag on the floor

If a student wears an inappropriate item(s) to school, they will no longer be allowed to wear similar items. If directions for appropriate attire are not observed, disciplinary action may be taken.

Because we believe our students are capable of dressing appropriately within these guidelines, there will be administrative consequences for violating the student dress code.

Violation 1 – Warning and modification required.

Violation 2 – Provided modification, if possible, and parental contact.

This dress code is intended to provide students with our philosophy regarding student dress. 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 acceptable attire for school is. (See Board of Education Policy 2651).

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

INFORMATION CHANGES

Please inform the main office immediately if you have a change of address or telephone number. Current information is crucial in the case of an emergency. In addition, accurate information is necessary for mailing purposes. The proper paperwork must be provided for change of address; copy of lease agreement, utility bill, and any other documentation deemed necessary.

SUSPENSION ACTIVITY PARTICIPATION

When students are placed on suspension, they cannot participate in or attend any school-sponsored activity during the duration of the suspension. **Students become eligible the day they return to regular classes.**

VISITORS

We welcome you to our school and look forward to seeing you at our building. As always, student safety is our first concern. **All visitors (including parents and guardians) are required to show picture ID before being allowed into the school building. Once inside the building, please report to the office to sign in and receive a visitor's badge. Any visitor without an observable visitor's badge will be asked to go back to the office.**

Parents are welcome to visit the school during specially planned activities and events. The school will send out information about activities open to parents and visitors. Please communicate with the classroom teacher if you plan to participate in the special activity. When arriving at the building, check-in at the office, and get a visitor's pass, prior to going to classrooms. Instructional time is reserved for focused learning and as such cannot accommodate visitors or guests. **The Family Education Right to Privacy Act requires that we cannot allow visitors to our classrooms except under special circumstances with approval from the administration.** Parents and guardians needing to visit a teacher should make an appointment so the teacher's time with students is not interrupted.

Visits from former students are not allowed unless approved by the principal in advance for special reasons. These procedures are to provide for students' safety and a disruption-free class time. If you wish to volunteer with our program for special events, please contact the building administration. All volunteers must be screened through our Central Office.

DISTRICT POLICIES

HARASSMENT POLICY

SEXUAL HARASSMENT

Regulation 2130

Nondiscrimination and Student Rights Harassment

It is the policy of the District to maintain a learning environment that is free from harassment because of an individual's race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against a student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as defined by this Policy.

It shall also be a violation of District policy for any teacher, administrator, or other school personnel of this District to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, as defined by this Policy, by a student, teacher, administrator, other school personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

For purposes of this Policy, the term "school personnel" includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.

The school system will act to promptly investigate all complaints, either formal or informal, verbal or written, of unlawful harassment or unlawful discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation; to promptly take appropriate action to protect individuals from further harassment or discrimination; and, if it determines that unlawful harassment or discrimination occurred, to promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated this Policy, and/or to take other appropriate action reasonably calculated to end the harassment/discrimination.

STUDENTS

Regulation 2130

Nondiscrimination and Student Rights

Harassment

DEFINITIONS AND EXAMPLES Sexual Harassment

For purposes of this Regulation, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

1. A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the District causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct;
2. When the unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

Sexual advances; touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts; coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; graffiti of a sexual nature; sexual gestures; sexual or dirty jokes; touching oneself sexually or talking about one's sexual activity in front of others; spreading rumors about or rating other students as to sexual activity or performance; unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to

avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.) other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

Harassment Because of Race or Color

For purposes of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color when:

1. The harassing conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of race or color include:

- graffiti containing racially offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's race or color;
- notes or cartoons;
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color;
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color.

Harassment Based Upon National Origin or Ethnicity

For purposes of this Regulation, ethnic or national origin harassment of a student consists of verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members, or ancestors when:

- The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
- The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or the harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- graffiti containing offensive language which is derogatory to others because of their national origin or ethnicity;
- jokes, name-calling, or rumors based upon an individual's national origin or ethnicity;
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity;
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity.

Harassment Because of Disability

For the purposes of this Regulation, harassment because of the disability of a student consists of verbal or physical conduct relating to an individual's physical or mental impairment when:

1. The harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conduct otherwise adversely and substantially affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- graffiti containing offensive language which is derogatory to others because of their physical or mental disability;
- threatening or intimidating conduct directed at another because of the other's physical or mental disability;
- jokes, rumors, or name-calling based upon an individual's physical or mental disability;
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability;
- graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability.

Harassment Because of Gender

For purposes of this Regulation, gender harassment of a student consists of verbal or physical conduct relating to an individual's gender when:

- The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
- The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
- The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of gender include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

Harassment Because of Sexual Orientation or Perceived Sexual Orientation

For purposes of this Regulation, harassment of a student because of sexual orientation or perceived sexual orientation consists of verbal or physical conduct relating to an individual's sexual orientation or perceived sexual orientation when:

1. The harassing conduct is sufficiently persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, or abusive educational environment; or
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. The harassing conduct otherwise substantially and adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of sexual orientation or perceived sexual orientation include:

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's sexual orientation or perceived sexual orientation; notes or cartoons; slurs, negative stereotypes, and hostile acts which are based upon another's sexual orientation or perceived sexual orientation;
- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, sexual orientation or perceived sexual orientation;
- other kinds of aggressive conduct such as theft or damage to property which is motivated by sexual orientation or perceived sexual orientation.

REPORTING PROCEDURES

Any student who believes he or she has been the victim of sexual harassment or harassment based on race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of sexual harassment or harassment based on race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Regulation.

Any other person with knowledge or belief that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation as set forth above, is encouraged to immediately report the alleged acts to an appropriate District official designated by this Regulation.

The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Use of formal reporting forms is not mandated. Nothing in this Regulation shall prevent any person from reporting harassment directly to the Compliance Officer or to the Superintendent. The District will respond to male and female students' complaints of discrimination and harassment promptly, appropriately, and with the same degree of seriousness.

1. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination, sexual harassment, or harassment based on race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation at the building level. Any adult School District personnel who receives a report of discrimination, sexual harassment, or harassment based on race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Compliance Officer. If the report was given verbally, the principal shall personally reduce it to written form within twenty-four (24) hours and forward it to the Compliance Officer. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

2. The School Board has designated Greg Gilliam, Director of Human Resources/Certificated staff, as the

District Compliance Officer with responsibility to identify, prevent, and remedy unlawful discipline and harassment. The District Compliance Officer shall:

- receive reports or complaints of unlawful discrimination, sexual harassment, or harassment based on race, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation;
- oversee the investigative process;
- be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
- arrange for necessary training required for compliance with this Regulation; and
- insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment, recommend appropriate discipline and remedies when harassment is found, and take other appropriate action to rectify the damaging effects of any prohibited discrimination, including interim protection of the victim during the course of the investigation.

If any complaint involves a Compliance Officer, the complaint shall be filed directly with the Superintendent.

The District shall conspicuously post this Regulation against unlawful discrimination and harassment in each school in a place accessible to students, faculty, administrators, employees, parents, and members of the public. This notice shall include the name, mailing address, and telephone number of the Compliance Officer, the name, mailing address, and telephone number of the Missouri Commission for Human Rights, the state agency responsible for investigating allegations of discrimination in educational opportunities, and the mailing address and telephone number of the United States Department of Education, Office for Civil Rights, and the United States Department of Justice.

3. A copy of this Regulation shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.
4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.
5. This Regulation shall be reviewed at least annually for compliance with state and federal law.
6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

INVESTIGATION

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment, or harassment based upon race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, the Compliance Officer shall immediately undertake or authorize an investigation. That investigation may be conducted by District officials or by a third party designated by the District.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:

1. The nature of the behavior;
2. How often the conduct occurred; Department of Education, Office for Civil Rights, and the United States Department of Justice.
3. A copy of this Regulation shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.
4. The School Board will develop a method of discussing this Regulation with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.

5. This Regulation shall be reviewed at least annually for compliance with state and federal law.
6. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.
7. In determining whether the alleged conduct constitutes a violation of this Regulation, the District shall consider:
 - the nature of the behavior;
 - how often the conduct occurred;
 - whether there were past incidents or past continuing patterns of behavior;
 - the relationship between the parties involved;
 - the race, national origin, ethnicity, sex, and age of the victim;
 - the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
 - the number of alleged harassers;
 - the age of the alleged harassers;
 - where the harassment occurred;
 - whether there have been other incidents in the school involving the same or other students;
 - whether the conduct adversely affected the student's education or educational environment;
 - the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this Regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed no later than fourteen (14) days from receipt of the report. The District Compliance Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Regulation. The Compliance Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

SCHOOL DISTRICT RESPONSE

1. Upon receipt of a report that a violation has occurred, the District will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:
 - what response is most likely to end any ongoing harassment;
 - whether a particular response is likely to deter similar future conduct by the harasser or others;
 - the amount and kind of harm suffered by the victim of the harassment;
 - the identity of the party who engaged in the harassing conduct.
 - whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the District Compliance Officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

2. The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
3. If the District's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful discrimination or harassment in violation of this Regulation, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of

established School Board procedures for appealing other adverse personnel and/or education-related actions. If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established School Board procedures for appealing other adverse personnel and/or education-related actions. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.

4. Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

RETALIATION

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

STUDENTS

Form 2130.1

Nondiscrimination and Student Rights Sexual Harassment Prohibited Notice

SEXUAL HARASSMENT PROHIBITED

NOTICE TO ALL EMPLOYEES AND STUDENTS REGARDING SEXUAL HARASSMENT

The Independence School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawing, pictures or gesture
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. unwelcomed sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.
District Title IX Coordinator is: Dr. Gary Hogue, Director of Human Resources

INSTRUCTIONAL SERVICES

Regulation 6231

Instruction

Textbook Usage

At the beginning of each term, or semester as applicable, students are to be informed by each teacher of the school's expectations of responsibility for school property and the need for care and return of books. A constructive and educational approach to the students is desirable, including a discussion of reasons for treating books with respect, caring for them, using them wisely, and returning them in good condition. Penalties for lost or damaged books are to be outlined. A monitoring process is to be devised such as textbook receipt cards or other charge-out system that requires the student's signature for use of the book(s).

Parents/guardians are to be informed by the principal/designee as to the textbook status in the building or department; i.e., in which subject students are provided with individual copies, class sets, consumable materials, etc. Newsletters to the homes, Open House presentations and PTA meetings may be used as means of

communication.

Parents/guardians are to be informed of the penalties for lost or damaged textbooks early in the school year. Penalties may include a reasonable system of fines or repayments. For example, the student or the student's parents/guardians could be required to pay the fair value for replacement of a lost or destroyed book or for repair of a book. The student could choose to do some work for the school instead, if the principal finds that to be the best option.

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. The reporting procedure will be publicized in Student Handbooks and other school publications. Principals will handle cases individually.

Technology

Acceptable Technology Use Policy for Middle School and High School Students

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

The following acceptable use guidelines have been established for all Middle School/High School students in the Independence School District:

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

Internet use – 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.

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 within 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.

Printing – During the year, students may need to print materials from computers. Each building will establish guidelines for appropriate quantity and quality of printing and will discipline students who fail to follow those guidelines.

Technology Classes – Students who are enrolled in technology classes may be given additional computer privileges to install software and troubleshoot computer problems. Those students will be supervised by a teacher and given specific instructions on what they will be allowed to do.

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

Signature of acceptance – Student signatures on the signature page Technology Acceptable Use form signifies

that 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 Assistant Superintendent for Technology for the Independence School District.

**EQUAL OPPORTUNITY -
Civil Rights, Title IX, Section 504
Coordinator's Responsibilities (Section 504 and Title IX Coordinator)**

**Regulation 1310
(Form 1310)**

1. Develop a Section 504 grievance procedure which provides for due process for use by students and staff; develop a Title IX grievance procedure for use by students and staff, provide information about the availability and use of the grievance procedure and maintain a record of all grievance problems and solutions.
2. Develop a job description for the Section 504 and Title IX Coordinator; inform District personnel of the Coordinator's responsibilities and assure periodic meetings of the Coordinator to update staff on Section 504 and Title IX activities.
3. Provide ongoing review of District bulletins, catalogs, Board policies, counseling procedures, yearbooks, and administrative regulations and practices related to compliance with Section 504 and Title IX.
4. Ensure that annual notice of the Section 504 and Title IX Coordinator's name, address, and telephone number is placed in school catalog, handbooks, etc. (See Form 1310.)
5. Review student-sponsored organizations and suggest criteria for compliance with Section 504 and Title IX.
6. Become familiar with resources/information for assistance with LEA self-evaluation and remediation available from the Office for Civil Rights.
7. Develop a systematic procedure for monitoring compliance with Section 504 and Title IX.
8. Disseminate information about student rights in relation to Section 504 and Title IX.
9. Disseminate facility accessibility information to students and staff
10. Assure that cooperative training agreements and/or LEA contracts have appropriate nondiscrimination statements.
11. Evaluate present treatment of practices relating to pregnant students to determine compliance with Title IX regulations.

**District Policy STUDENTS
Discipline Behavioral Expectations**

Regulation 2610

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

Copies of this regulation as well as the District's corporal punishment policy will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

Expulsion of Students by the Board of Education

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

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

- 1) Violations of the Policies of the Board of Education and written school rules.

DEFINITION: Written school rules as distributed in handbooks, letters, and or materials by, or under the direction of, the principal.

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

2) Truancy

DEFINITION: Being absent for any reason other than those reasons established as acceptable by the principal. The principal retains the right to determine whether or not an absence is to be excused or unexcused.

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

3) Assault

DEFINITION: Knowingly causes physical injury to another person; with criminal negligence, causes physical injury to another person by means of a deadly weapon; recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person.

CONSEQUENCE: Suspension by principal, Superintendent of Schools, Board of Education and/or expulsion by Board of Education. Assault on school property will be reported to the police and is a felony.

4) Fighting

DEFINITION: Combat in which one or both parties have contributed to the conflict either verbally or by physical action.

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

5) Weapons

DEFINITION: In any instance when a pupil is discovered to have on or about such pupil's person, or among such pupil's possession, or placed elsewhere on the school premises any item that is ordinarily considered to be a weapon. Examples include, but not limited to, knives, firearms, guns, chains, and explosives.

CONSEQUENCE: Suspension for a period not to exceed 180 days by principal, Superintendent of Schools, Board of Education and/ or expulsion by Board of Education, with the exception of a firearm (as defined by United States Code) that will result in expulsion by the Board of Education for not less than one year. In addition, any student in possession of a firearm will be referred to the local law enforcement agency. The Superintendent of Schools may modify the expulsion requirement on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

6) Verbal and Written Abuse to Staff

DEFINITION: Disrespectful verbal or written language to a staff member.

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

7) Alcoholic Beverages, Narcotics, Illegal Drugs, Prohibited Substances, and Medication

DEFINITION: Sale, and/or use, and in any instance when a pupil is discovered to have on or about such pupil's person or among such pupil's possessions, or placed elsewhere on the school premises of alcoholic beverages, narcotics, illegal drugs and/or prohibited substances, and drug paraphernalia, as defined in the Revised Statutes of Missouri (RSMo), Chapter 195, by any student while such student is upon school property, in attendance at a school function, whether off or upon school property, or while on school furnished transportation. Pupil possession of or being under the influence of alcoholic beverages and/or hallucinogenic drugs, or combination of drugs, or drug paraphernalia expressly prohibited by federal, state, or local laws, including prohibited substances which shall include those substances possessed, or distributed, and/or used that are held out to be, or represented to be controlled substances, illegal or controlled substances, as defined by Chapter 195 of the Revised Statutes of Missouri (RSMo), at any school functions, on or off school property, or on school furnished transportation.

DEFINITION: Sale and or use, and in any instance when a pupil is discovered to have on or about such pupil's person, or school premises of medication, medicine or drugs, as defined in common medical or

pharmaceutical dictionaries, either prescription or nonprescription, by any student while such student is upon school property, in attendance at a school function, whether off or upon school property, or while on school furnished transportation.

CONSEQUENCE: Suspension for a period not to exceed one hundred-eighty (180) days by principal, Superintendent of Schools, Board of Education and/or expulsion by Board of Education. Distribution of a controlled substance within 2000 feet of a school is a felony.

8) Extortion

DEFINITION: Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

CONSEQUENCE: Suspension by principal, Superintendent of Schools, Board of Education and/or expulsion by Board of Education.

9) False Alarm

DEFINITION: The reporting of false fire reports or alarms, bomb threats, or other action endangering the public safety of students and staff.

CONSEQUENCE: Suspension by principal, Superintendent of Schools, Board of Education and/or expulsion by Board of Education. A false bomb threat is a felony.

10) Theft

DEFINITION: Stealing or attempting to steal private or school property.

CONSEQUENCE: May range from conference with parents or guardian, detention, in-house 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.

11) Willful Damage or Vandalism to School, Staff or Student Property

DEFINITION: Willfully causing damage or attempting to cause damage to any property, real or personal belonging to the school, staff, or students.

CONSEQUENCE: May range from conference with parents or guardian, detention, in-house 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.

12) Careless Driving

DEFINITION: Driving carelessly on school property or without due caution so as to endanger person(s) or property.

CONSEQUENCE: Loss of parking privileges, suspension by principal, Superintendent of Schools, Board of Education and/or expulsion by Board of Education.

13) Use of Obscene Language/Gestures/Writings

DEFINITION: Use of words which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards, and do not have a serious literary, artistic, political or scientific value. Unacceptable gestures toward students and/or staff.

CONSEQUENCE: May range from conference with parents or guardian, detention, in-house 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.

14) Use of Language that is Disparaging or Demeaning

DEFINITION: Words which are spoken solely to harass or injure other people, such as threats of violence or defamation of a person's race, religion, or ethnic origin.

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

15) Use of Disruptive Speech or Conduct

DEFINITION: Conduct or speech, be it verbal, written, or symbolic, which materially and substantially disrupts classroom work, school activities, school functions, or simply talking in class when told not to do so.

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

16) Bus Misconduct

DEFINITION: Any offense committed by a student on a District-owned or contracted bus. Misconduct will be treated the same as school building misconduct.

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

17) Tobacco

DEFINITION: Smoking, chewing, sniffing, possession, or any other use of tobacco materials.

CONSEQUENCE: 1st offense – 5 day suspension; 2nd offense - 10 day suspension; 3rd offense - 90 day suspension.

Miscellaneous Offenses

18) Disciplinary action may be taken for items included, but not limited to, the following list:

- (a) arson
- (b) failure to follow directions
- (c) academic dishonesty
- (d) violence and/or violent behavior
- (e) indecent exposure
- (f) show of force
- (g) persistent opposition to school authority
- (h) possession of pornographic materials
- (i) gambling
- (j) hazing/harassment
- (k) failure to make academic progress
- (l) inappropriate use of the Internet

The Board of Education, after notice to parents or others having custodial care and a hearing upon the matter, may suspend a student upon a finding that the student has been charged, convicted, or plead guilty in a court of general jurisdiction for the commission of a felony criminal violation of state or federal law. At a hearing, the Board shall consider statements that the parties present. The Board may provide for the procedure and conduct of such hearings.

Applicability of Regulation to Students with Disabilities

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

Students Policy 2641

Drug Free Environment

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 – Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol. The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

STUDENTS

Regulation 2620

Discipline: Firearms and Weapons in School

DEFINITION: In any instance when a pupil is discovered to have on or about such pupil's person, or among such pupil's possession, or placed elsewhere on the school premises any item that is ordinarily considered to be a

weapon. Examples include, but not limited to, knives, firearms, guns, chains, and explosives.

CONSEQUENCE: Suspension for a period not to exceed 180 days by principal, Superintendent of Schools, Board of Education and/or expulsion by Board of Education, with the exception of a firearm (as defined by United States Code) that will result in expulsion by the Board of Education for not less than one year. In addition, any student in possession of a firearm will be referred to the local law enforcement agency. The Superintendent of Schools may modify the expulsion requirement on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

STUDENTS

Regulation 2653

Discipline: Student Participation in Secret Organizations and Gangs

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

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

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

Consequences for such actions and/or behaviors may result in suspension or expulsion.

To further discourage the influence of gangs, District administrators shall:

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

STUDENTS

**Regulation 2662
(Form 2662)**

Discipline: Suspension

Students are expected to conduct themselves in accordance with Board Regulation 2610. Failure to do so may result in a student's suspension or expulsion from school. A building principal may suspend a student for a period not to exceed ten (10) school days. Such suspension shall immediately be reported in writing to the Superintendent who may revoke or reduce the suspension if the Superintendent concludes that circumstances warrant such action.

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

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

The Superintendent of Schools may suspend a student for a period not to exceed 180 school days. No student shall be suspended by a principal or by the Superintendent unless:

1. The student shall be informed, orally or in writing, of the charge against him/her, and

2. If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension, and
3. The student shall be given an opportunity to present his/her version of the incident to the principal or Superintendent. Any suspension shall be reported immediately, in writing, to the student and the student's parent/guardian or others having custodial care of the student. A copy will be forwarded to the Superintendent.

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

In such event, the suspension shall be stayed until the Board renders its decision, unless in the judgment of the Superintendent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, in which case the student may be immediately removed from school, and the notice and hearing shall follow as soon as practicable.

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

Students will be readmitted or enrolled after expiration of their suspension from the District or from any other district only after a conference has been held to consider prior misconduct and remedial steps necessary to minimize future acts of similar misconduct. Participants in such pre-admission conferences will include:

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

STUDENTS

**Regulation 2663
(Form 2663)**

Discipline: Expulsion

No student may be permanently expelled from school without a prior hearing before the full Board or, at least, a quorum of the Board. A decision to expel a student requires the vote of a majority of those Board members present. Due process for expulsion of students shall include the following:

1. Board action shall begin with a written notification of the charges against the student, which shall be delivered by certified mail to the student, his/her parent/guardian, or others having his/her custodial care. Such notification will include charges, contemplated action, and time and place of a hearing on such charges and that the student, parent/guardian, or others having custodial care shall have the right to attend the hearing and to be represented by counsel.
2. The hearing will be closed unless the student, parent/guardian or others having custodial care requests an open hearing. At said hearing, the Board of Education or counsel shall present the charges, testimony, and evidence deemed necessary to support the charges. The Board will expect the principal in each case to be present and make oral and written reports and statements concerning the student's misconduct. The student, parent/ guardian or others having custodial care, or counsel, shall have the right to cross-examine witnesses presented in behalf of the charges and to present testimony in defense there against.
3. At the conclusion of the hearing or in an adjourned meeting, the Board of Education shall render its decision to dismiss the charges, suspend the student for a specified time, or expel the student from the schools of the District. Prompt written notice of the decision shall be given to the student, parent/guardian or others having custodial care, and counsel, if applicable.

STUDENTS

Regulation 2664

Discipline: Enrollment or Return Following Suspension and/or Expulsion

No student shall be readmitted, or permitted to enroll or otherwise attend school (except as may otherwise be

required by law), following a suspension or expulsion from this or any other school until the District has conducted a conference to review the conduct that resulted in the expulsion or suspension, and any remedial actions needed to prevent any future occurrences of such or related conduct.

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

The District shall notify in writing the parent/guardian and all other parties of the time, place, and agenda of any such conference. However, failure of any party to attend this conference shall not preclude holding the conference. Notwithstanding any provision of this regulation to the contrary, no student shall be readmitted or enrolled in a regular program of instruction if:

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

Offenses to Which this Policy Applies

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

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

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

STUDENTS

**Regulation 2671
(Form 2671)**

Discipline: Student Discipline Hearings

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

1. Students or students' parents/guardians may request a hearing before the Board to contest any suspension in excess of ten (10) school days. The request will be addressed to the Superintendent who will review all matters concerning the suspension.
2. No student may be expelled until this matter is reviewed in a hearing before the Board of Education.
3. The parent/guardian may represent their student or may retain an attorney to act as a representative in the defense of the student. The representative will have the right to present witnesses, question any and all witnesses as herein provided, and make a statement and offer exhibits on the nature of the evidence and disposition of the case. If the parent/guardian elects to have the student represented by an attorney at the hearing, the parent/guardian shall notify the Superintendent of such representation at least twenty- four hours prior to the scheduled time of the hearing.
4. Prior to the hearing, the parties, or their attorneys, may examine at the Board Office the discipline report and all related records.

5. Upon the request of any party, the Superintendent shall submit for review at the hearing the student's behavioral and academic record. If necessary, the information contained in such record may be explained and interpreted by a person trained in its use and interpretation. All parties shall be instructed to respect the confidentiality of all such records and information.
6. At the hearing, the Board may consider a student's record of past disciplinary actions, criminal court records, juvenile court records, and any actions of the student which would be criminal offenses.
7. The parties may present their version as to the charges and make such showing by way of affidavits, exhibits, and witnesses as they may desire (before testifying, witnesses shall be sworn).
8. The President of the Board of Education, or the Chairman of the designated committee of the Board, shall have full charge of the hearing and shall have the authority to direct its proceedings and to control the conduct of all persons present in accordance herewith. Such authority shall include the limitation of questioning that is unproductive, lengthy, or irrelevant. The Board may invoke reasonable limitations on the number of witnesses.
9. The hearing shall not be open to the public unless requested by the student's parent/guardian or those having his/her custodial care, provided, however, that, if the hearing is open to the public, the Board may set reasonable limitations on the number of people present based upon available space and need for orderly proceedings. The Board shall also have the right to exclude the public or any person or persons if it shall determine that the hearings are being disrupted by any person or group of persons. Unless public, as herein above provided, hearings may be attended only by members of the Board of Education, the Superintendent of Schools, the School Board attorney, the principal, the student, the parent/guardian and their representatives. Witnesses may be present only when giving information at the hearing. With parent/guardian permission, the student may be excluded at times when the student's psychological or emotional problems are being discussed.
10. A record shall be made of any information presented at the hearing. Statements and other written matter presented shall be kept on file by the District.
11. As soon as practicable after the hearing, the Board shall make its decision and transmit the same in writing to the parties and the Superintendent. The Board or its committee shall decide by majority vote whether the student has engaged in the misconduct charged by District administrators. The decision must be based solely on the evidence presented at the hearing and must include findings of fact on which the decision rests.

STUDENTS

Regulation 2672

Discipline: Discipline of Students with Disabilities

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

A student with a disability who violates the District's discipline policy who has not been removed from the current educational placement for more than ten (10) cumulative days for the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students. Services will not be provided to the student when the total number of days the students has been removed from the current educational placement is not more than ten (10) days, unless services are provided to children without disabilities who have been similarly removed.

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

A student with a disability who violates the District's discipline policy who has been removed from the current educational placement for more than ten (10) cumulative days in the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students, if the pattern of short term exclusions totaling more than ten (10) cumulative days does not constitute a change of placement. On the eleventh day of removal in a school year, the District will provide educational services. If the cumulative removals do not constitute a change of placement, the services to be provided will be determined by school personnel in consultation with the student's special education teacher.

A series of removals from the current educational placement for more than ten (10) days may amount to a pattern of exclusion that constitutes a change of placement. If a student with a disability has been removed for more than ten (10) cumulative school days and the removals constitute a change of placement, or if a school administrator determines that a removal for more than ten (10) consecutive school days is being considered, on the date a decision to make such a removal is made, the parents will be notified of the decision and provided a copy of the IDEA procedural safeguards. Not later than ten (10) business days after commencing a cumulative removal that constitutes a change of placement or when considering a removal of greater than ten (10) consecutive school days, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not previously been conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will

meet to review the plan and its implementation. The plan and its implementation will be modified as necessary.

In addition, not later than ten (10) days after the date of the decision to remove a student for more than ten (10) cumulative days constituting a change of placement or for consideration of a removal of more than ten (10) consecutive school days, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to disciplinary action. If a determination is made that the student's behavior was not a manifestation of the student's disability, disciplinary rules will be applied to the student in the same manner they would be applied to a student without a disability, except that a free appropriate public education will be provided to the student as determined by the IEP team.

Long-Term Changes in Placement (Drugs and Weapons)

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

1. Possesses a weapon at school or at a school function; or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or at a school function.

On the date a decision to make such a removal is made, the parents/guardians will be notified of the decision and provided a copy of the IDEA procedural safeguards. Not later than ten (10) business days after commencing such a removal, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not been previously conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as needed.

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

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

DEFINITIONS:

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

Weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2½ inches in length.

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

STUDENTS

**Regulation 2673
(Form 2673)**

Discipline: Reporting of Violent Behavior

All school employees are required to notify their immediate supervisor if they have reason to believe that a student or District employee has committed any of the offenses set out below, has physically or sexually abused any District student, or has possessed a controlled substance or weapon in violation of District policy. The principal will immediately report to the appropriate law enforcement agency and to the Superintendent/designee any instance where a student is found to be in possession, on their person or in their possession, of any weapon defined in Regulation 2620 or of controlled substances, or is found to have placed such substances elsewhere on school premises. For purposes of this regulation, "school premises" shall be defined to include school property,

school playgrounds, school parking lots, school buses, or at school activities whether on or off school property.

Reportable Offenses

1. First degree murder
2. Second degree murder
3. Kidnapping
4. First degree assault
5. Forcible rape
6. Forcible sodomy
7. Burglary in the first degree
8. Burglary in the second degree
9. Robbery in the first degree
10. Distribution of drugs
11. Distribution of drugs to a minor
12. Arson in the first degree
13. Voluntary manslaughter
14. Involuntary manslaughter
15. Second degree assault
16. Assault (except as provided in the Agreement contained in Form 2673)
17. Felonious restraint
18. Property damage in the first degree
19. Possession of a weapon
20. Child molestation in the first degree
21. Deviate sexual assault
22. Sexual misconduct involving a child
23. Sexual assault

Teachers and other authorized personnel who report violent acts or threats of violent acts to their supervisors in compliance with state law and in conformity with District policies have civil immunity. Teachers and other authorized personnel who act in conformity with the District's discipline policies and regulations also have civil immunity.

Records of Serious Violations

The Superintendent/designee will prepare and maintain records of serious violations of the District's discipline policy. Individual student records are available to school employees who are directly responsible for the student's education or who interact with the student in the performance of the employee's duties. In addition, such discipline records will be made available within five (5) days to any requesting school district where the student seeks to enroll.

The District will report, in compliance with state regulations, the number, and duration of and reasons for expulsions and suspensions of more than ten (10) days. The Superintendent will also notify the appropriate division of the Juvenile court of the suspension for more than ten (10) days of any student under court jurisdiction.

PERSONAL BELONGINGS

All IA Long Term Suspension, Middle School, Elementary, and IA Day Treatment High School students will be searched upon entering the building each day. Students should not bring items to school that are not part of the educational program, unless specifically requested by the teacher. **It is highly recommended that students not bring ANY electronic devices.** These may include, but not be limited to cell phones, camera phones, tablets, toys, radios, tape/CD players, games, and other devices. **Any electronic devices brought to school must be checked in with the student's homeroom teacher every morning.** 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 that are brought to school.

The IALTS, MS, Elementary, and Day Treatment High School programs do not allow backpacks to be brought to school unless the student mainstreams to their home school. All backpacks are subject to search and must be checked in with the student's homeroom teacher every morning. Items confiscated by school personnel may be kept until the end of the semester and will require a parent to pick them up.

SECTION 504

No otherwise qualified individual with disabilities will be excluded from participation in, or denied benefits of any program or activity solely on the basis of their disability. Under Section 504, which is separate from special education, any student having a physical or mental impairment *which substantially limits one or more major life activities* may potentially qualify for accommodations. Questions can be directed to the building principal or to the District's Section 504 Coordinator, Amy Chappell, at Central Office (521-2700).

SPECIAL EDUCATION SERVICES/COMPLIANCE PLAN

All public schools are required to provide a free and appropriate public education to all students with disabilities, including those attending private/parochial schools, beginning on the child's third birthday through age twenty (20), regardless of the child's disability. Disabilities include: learning disabilities, mental retardation, behavior disorders/emotional disturbance, speech disorders (voice, fluency, or articulation), language disorders, visually impaired, hearing impaired, physically/other health impaired, multiple disabilities, deaf/blind, autism, early childhood special education, and traumatic brain injury. Students will be serviced in an inclusionary setting whenever possible and in accordance with an Individualized Education Plan (IEP). If students are seen outside of the regular classroom for individual instruction, the classroom teacher makes allowances for instructional and/or assignments during the absence. Participation in these special service programs requires parental consent. All public schools are required to provide parents the right to inspect and review personally identifiable information collected and used or maintained by the district relating to their children. Parents have the right to request amendment of these records if they feel the information is inaccurate, misleading, or violates the privacy or other rights of their children. 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). You may contact your local district, if you wish to review the requirements provided in FERPA.

The public school has developed a Local Compliance Plan for implementation of Special Education and this plan is available for public review during regular school hours on days school is in session in the Director of Special Education office located at 218 North Pleasant. The Local Compliance Plan is a written narrative that describes the district's plan for compliance with the requirements for identifying and serving all students with disabilities.

10-DAY ATTENDANCE POLICY

Independence Academy's ten (10) day attendance policy is in adherence to Board of Education Policy 2310 (Regulation 2310) and on the premise that something educationally significant occurs every day in class and the interaction between the teacher and student can never be exactly duplicated. Students who accumulate in excess of ten (10) days in any class are subject to loss of credit for that class. (*Days of student suspension are not counted as days absent for purposes of this policy.*) When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by administrative discretion on an individual basis. Beginning the first day of school attendance will be closely monitored.

1. Students will be required to obtain a doctor's verification for office visits during the school day.
2. Family Emergencies, Death in the Family, and Court Dates when properly verified will be excused.
3. In-school suspensions will not count against attendance.

ATTENDANCE REGULATIONS

Regular attendance is one of the most important factors determining school success. If you are absent from school, one of your parents must phone the attendance secretary at 521-5505 by 10:00 a.m. When reporting an absence the caller should provide their name, their relation to the student, name of the student and the reason for the absence. If such a call is not received, the absence will be unexcused pending contact with the parent. The principal's office retains the right to determine whether particular types of absences are excused regardless of parental explanation.

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

MEDICAL EXCUSES FROM PHYSICAL ACTIVITY

Each student is expected to participate in all physical education activities unless excused by a physician. The excuse must be in writing and bear the signature of the physician. Students not able to perform specified strenuous exercises will be assigned to a Buddy Room and given an alternative assignment.

PROGRESS REPORTS

Students will receive progress reports at the end of the grading periods in accordance with their home school. Teachers will inform parents through phone calls, conferences, and/or progress reports of students who are falling behind the grade level expectations. Please feel free to confer with your child's teacher about any questions or concerns you may have throughout the year.

PARENT CONFERENCES

Communication between school and home is essential for student success. Parents are urged to attend the two district conferences scheduled in the fall and spring. Fall conferences are a parent/teacher meeting, while spring conferences involve the teacher, parents, and student in sharing about achievements and growth. We encourage you to meet with the teacher throughout the year as the need arises. You may call to request an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

PARENT AND FAMILY INVOLVEMENT

When children see that the adults in their lives believe in their ability to learn, behave well, and be respectful, productive citizens, these children are more successful in school.

What role do you have in establishing this environment?

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

VOLUNTEERS and INSPIRE VOLUNTEERS

Volunteers are invited to share their time and talents with the children attending our school. Working with students and parents is a very rewarding experience as well as extremely helpful. Many volunteers are needed to allow the school to provide extra services to the students. Our school considers its volunteers a very special resource. Parents and others are encouraged to lend their support.

Please call the office or contact a teacher if you have time or skills you can donate to make our school a better place for students to learn and grow. There is also a volunteer program to get to know an at-risk child and develop a relationship by having lunch on a weekly basis with one student. This program is called Inspire Volunteers. When you become an Inspire volunteer, you participate in a variety of in-school activities that include mentoring an individual student, volunteering in a classroom, or assisting with special projects. **Volunteers must be cleared through the district's background check.** This includes volunteering as room parents, chaperoning field trips, and assisting in classrooms. Forms are available in the office. Background checks are completed through state agencies and can take up to eight weeks. Volunteers that will be involved on a regular basis may be requested to sign a Confidentiality Statement.

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 phone numbers and a current address are**

needed. Please notify the office as soon as possible if the emergency contact information changes throughout the year.

CHANGE OF ADDRESS/RESIDENCY

State law requires that a student live in the district where he/she attends school. In order to enroll in the Independence School District, each family must prove residency annually. To prove residency, documentation must be provided as outlined on the ISD Admissions Center website <http://sites.isdschools.org/admissions>. Parents are required to notify the school office if a change of address occurs and provide the necessary documentation to prove residency.

WEATHER PROCEDURES/EMERGENCY DISMISSAL

EMERGENCY SCHOOL CLOSING/ SCHOOL CLOSING FOR INCLEMENT WEATHER

In the event of severe weather or an emergency, which would necessitate either canceling school for the day or shortening the regularly scheduled day, announcements will be made through the news media. Please be sure to check the Independence website (www.isdschools.org), the local radio stations, and the local news for that information. **Please do not contact the school** or school personnel for this information. If the media announcements do not specifically state the Independence Public Schools are closed, then you will know that our school will be in session.

Parents should make arrangements for their child in case school has to be dismissed without prior notification. Your child should know what to do and where to go should this occur. This information must also be recorded on each student's enrollment card. It is impossible for the school to notify each parent if an early closing of school occurs.

If an emergency situation arises, students will be kept at school and cared for until an all-clear signal is given. Please do not call the school during this time. Phone lines must be kept open to receive safety information.

Contacting your child's teacher

If you need to reach teachers by telephone, you can call between 8:00 am and 3:00 p.m. If you call during instructional time, a message will be taken. If you desire to speak with the teacher or your child during the day, your message will be accepted at the office and forwarded to the classroom so a return call can be made at the earliest possible time to avoid interrupting the learning environment.

NO SMOKING ON SCHOOL PROPERTY

Smoking is not permitted on Independence School District property by student or adults.

PARENT CONCERNS

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

1. The principal will encourage the parent to discuss their concern directly with the staff member.
2. In cases where parents are uncomfortable with discussing the concern with the staff member(s), the principal will offer to facilitate a meeting between both parties to bring resolution to the concern as soon as possible.

CONFIDENTIALITY OF INFORMATION/FERPA

STUDENTS POLICY 2400

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever comes first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students. However, if any material or document in the education record of a student includes information on more than one student, the parent/guardian shall have the right to inspect and review only the part of such material or document that relates to their student or to be informed of the specific information regarding their student that is contained in the document or material.

The District has adopted procedures for the granting of parental requests for access to the education records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Prior to making directory information public, the District will provide notice to parents/guardians or eligible students regarding the categories of information it has designated as directory. In addition, the District will allow a reasonable period of time after such notice for the parent/guardian or eligible student to inform the District that any or all of the designated directory information should not be released without the parent's or eligible student's prior consent. In addition, the school official or his/her assistants who are responsible for the custody of the records and those parties authorized to audit the record keeping procedures of the District may inspect the records relating to each student without the consent of the parent/guardian or eligible student.

STUDENT PHONE USE

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 telephone for personal reasons, such as to gain permission from parents to go home with a friend or take 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 must be sent to school. Please make your plans with your child before school. To protect instructional time and to prevent possible loss, it is highly recommended that students leave the following at home: cell phones, pagers, camera phones, tablets, and other electronic communication devices. Students are expected to check in all electronic devices with their homeroom teacher.

NON-DISCRIMINATION

Independence School District does not discriminate on the basis of race, creed, religion, sex or economic status. Any special program where a fee is collected is open to all students, regardless of ability to pay. Please contact the principal if you are unable to pay for an activity and the fee will be waived.