

Independence School District
2016-2017
Elementary Handbook



Independence School District
201 North Forest Avenue • Independence, MO 64050
Phone: 816-521-5300 | Fax: 816-521-5626
www.isdschools.org

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**Independence School District
BOARD OF EDUCATION
2016-2018**

Superintendent of Schools	Dr. Dale Herl
President	Mrs. Jill Esry
Vice President	Mr. Greg Finke
Treasurer	Mrs. Denise Fears
Director	Mrs. Ann Franklin
Director	Mr. Ken Johnston
Director	Dr. Matt Mallinson
Director	Mr. Blake Roberson

Independence School District Vision Statement

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

Independence School District Mission Statement

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.

WELCOME

Dear Elementary School Families,

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

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

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

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

Sincerely,

The Independence School District

Independence School District Elementary Schools

Benton Elementary
429 South Leslie
Independence, MO 64050
816.521.5390
Mrs. Leslie Hochsprung, Principal

Blackburn Elementary
17302 East R.D. Mize Road
Independence, MO 64057
816.521.5395
Mrs. Sara Terrill, Principal

Bryant Elementary
827 West College
Independence, MO 64050
816.521.5400
Dr. Jon Pye, Principal

Fairmount Elementary
120 North Cedar
Independence, MO 64053
816.521.5405
Mr. Jeff Anger, Principal

Glendale Elementary
2611 South Lee's Summit Road
Independence, MO 64055
816.521.5510
Dr. Todd Siebert, Principal

Korte Elementary
2437 Hardy
Independence, MO 64052
816.521.5430
Mr. Ron Alburtus, Principal

Little Blue Elementary
2020 Quail Drive
Independence, MO 64057
816.521.5480
Mr. Joe Armin, Principal

Luff Elementary
3700 South Delaware Avenue
Independence, MO 64055
816.521.5415
Dr. Melissa Carver, Principal

Abraham Mallinson Elementary
709 North Forest Avenue
Sugar Creek, MO 64054
816.521.5530
Dr. Sarah B. Brown, Principal

Mill Creek Elementary
2601 North Liberty Street
Independence, MO 64050
816.521.5420
Ms. Lindsey Miller, Principal

Ott Elementary
1525 North Noland Road
Independence, MO 64050
816.521.5435
Dr. Ronnee Laughlin, Principal

Procter Elementary
1403 West Linden
Independence, MO 64052
816.521.5440
Mrs. Amy Hawley, Principal

Randall Elementary
509 Jennings Road
Independence, MO 64056
816.521.5445
Mr. Robert McCutcheon II, Principal

Santa Fe Trail Elementary
1301 South Windsor
Independence, MO 64055
816.521.5450
Mr. Gib Rito, Principal

Spring Branch Elementary
20404 East Truman Road
Independence, MO 64056
816.521.5455
Mr. Aaron Kirchhoff, Principal

Sugar Creek Elementary
11424 Gill
Sugar Creek, MO 64054
816.521.5460
Mrs. Shellie Dumas, Principal

Sycamore Hills Elementary
15208 East 39th Street
Independence, MO 64055
816.521.5465
Ms. Amber Miller, Principal

William Southern Elementary
4300 South Phelps Road
Independence, MO 64055
816.521.5475
Mrs. Gwenn Tauveli, Principal

Three Trails Elementary
11801 East 32nd Street
Independence, MO 64052
816.521.5470
Mr. Kevin Lathrom, Principal

Independence Academy
600 W. Mechanic
Independence, MO 64050
816.521.5505
Mrs. Rebecca Bressman, Principal

District Numbers

Transportation Office
900 South Powell Road
Independence, MO 64057
816.521.5335
Mr. Daryl Huddleston, Director

Nutrition Services
1400 West Geo Space Drive
Independence, MO 64056
816.257.4120
Mrs. Michele Crumbaugh, Director

Hanthorn Early Education Center
1511 Kings Highway
Independence, MO 64055
816.521.5485
Mrs. Amy Cox, Principal

Health Services
201 North Forest
Independence, MO 64050
816.521.5300
Mrs. Lori Halsey, Director

Sunshine Center
18400 East Salisbury Road
Independence, MO 64056
816.521.5526
Mrs. Patti White, Principal

2016-2017 Calendar

NO SCHOOL DAYS

Day/Date

Monday, September 5
Monday, September 26
Friday, October 28 – Monday, October 31
Wednesday, November 23 – Friday, November 25
Wednesday, December 21 – Tuesday, January 3
Monday, January 16
Monday, February 20 – Tuesday, February 21
Friday, March 24 – Monday, April 3
Friday, April 14

Reason

Labor Day
No School
No School
Thanksgiving Break
Winter Break
Martin Luther King Jr. Day
No School
No School / Spring Break
No School

Parent/Teacher Conferences

Week of October 24
Week of March 20

Parent Teacher Conferences
Parent Teacher Conferences

GENERAL INFORMATION

ARRIVAL AND DISMISSAL PROCEDURES

DAILY SCHEDULE

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

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

INFORMATION FOR BUS RIDERS

Students living one mile or more from school will be entitled to free bus transportation to and from school. Students with disabilities are transported as indicated on their Individual Education Plan (IEP).

BUS SAFETY

The safety of all students riding the bus to and from school is a responsibility **we all** share. It takes all of us working together, the students, parents, bus drivers and school officials to ensure safety. To assist us in our task of ensuring all our students are transported in the safest environment possible, the District has established the rules of student conduct listed below. Students who fail to observe these rules will be subject to disciplinary action since **their** failure to do so may affect **the safety of others**. Failure to follow bus rules and regulations may result in suspension of the **privilege** of riding the bus.

Please take a few moments to go over the rules below with your child. *Riding the bus is a privilege that can be lost.* If you should have any problems or concerns and need to talk with your child's driver, please call the Transportation Office or if safe to do so, talk to the driver through their side window. Remember the bus has other stops and time schedule so do not delay the bus. To avoid any legal trouble, please **do not step on the bus** to talk with the driver. Under Missouri law, this is *Trespassing* and for the safety of the students we transport, Independence School District supports this law and has posted warnings on all buses.

EXPECTATIONS AND TIPS FOR SAFE SCHOOL BUS RIDING

STEPS TO A SAFE RIDE

1. Follow the bus driver's directions.
2. Be at the bus stop 5 minutes before and stay at least 5 minutes after your stop time.
3. Line up in a single line at the side of the road, no pushing or shoving.
4. Sit on your seat, not on knees or backpack.
5. Speak quietly to each other.
6. Keep hands, feet and other items to yourself on the bus.
7. No food, drinks, gum and/or candy on the bus.

STUDENT EXPECTATIONS

- Students are expected to help keep the bus clean and not purposely or carelessly destroy transportation equipment.
- Damage resulting from misbehavior shall be paid for by the student. Suspension from the bus will occur and continue until all damage is paid for.
- Students will show consideration for other students and the bus driver by being courteous and well-mannered. No profanity or other abusive language.

BUS ASSIGNMENT AND STOPS

- All students must ride to school and home on their regularly assigned bus.
- Any point of pick-up or departure different from the home must be approved by the principal.
- Drivers will not transport any person not regularly assigned to the bus without prior authorization.

SAFETY INFRACTION STEPS

1 st Card	Warning
2 nd Card	Mail warning notice
3 rd Card	3 day suspension
4 th Card	5 day suspension
5 th Card	10 day suspension
6 th Card	Loss of service for remainder of semester

SEVERE VIOLATIONS

- Insubordination/disrespect to the driver
- Flagrant disregard for safety of others

The above conduct will result in loss of transportation for 10 days or longer.

VIOLENT ACTS, SEXUAL HARRASSMENT AND BULLYING

Will be processed in accordance with school policy and may include both out of school suspension and loss of bus service.

You may call the district **Transportation Office at 521-5335** if you have questions regarding bus service.

INFORMATION FOR CAR RIDERS/DRIVERS

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

INFORMATION FOR WALKERS

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

INFORMATION FOR BIKE RIDERS

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

ASSEMBLIES

Assemblies are special times for students. Appropriate assembly behavior is necessary for all students to enjoy and learn from the assembly. Students choosing to misbehave during assemblies may be removed until they exhibit appropriate behavior.

ASSESSMENT AND PROGRESS REPORTS

ACHIEVEMENT TESTING

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

PROGRESS REPORTS

Progress reports are issued on a quarterly basis from teachers to parents. Generally, teachers have one week to complete progress reports after the date of the quarter ends. Please feel free to confer with your child's teacher about this report or any questions or concerns you might have throughout the year.

1st Quarter Ends	October 7
Fall Parent Conferences	Week of October 24
2nd Quarter Ends	December 20
3rd Quarter Ends	March 10
Spring Parent Conferences	Week of March 20
4th Quarter Ends	May 18 (or the last day of school in the event of snow days)

ATTENDANCE, ABSENCES AND TARDIES

REGULAR SCHOOL ATTENDANCE IS NECESSARY. Excessive absences from school and/or tardies may have a negative effect on a student’s academic progress and social growth. The following guidelines will be used to address absenteeism (including tardies that add up to full-day absences):

Attendance	
Absences Per Semester	Action Steps
4	<ul style="list-style-type: none"> • Letter to parent regarding absences and attendance goal
6*	<ul style="list-style-type: none"> • Attendance Team (PST) radar • Personal contact to parent from team member to determine situation and barriers • Referral to appropriate team member (FSL, Counselor, At-Risk Specialist, Nurse, SRO, etc.)
8*	<ul style="list-style-type: none"> • 2nd letter to parents regarding absences and attendance policy • Attendance Team (PST) reviews past intervention(s) • Plan is developed with parent and student involvement which includes as options: <ul style="list-style-type: none"> ○ Building level interventions ○ FSL case management ○ Home Bound services • Team actively tracks absences, interventions, and referrals for remainder of school year
12*	<ul style="list-style-type: none"> • Attendance Team (PST) reviews plan (preferably with parent and student) • Consider sending 3rd letter alerting parent to the possibility of truancy court referral • Consider altering plan to include Home Bound services, if not previously included • Team actively tracks absences, interventions, and referrals for the remainder of school year
*	If at any point absences and total days of attendance drop the student attendance rate to: <ul style="list-style-type: none"> • 85% or below - consider sending third letter alerting parent to the possibility of truancy court referral • 80% or below - consider truancy court referral

Regular school attendance is important since make up work cannot compensate for school attendance. When students must be absent, it is their responsibility to complete missed assignments. **Please call the school office if your child/children will be absent from school.** This action will ensure, for the safety of the student, his/her whereabouts are known. A written note explaining the reason for the absence must accompany the child when he/she returns to school if contact was not made by phone previously. Parents may request schoolwork according to building practice. The only valid reasons for absence or tardiness are sickness of the child and an emergency situation requiring the pupil to be at home. For the sake of a child’s health and the health of others, children should remain at home if they have symptoms of illness, such as sore throat, headache and/or upset stomach, diarrhea, fever, rash, severe coughing, swollen glands, earache, sores on the skin, etc. Children must be free of fever and kept home for 24 hours after a fever breaks. Those who come to school showing signs of illness may be sent home. Be sure that the school has the telephone number of the person to call in the event of ACCIDENT or ILLNESS at school.

AN ADULT MUST SIGN-IN CHILDREN WHO ARRIVE AFTER THE START OF THE SCHOOL DAY. Any pupil not in his/her classroom at the start of the school day is considered tardy unless previously excused by the teacher or principal. When the bus is late, children are not counted tardy. You may want to check your clocks with school clocks to be sure you are operating on “school time.” Please remember that arriving late to school requires the student to begin the day behind. Excessive tardiness will be addressed using the attendance guidelines on p. 12.)

EARLY DEPARTURE FROM SCHOOL

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

BIRTHDAY BOOK CLUB

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

CHANGE OF ADDRESS/RESIDENCY

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

CHARACTER^{plus}

CHARACTER^{plus} is a state-wide initiative “devoted to advancing the cause and importance of character education”. In the Independence School District, the following traits were chosen by students, educators and community members to represent what good character looks like. Each school determines how the students, demonstrating the following characteristics, are celebrated throughout the year.

January = Respect

February = Cooperation

March = Initiative

April = Perseverance

May = Self-Control

June = Courage

July = Loyalty

August = Ambition

September = Responsibility

October = Integrity

November = Citizenship

December = Compassion

CHILD CARE

Before and After School Services: Early Education and Kids Safari

Elementary schools offer before and/or after school enrichment programs for students K-5th grade (“Kids Safari”). Several sites also offer Early Education programs for children 3-5 years old. Both programs are open from 6:30 AM to 6:00 PM (program options may vary based on need) and offer services during school breaks, some holidays, and during the summer. There is an enrollment process for both programs. Please contact your neighborhood school for additional information.

Kids’ Safari is the after school program for students K-5th grade. The educational philosophy that guides classroom expectations also guides the Kids’ Safari Program. Such ideals as safety, good habits, and good citizenship need to be observed and practiced by the students and teachers, with an emphasis on safety and prevention of accidents.

CONTACTING YOUR CHILD’S TEACHER

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

CURRICULUM

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

The school district furnishes textbooks to all students. Reasonable wear is expected as a result of daily use. If a textbook, workbook, or other school-owned book is misused, lost, or damaged, the student/parents will be held responsible. If necessary, payment for damage or replacement is expected in a timely manner.

EMERGENCY CONTACTS

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

FIELD TRIPS

As a part of the school program, children are taken on educational trips requiring bus transportation. School personnel supervise all educational trips. The district sponsors many field trips throughout the year. Parents will be asked to sign permission for all field trips on a yearly basis as part of the enrollment/residency verification process, and for each specific trip.

Parents who attend any field trip during the 2016-17 school year must have a cleared background check “on file” (not just in process) through the Independence School District’s Central Office. We provide this service at no cost to parents, but completion of the process often takes 4-6 weeks so please plan ahead to avoid missing a field trip. Once completed, this process does not have to be re-done annually. Forms can be found at the end of this handbook or obtained by calling the school.

Non-school age siblings are not allowed to attend field trips with parents.

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

GUIDANCE & COUNSELING

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

LIBRARY SERVICES

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

LUNCH and BREAKFAST PROGRAM

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

Meals must be paid for in ADVANCE with money credited to the student's meal account. Many parents prefer to pay further in advance to avoid the worry of not having meal money in the account. The below figures can serve as a guide to sending meal money if you choose to pay in larger amounts. Money may be deposited into your student's meal account by sending cash or personal checks to the school in a sealed envelope or by paying online with a credit/debit card using MealPayPlus.com. Parents may contact their school's Nutrition Center or the Nutrition Services Department at (816) 521-5371 for more information.

<u>Lunch and Breakfast Prices:</u>	1 Week
Full pay lunch at \$2.45 per day	\$12.25
Reduced lunch at \$.40 per day	\$2.00
Full pay breakfast at \$1.60 per day	\$8.00
Reduced breakfast at \$.30 per day	\$1.50
Extra Drink \$.50 each	

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

*** PLEASE NOTIFY THE OFFICE AND SCHOOL NURSE IF YOUR CHILD IS ALLERGIC TO PEANUT BUTTER OR LACTOSE INTOLERANT.**

Menus are sent home each month in the school newsletter, posted in each classroom and are available on the Independence School District Website. **Children should not bring soda and candy from home for lunches.** Only water bottles are allowed to leave the lunchroom.

Students should be aware of the following lunchroom expectations:

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

Parents and grandparents are welcome to eat lunch with students. We ask that reservations be made by 9:30 a.m. to be included in the lunch count. Adult breakfast is \$2.00 and lunch is \$3.00.

PARENT CONCERNS

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

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

PARENT CONFERENCES

Communication between school and home is beneficial for all students. The district schedules conferences two times each year—fall and spring. Parents are urged to attend. Refer to the 2016-2017 calendar for dates. Additional conferences can be held throughout the year at the request of the parent or the teacher. Appointments are needed and can be scheduled by contacting the teacher or by calling the school office.

PARENT AND FAMILY INVOLVEMENT

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

What role do you have in establishing this environment?

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

PARENT TEACHER ASSOCIATION (PTA)

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

PERSONAL BELONGINGS / PHONES

Students should not bring items to school that are not part of the educational program, unless specifically requested by the teacher. **Students should not bring toys, radios, tape/CD players, games, balls, roller blades, scooters, trading cards or collectibles unless they have permission from their teacher.**

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

RECESS POLICIES

Recess offers important time for physical activity and social development. Weather permitting, students are given outside recess each day, so please be sure that your child is dressed appropriately. The district has established the following guidelines (based on the wind chill index) for recess during winter months:

- +6° F and above May have full outside recess
- +5° F to -14°F May have a shortened recess
- -15° F and below Must have indoor recess

The district has established the following guidelines (based on the heat index) for recess during summer months:

- 95-105° F STRICT limit of 15 minutes outside recess, water break to follow
- +105° F Heat Index No outside recess or activities

A student well enough to attend school is considered well enough to participate in playground activities and will be expected to do so. **When it is necessary for a student to be excused from playground activities, physical education or have limited activities, a parent's/guardian's written statement must be given to the teacher citing the reason.**

SCHOOL PARTIES

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

Birthdays can be a special time for children. Birthday treats may be brought to school. However, this must be coordinated with the classroom teacher in advance. It is recommended that treats be delivered near the end of the school day. The Health Department requires individually wrapped treats or food items purchased at a store rather than home-made. If your child wants to contact school friends for a celebration or party outside of school, please avoid passing out invitations while at school as not everyone will be invited and feelings can easily be hurt. If there is no other way to invite a student, arrangements must be made with the classroom teacher as to an appropriate way/time. We appreciate your understanding in this matter.

SCHOOL PICTURES

Individual school pictures are taken each year. Information concerning picture day will be sent home. There is no obligation to buy pictures. Pictures taken in the fall are used for the publication of the yearbook; therefore every student has a photo taken even if a purchase will not be made. Spring pictures are typically taken only of students purchasing a photo package.

SCHOOL WORK POLICY

CHEATING

Cheating is a serious compromise of a student's integrity. If cheating is discovered, the student's work will be recorded with no credit given. Subsequent offenses will result in additional disciplinary consequences.

HOMEWORK / MAKE-UP WORK

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

Students are responsible for contacting the teacher for homework after an absence. When a student is absent longer than two consecutive days, parents are encouraged to request assignments.

When present, a student is expected to complete assigned work on time. Recurring late or missing work is considered a concern. The school team will work to eliminate barriers causing work to not be completed on time and with appropriate effort.

SODA, GUM AND CANDY

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

STUDENT COUNCIL

Student Council is a leadership opportunity for students focusing on school and community service. Student Council is comprised of elected representatives. Past activities have included adopting a family in need during the holidays, honoring staff during Teacher Appreciation Week, collecting items for local food pantries, and sponsoring "Spirit Week". Members of Student Council must maintain good grades, have excellent attendance, and show good citizenship at all times.

STUDENT DRESS

STUDENT DRESS BOARD POLICY 2651

The Board of Education expects each student to share in promoting a positive, healthy and safe atmosphere. Student dress which is offensive or detracts from the learning process or creates a health or safety problem will not be permitted. This expectation includes the school day and school-sponsored extracurricular activities.

The following list serves as a guide for school clothing that is deemed INAPPROPRIATE. This list may is not all-inclusive since fashion trends can change frequently.

Students should:

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

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

STUDENT EXPECTATIONS

Students are expected to *do their best every day!*

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

Be Safe

Be Responsible

Be Respectful

CLASSROOM EXPECTATIONS

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

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

PRINCIPAL REFERRALS

Students having difficulty being safe, responsible or respectful may be referred to the principal. Behaviors that may result in a direct referral to the principal include, but are not limited to, assault with intent to harm, possession of drugs and/or weapons, threats, stealing, vandalism, bullying or harassment. When a student is referred to the principal, an investigation occurs. The principal determines the consequence for identified discipline infractions in relation to Board Policy. Considerations will be given to the seriousness of the inappropriate behavior, the intensity and duration of the behavior, and the frequency of referrals. A child's age, grade, and other extenuating factors or circumstances may be taken into account.

Should a student engage in behavior that threatens their own safety, school personnel may use reasonable restraint without advance notice to the principal. Restraint may also be used if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the Independence School District. If restraint becomes necessary, Board Policy 2770 will be followed and parents/guardians will be notified. Restraint will only be used when other de-escalation methods have proven ineffective.

Serious discipline will be handled according to school policy with consequences ranging from conference with parent/guardian, in-school suspension, out-of-school suspension by the principal and/or expulsion by the Board of Education. These rules are in compliance with the Missouri Safe Schools Act.

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

SCHOOL SAFETY

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

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

PLAYGROUND GUIDELINES

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

STUDENT 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 plans with your child before school.

VISITORS

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

Parents are welcome to visit the school during specially planned activities and events. The school will send out information about activities open to parents and visitors. Please communicate with the classroom teacher if you plan to participate in the special activity. **When arriving at the building, please 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. Parents/guardians requesting to visit a classroom should contact the building principal to arrange an appropriate time. Parents/guardians needing to visit a teacher should make an appointment so the teacher's time with students is not interrupted. The district encourages the protection of instructional time from any interruptions.

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

VOLUNTEERS

Teamwork helps schools provide the best educational experience to students. Parent volunteers are valuable to our school. To ensure the safety of our students, volunteers will need to be cleared through a formal background check. This process will take 4-5 weeks, so please communicate any desire to volunteer or attend any field trips early in the year. Forms may be found in the back of this handbook. We appreciate your partnership and thank you for helping protect the safety of our students!

WEATHER PROCEDURES / EMERGENCY DISMISSAL

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

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

- listen to area news media
- visit www.ouridschools.org for specific district information

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

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

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

YOUR CHILD'S HEALTH

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

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

ABSENCE

The school keeps records of reasons for absence from school. It is the responsibility of parents/guardians to notify the school on the day of their child's absence. If a call has not been made, school personnel will attempt to reach you (or a family member) to gain information about the whereabouts of your child. This is to ensure the safety of your child and to keep a detailed record of illness. If your child has an excess of absences, it will be addressed using the attendance guidelines on pages 12-13.

HEAD LICE

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

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

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

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

BED BUGS

Procedures to follow if a bed bug is found:

1. Discreetly remove the individual from the classroom to the health clinic. Have a school nurse or other designated staff member examine the clothing and belongings. Any bugs found should be removed and placed in rubbing alcohol or alcohol-based hand sanitizer in a sealed container for identification; alternatively, use a small piece of transparent tape to stick the bug to a piece of paper. It is very important to confirm that the insect(s) are really bed bugs.
2. Inform the individual's parents/guardians including those applicable homes with blended families. The school nurse or administrator may contact the family and provide educational materials. A check should be made to see if the individual has any siblings attending area schools. If so, these facilities should be notified of the bed bug found, and the applicable school nurse should also check those students.
3. The school nurse will notify other building personnel on a need-to-know basis such as the building family school liaison and/or counselor for additional student/family support.
4. The school nurse will notify the director of health services who will in turn notify the below Departments (in the absence of the director of health services, the building administrator will be responsible for notification):
 - Notify the director of facilities. The director will access a pest inspector to first confirm specimens caught, inspect the affected areas in the facility, and make recommendations for next steps. Department procedures will be followed for usual cleaning of affected areas.
 - Notify the director of transportation to initiate internal department procedures for inspection and handling affected student discreetly while riding the bus.
 - Notify director of neighborhood and family services to enact home and family education, support and home visits where appropriate.
5. Per Missouri Department of Health and State Guidelines, students should not be excluded from the classroom due to bed bugs, nor should the facility be closed.
6. Until there is cause to suspect the bedbug issue has been cleared from the home and the child has arrived to school with no signs of bed bugs for 10 school days:
 - The student will check in with the nurse or designated staff member each morning and be provided with plastic bags or bins in which to store belongings brought from home in order to prevent any bed bugs from spreading in the school. Spare textbooks may need to be provided to the student and left in the classroom.

- If the student is found or suspected to have bed bugs on clothing, consider having a set of clean clothing at the school to facilitate a change of clothes for the student while at school. This will aid in decreasing risk of exposure for others in the building. If laundry facilities are available and per parent verbal consent as appropriate, the discarded clothes may be laundered in hot water and dried in a hot drier (120 degrees Fahrenheit or higher) for at least 20 minutes to kill any bed bugs. The clothing should be stored in a sealed plastic bag until placed in the washing machine. This is done per nursing judgment and only as time and resources permit.
7. Continue to monitor classrooms, common areas and individuals for bed bugs or complaints of bug bites.
 8. Communicate findings and successes with school staff and parents, as appropriate per building administrator judgment.

Note: The school district may assist families to locate community resources; however, no cost will be assumed by the school district for insect treatment/eradication in the home to include replacing mattresses, or other personal effects. (08/31/16)

HEALTH CLINIC

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

ILLNESS

Children should remain at home if they have symptoms of illness, such as sore throat, headache and/or upset stomach, rash, severe coughing, swollen glands, earache, sores on the skin, etc. Children must be free of fever and kept home for 24 hours after the fever breaks without aid from medication. This prevents spread of disease to others at school. All parents have a responsibility to help prevent the spread of communicable diseases in schools. **Parents are to call the school to report absence due to illness or when a child is diagnosed with a communicable disease.** 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
- Nursing recommendation based upon physical condition
- Medical concerns that require medical attention
- Rash undiagnosed
- Unvaccinated in times of disease outbreaks

INJURY

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

INSURANCE

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

MEDICATIONS

When possible, we encourage medication to be administered at home using a schedule that will not require doses during school hours. However, a child's health care provider may deem it necessary for medication to be taken during school hours. If so, the school nurse will administer medications while supporting district guidelines. For a complete copy of the "Administrative Guideline for Medications", ask your school nurse.

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

1. ALL Medication is to be brought to school by an ADULT and a *Medication Consent* form must be completed and signed.
2. Prescription Medication must be in a current pharmacy labeled container with: student name, date, doctor's name, medication name, quantity, frequency, dosage and how medicine is to be administered.
3. All Over-the-Counter Medication will be in the original labeled container and accompanied by a doctor's written order containing all of the above information.
 - Clinics have "Standing Orders" for Tylenol and Ibuprofen, which allows parents/guardians to bring in these medications without doctors' orders. They will be administered per orders/label instructions.
4. School clinics DO NOT provide Tylenol or Ibuprofen as stock items. They need to be provided and a consent form signed by the parent/guardian.
 - School clinics do provide Calamine/Callergy lotion, Bacitracin Zinc, Vaseline, and ice packs.

SCREENINGS

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

LATEX ALLERGIES

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

DISTRICT POLICIES

CONFIDENTIALITY

All Independence School District employees are required to comply with the Family Education Right to Privacy Act. This insures all students' and families' confidentiality of information regarding the student and his or her educational records. Information will only be shared on a "need to know" basis to employees and other school officials as well as authorized federal and state agencies and authorities as defined by the law. The law prohibits disclosing of specific information to non-employees or employees without a "need to know" unless appropriate consent is acquired from the parent or legal guardian.

DISCRIMINATION, HARASSMENT AND RETALIATION POLICY

Policy 1310 (Regulation 1310)

GENERAL ADMINISTRATION

Freedom from Discrimination, Harassment, and Retaliation

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

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

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

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

COMPLIANCE OFFICER

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

The Board designates the following individual to act as the District's compliance officer:

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

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

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

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

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

DISCRIMINATION

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

The District does not and will not discriminate on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law in the educational programs, activities, and vocational opportunities offered by the District.

The District assures that it will comply with:

1. This Policy/Regulation and state and federal law.
2. The Missouri Human Rights Act, MO. Rev. Stat. § 213.010 et seq., which prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, disability and age. The Act also makes it unlawful to retaliate against any individual for filing a complaint of discrimination and/or harassment or for participating in an investigation into a complaint of discrimination and/or harassment.
3. Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance.
4. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, which prohibits discrimination on the basis of handicap in programs and activities receiving Federal financial assistance.

5. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance. The provisions of Title IX apply to students with regard to educational opportunities and freedom from harassment, employees with regard to employment opportunities and freedom from harassment, and to individuals with whom the District does business.
6. The Age Discrimination Act of 1975, as amended 42 U.S.C. 6101 et seq., which prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.
7. The Boy Scouts of America Equal Access Act, by which the District will provide equal access to District facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America, or any other youth group designated in applicable federal law.
8. The National School Lunch Act, and other requirements of the U.S. Department of Agriculture (USDA), as it relates to school nutrition programs for which the District receives federal financial assistance, including the National School Lunch Program, the Special Milk Program, the School Breakfast Program, and the Summer Food Service Program.
9. All regulations, guidelines, and standards lawfully adopted under the above statutes by the United States Department of Education.

HARASSMENT

It is the policy of the Board of Education to maintain a learning and working environment that is free from harassment on the basis of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District's prohibition against harassment extends not only to students with regard to educational opportunities, but also to employees with regard to employment opportunities, and to individuals with whom the Board does business.

It shall be a violation of District policy for any student, teacher, administrator, or other school personnel of this District to harass or unlawfully discriminate against any other student or staff member through conduct or communication of a sexual nature. Furthermore, it shall be a violation of this Policy for any person who is not an employee or student of the District to harass a staff member or student of the District through conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the District or while such student is under District supervision.

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

RETALIATION

The District prohibits retaliation against any person who files a complaint of discrimination, harassment, or retaliation, and further prohibits retaliation against any person who testifies, assists, or otherwise participates in any investigation, proceeding, or hearing relating to such discrimination, harassment, or retaliation. The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any such person.

CONSEQUENCES AND REMEDIES

When the District receives a report of unlawful discrimination, harassment, and/or retaliation, the District will take appropriate interim measures to protect the alleged victim(s). If, after investigation, it is determined that discrimination, harassment, and/or retaliation in violation of Policies 1300 and 1310 did occur, the District shall take prompt, effective, appropriate action reasonably calculated to end the harassment, discrimination, and/or retaliation and to protect individuals from further such harassment, discrimination, and/or retaliation.

The District will discipline or take other appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this Policy. Patrons, contractors, visitors, or others who violate this Policy may be prohibited from District property or otherwise restricted while on District property.

GRIEVANCES

It is the policy of the District to process all grievances in a fair and expeditious manner. Regulation 1310 provides mechanisms for the resolution of grievances/complaints by employees, patrons, and/or students under this Policy.

STUDENTS WITH DISABILITIES

This policy and corresponding regulation do not pertain to the identification, evaluation, or placement of students under Section 504. The topics of the identification, evaluation, and placement of students under Section 504 are addressed in the following separate District policies and regulations: Policy 2110 – Equal Education Opportunity, and Policy and Regulation 6250 – Instruction for Students with Disabilities.

MEDIA RELEASE

The Independence School District strives to communicate what is happening in our schools to the community. Should the opportunity arise for students to be featured in media-related projects, only children with parental approval will be considered. **If you do not want your child interviewed or photographed, we will honor this request.** Please let us know by indicating “no” on the questions dealing with media information during your online enrollment / re-enrollment process.

NO SMOKING ON SCHOOL PROPERTY

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

AHERA NOTIFICATION

The school district of Independence, MO has completed the removal of friable asbestos in all district school buildings. In addition, all facilities have now been inspected by a certified asbestos inspector as required under the ASBESTOS HAZARD EMERGENCY ACT OF 1986 (AHERA). A copy of the AHERA plan has been filed with the State of Missouri and a copy is on file with each building administrator. The AHERA plan is available for inspection during regular school hours. Specific questions may be directed to your building principal or you may contact the director of the district facilities department at (816) 521-5330.

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 to determine what accommodations can be provided.

PROMOTION AND RETENTION POLICY

The purpose of promotion and retention is to provide maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to the next upon completion of satisfactory work. However, a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades. Any consideration for retention should only occur after previous support through the Problem-Solving Team (PST) has been provided (including data documentation).

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the last student attendance day.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520-Promotion and Retention.

READING LEVEL AND RETENTION

In compliance with Senate Bill 319, the Independence School District has board policy regarding students reading a year or more below grade level. In order to help all students succeed, and in response to the law, many early interventions will be attempted to improve reading levels of struggling readers. At the end of 2nd grade, students reading a year or more below grade level will be placed on a Reading Improvement Plan. This plan, developed collaboratively, provides specific reading support. Students continuing to struggle with reading achievement will be provided with at least 30 additional hours of reading instruction or practice outside the regular school day during the regular school year. According to Missouri statutes, students reading a year or more below grade level by the end of fourth grade must attend summer school and *can possibly be retained* if the reading level does not reach the designated minimum. Students who receive special education services through an Individualized Education Plan (IEP) or Section 504 plan or who have limited English proficiency are exempt from mandatory retention due to reading delays.

Children learn to read by reading. Finding time for your child to read daily is a great start to preventing reading difficulties and to begin developing a love for reading. If you need help choosing the right books (not too hard and not too easy) for your child, please ask your child's teacher. We want EVERY student to enjoy reading and be successful!

TECHNOLOGY ACCEPTABLE USE POLICY FOR ELEMENTARY 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 elementary students in the Independence School District:

Equipment use – Students will be expected to be careful when using computer equipment and follow all directions for proper use. Any student who does not use the computer equipment properly or deliberately damages the computer equipment will receive consequences to be determined by school administration.

Internet use – At the elementary level, students are limited to sites selected by school staff that are of educational value and support the curriculum. At times, students are allowed the extra privilege of conducting supervised research on classroom assignments. If, at any time, a student deliberately accesses or attempts to access unacceptable materials, he/she will receive consequences to be determined by school administration.

Consequences of misuse – Students guilty of misusing the school's technology will receive consequences according to the nature and severity of the misuse. Consequences will be similar to the consequences for violating other school rules and may include being given limited or no access to technology for a specified amount of time.

SPECIAL PROGRAMS

IMPACT: GIFTED EDUCATION

The school counselor can provide information to parents regarding the Gifted Education Program (IMPACT) offered to students by the Independence School District. When considering a child for the IMPACT program, the student's knowledge, skills, and creativity will be measured by completing achievement and intelligence tests and/or tests of creativity. IMPACT students are transported to and from their home school via district buses. Classes are held at Blackburn Elementary located at 17302 RD Mize Road, Independence, MO 64057. Blackburn Elementary School is considered the home school for the IMPACT program.

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 activity* may potentially qualify for accommodations. Questions can be directed to the building principal or to the District's Section 504 Coordinator.

SPECIAL EDUCATION PUBLIC NOTICE

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

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

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

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

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

ANNUAL NOTIFICATION TO USE PUBLIC-FUNDED PROGRAM BENEFITS

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

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

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

TITLE I SERVICES

Selected students will receive services through the federal Title I program. This involves assistance in learning for students who are struggling in reading. Remedial reading assistance may be provided by an extra teacher in the classroom or by pulling small groups of students out of the classroom for additional reading instruction. Tutoring may also be offered for students having difficulty in reading.



Dear Parent or Guardian:

Our district is required to inform you of certain information that you, according to The No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

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

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether your child is provided services by paraprofessionals and, if so, their qualifications.
- What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification.

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.



Parent/Family Involvement in Education

Title 1 – Parent Involvement Policy

The Board of Education recognizes the positive effects of parents/families' involvement in the education of their children. The Board also recognizes the importance of assisting schools in eliminating barriers that impede parent/family involvement and will facilitate an environment that encourages collaboration with parents/families and community. The Board is committed to strong parent/family involvement in working collaboratively with District staff as knowledgeable partners in educating District students. In order to implement the Board's commitment to parent/family involvement in education, the Superintendent will appoint a committee of parents, staff, and community representatives to serve as the District's Parent Involvement Committee. The Committee's responsibilities will include recommendations for program development, parent/staff training and program evaluation.

The Board also recognizes the importance of parental involvement with the Title I program and will provide a variety of opportunities for parents to be involved in policy design and in the planning, implementation and review(ing) of Title I programs.

-Excerpt from Independence School Board Policy

The NCLB Parental Involvement: Title I, Part A Non-Regulatory Guidance adopted April 23, 2004 states:

An LEA's written parental involvement policy must establish the LEA's expectations for parental involvement, and describe how the LEA will-

- Involve parents in jointly developing the LEA's local plan under section 1112 and in the process of school review and improvement under section 1116
- Provide the coordination, technical assistance, and other support necessary to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance
- Build the schools' and parents' capacity for strong parental involvement
- Coordinate and integrate parental involvement strategies under Title I, Part A with parental involvement strategies under other programs, such as Head Start, Reading First, Early Reading First, Even Start, Parents as Teachers, Home Instruction Program for Preschool Youngsters (HIPPPY), State-run preschool programs, and Title III language instructional programs
- Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic quality of the schools served with Title I, Part A funds, including-
 - Identifying barriers to greater participation by parents in parental involvement activities, with particular attention to parents who are economically disadvantaged, or disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background;
 - Using the findings of the evaluation to design strategies for more effective parental involvement;
 - Revising, if necessary, the LEA's parental involvement policies; and
- Involve parents in the activities of schools served under Title I, Part A. [Section 1118(a)(2), ESEA.]
[For more detailed information see Appendix D for a sample template of a District wide Parental Involvement Policy.]

Revised 12/14



Missouri Department of Elementary & Secondary Education No Child Left Behind Act of 2001 (NCLB) COMPLAINT PROCEDURES

This guide explains how to file a complaint about any of the programs¹ that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the No Child Left Behind Act of 2001 (NCLB).²

¹ Programs include Title I, A, B, C, D, Title II, Title III.A.2, Title IV.A, Title VI, Title VII.C

² In compliance with NCLB Title IX Part C. Sec. 9304(a)(3)(C)

Local education agencies are required to disseminate, free of charge, this information regarding NCLB complaint procedures to parents of students and appropriate private school officials or representatives. Revised 7/15

Missouri Department of Elementary and Secondary Education Complaint Procedures for NCLB Programs	
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1. What is a complaint under NCLB?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

1. A statement that a requirement that applies to an NCLB program has been violated by the LEA or the Department, and
2. The facts on which the statement is based and the specific requirement allegedly violated.

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

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

The following activities will occur in the investigation:

1. **Record.** A written record of the investigation will be kept.
2. **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
3. **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.
4. **Report by LEA.** Within forty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
5. **Verification.** Within ten days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, and/or telephone call(s).
6. **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. How are complaints related to equitable services to private school children handled differently?

If the complaint is an LEA is not providing equitable services for private school children, in addition to the procedures listed in number 7 above, the complaint will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Departments' resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

The Department will initiate an investigation within ten days, which will be concluded within thirty days from the day of the appeal. An independent on-site investigation may be conducted if the Department determines that it is necessary. The investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. What happens if a complaint is not resolved at the state level (the Department)?

The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.



HUMAN RESOURCES DEPARTMENT

Dr. Cindy Grant

Director of Human Resources

Dear School Volunteer:

Thank you for your interest in volunteering in our schools! Your desire to support and serve the students of the Independence School District is commendable. The education, safety, and well-being of our students are of utmost importance, and they form the basis of trust for the families of our children. For this reason, you will understand how important it is that our volunteers obtain cleared background checks.

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

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

Sincerely,

Dr. Cindy Grant
Director of Human Resources

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

Volunteer Email Address: _____

REQUEST FOR CHILD ABUSE OR NEGLECT / CRIMINAL RECORD

SCHOOL:

TYPE OF SERVICE (Check ALL that apply) See reverse side for further instructions. <input type="checkbox"/> (1) CD Central Registry Child Abuse Search Only - No Charge <input type="checkbox"/> (2) Name Search - (\$13.00) and CD Central Registry Child Abuse Search <input type="checkbox"/> (3) Fingerprint Search & CD Central Registry Child Abuse Search <input type="checkbox"/> \$14.00 (Authorized Statute 210.487) <input type="checkbox"/> \$20.00 (All other request)	TYPE OF DAYCARE PROVIDER <input type="checkbox"/> (1) License <input type="checkbox"/> (2) License Exempt <input type="checkbox"/> (3) Registered
---	--

IDENTIFYING DATA (Please type or print information legibly in ink.) The subject of the request must complete the next section and sign.

APPLICANT'S NAME (Last, First, MI, Jr., Sr., III)

MAIDEN NAME	DATE OF BIRTH (MM/DD/YY)	STATE OF BIRTH	SEX	RACE
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ALIAS NAME(S)	SOCIAL SECURITY NUMBER	DRIVER'S LICENSE NUMBER / STATE
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ADDRESSES FOR PAST 5 YEARS

STREET	CITY	STATE	STREET	CITY	STATE

Have you ever been found guilty to or been convicted of any criminal act in this state or any state?

YES (Complete section below) NO, I have not been found guilty to or been convicted of any criminal offense in this state or any state.

DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Identify charges, attach separate page, if necessary.)

Have you ever been substantiated as a perpetrator in any child abuse or neglect report made to the Children's Division in this state or any state?

YES (Complete section below) NO, I have not been substantiated as a perpetrator in any child abuse or neglect report.

DATE	CITY	STATE	COUNTY	CIRCUMSTANCES (Attach separate page, if necessary.)

The information provided is complete and accurate to the best of my knowledge. I understand it is unlawful to withhold or falsify information required on this form. I grant permission to the Department of Social Services to obtain any and all information needed to process my request and to use the information as permitted by law.

SIGNATURE OF APPLICANT (REQUIRED IN INK)	DATE
--	------

SIGNATURE OF REQUESTOR (Required in ink)	DATE
--	------

TITLE OF CHILD CARE PROVIDER <i>HR ASSISTANT</i>	TELEPHONE <i>816-521-5300</i>
---	----------------------------------

STATE AGENCY	STATE VENDOR OR CONTACT NO. (If applicable)
--------------	---

CHECK APPROPRIATE BOX

<input type="checkbox"/> CHILD CARE RELATED EMPLOYMENT	<input type="checkbox"/> DOH / CCB CHILD CARE BUREAU	<input type="checkbox"/> SCHOOLS / PUBLIC AND PRIVATE
<input type="checkbox"/> CHILD CARE RELATED VOLUNTEER	<input type="checkbox"/> DMH / DMH VENDOR	<input type="checkbox"/> CD CONTRACT PROVIDER
<input type="checkbox"/> CD LICENSURE	<input type="checkbox"/> HEALTH CARE	<input type="checkbox"/> OTHER _____

COMPLETE RETURN ADDRESS (REQUIRED ON EACH APPLICATION)
Complete your mailing label below
Confidential Mail

SEND FEE & FORM TO:
Missouri State Highway Patrol
Criminal Justice Information Services Division
P.O. Box 9500
Jefferson city, MO 65102

AGENCY NAME	<i>Independence School District</i>
ATTENTION	<i>Cathy Terrell</i>
ADDRESS	<i>201 N. Forest Ave</i>
CITY, STATE, ZIP CODE	<i>INDEPENDENCE, MO 64050</i>

The purpose of this form is to provide information available to child care agencies including volunteer agencies. The records you receive will be based on the search options you select. The Missouri State Highway Patrol will respond when you choose option 2 or 3. The Missouri Children's Division will respond when you choose option 1, 2, or 3. Direct questions regarding criminal records to the Missouri State Highway Patrol (573-526-6153); direct questions regarding child abuse or neglect to the Children's Division (573-526-1438, TT: 1-800-735-2466).

The information on this form, and responses generated as a result of this form, are confidential. Any person disclosing the information in violation of 43.540, 589.400, RSMo. and/or 210.150 RSMo. is guilty of a class A misdemeanor.

For information on how to participate in the Child Abuse/Neglect Central Registry examination program, submit a written request from the CEO, owner, director, etc. of your child care related group or organization to: **Director, Children's Division, P.O. Box 88, Jefferson City, MO 65103.**

PROCESSING FEE SCHEDULE INFORMATION (43.527 AND 43.530 RSMo.)

By checking boxes 1 thru 3 on the front page of this form, the following applies:

1. CD Central Registry Child Abuse Search Only - No Charge Provides information obtained from the Children's Division Central Registry only. The Children's Division (CD) Central Registry screening will reflect information contained in the CD database. Any questions about the accuracy of that information should be directed to the CD office in the residential county of the applicant or the county of employment if the applicant is not a Missouri resident.
 - a) Complete the request form.
 - b) Mail completed form to: **Missouri Children's Division, Background Screening / Investigations Unit, P.O. Box 88, Jefferson City, MO 65103.**
2. Name Search - \$13.00 Provides open records obtained from the Missouri Criminal Record Repository and information from Missouri Children's Division Central Registry.
 - a) Complete the request form.
 - b) Make a check or money order for \$13.00 payable to "State of Missouri Criminal Records System."
 - c) Mail completed form and check or money order to: **Missouri State Highway Patrol, Criminal Justice Information Services Division, P.O. Box 9500, Jefferson City, MO 65102.**
3. Fingerprint Search - \$14.00/\$20.00 Provides open and closed records with positive identification obtained from the Missouri Criminal Records Repository and information from Missouri Children's Division Central Registry.
 - a) Complete the request form.
 - b) Obtain fingerprints on: Applicant card FD-258. Official taking fingerprints must verify identity of person fingerprinted with an official id such as a driver's license and sign the card as the person taking the fingerprints. Complete the rest of the card as applicable.
 - c) Make a check or money order for \$14.00/\$20.00 payable to "State of Missouri Criminal Records System."
 - d) Mail completed forms and check or money order to: **Missouri State Highway Patrol, Criminal Justice Information Services Division, P.O. Box 9500, Jefferson City, MO 65102.**

OPEN RECORDS - convictions, charges pending, arrests less than thirty days old, and suspended imposition of sentence during probation.

CLOSED RECORDS - charges not filed, not prosecuted, dismissed, or subject found not guilty or suspended imposition of sentence after probation.

SPACE RESERVED FOR MSHP/CD RESPONSE STAMP



REQUEST FOR CRIMINAL RECORD CHECK

PLEASE PRINT OR TYPE.

GENERAL INFORMATION

APPLICANT'S LAST NAME FIRST MIDDLE JR / SR

MAIDEN / ALIAS LAST NAME FIRST MIDDLE JR / SR

SEX: [] MALE [] FEMALE DATE OF BIRTH (MM/DD/YYYY) SOCIAL SECURITY NUMBER RACE: [] BLACK [] WHITE [] INDIAN [] ASIAN [] OTHER

ADDRESS STREET - P.O. BOX CITY STATE ZIP CODE

TYPE OF RECORD CHECK — PROCESSING FEE — METHOD OF PAYMENT

(per Sections 43.527 and 43.530, RSMo.)

- Checkboxes for \$13.00 NAME SEARCH, \$20.00 FINGERPRINT SEARCH, \$2.00 NOTARY LETTER, and options for Open/Open and Closed Records.

Fee is payable either by check or money order (NO CASH) to "State of Missouri, Criminal Record System Fund." Either the Date of Birth OR Social Security Number MUST be provided for processing. For faster processing criminal record checks are available online at: www.machs.mo.gov

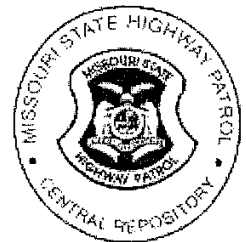
Please forward the request and fee to: Missouri State Highway Patrol Criminal Justice Information Services Division Post Office Box 9500 Jefferson City, MO 65102

MSHP / CENTRAL REPOSITORY RESPONSE

SEND REPLY TO (Print or type your mailing label below.)

Telephone (include area code) (816) 521-5300

INDEPENDENCE SCHOOL DISTRICT 201 N. FOREST AVE ATTN: CATHY TERRELL INDEPENDENCE, MO 64050



**Criminal Justice Information Services Division
General Information**

The Missouri Criminal Records Repository (MCRR) collects, maintains, and disseminates Criminal History Record Information (CHRI) as defined by Sections 43.500 and 589.400, RSMo. CHRI is information collected by criminal justice agencies on individuals and consists of arrests, prosecutions, final dispositions, correctional supervision, and releases. All felony and serious misdemeanor arrests (referred to as reportable arrests), including offender registration information as defined under Section 589.400, RSMo, and all alcohol and drug related traffic offenses are reportable to the MCRR.

Criminal background checks may be requested by means of:

- 1) A **Personal Identifier Search** (name-based) which searches information based on the name, date of birth, and social security number of an individual.
- 2) A **Fingerprint Based Search** which searches the state's criminal history files by conducting a fingerprint comparison of the applicants fingerprints with the criminal (arrest) fingerprints on file with the Central Repository. Fingerprint images are collected and submitted using the standard federal applicant fingerprint card (FD-258).

The Personal Identifier Search requires a payment of **\$13.00** per request. The background check results are considered a **"possible match"** and will include only open records. Any individual, business, or agency may request and receive open record information by means of a personal identifier search. **Open records include:**

- Records containing convictions, such as plead guilty to, or convicted of.
- Arrest information that is less than 30 days old from the date of arrest.
- Charges filed from the prosecutor, awaiting final disposition from the court.
- Records that contain a suspended imposition of sentence (SIS) during the probation period.

A Fingerprint Based Search requires a payment of **\$20.00** per request. The results of a fingerprint-based background check are considered a **"positive match"** and will provide either open records or closed (complete) records as requested by the applicant.

An applicant may choose to conduct a fingerprint based criminal record check containing open records thus limiting the dissemination of criminal history information to **only** open record information. The Criminal Justice Information Services (CJIS) Division will release fingerprint-based criminal history information containing only open record information to any individual, business, or agency when requested by the applicant.

An applicant may choose to conduct a fingerprint-based criminal record check for release of closed records thus allowing dissemination of all criminal history information on file with the Central Repository. Closed records will only be released with a record check submitted by means of a fingerprint comparison and will only be released directly to the applicant or to a qualified entity if authorized in accordance with Section 610.120 and Chapter 43, RSMo. **Closed records include:**

- All criminal history data, including all arrests (filed or not filed charges).
- Charges that have been nolle prossed, dismissed, or found not guilty in a court of law.
- Suspended Imposition of Sentence (SIS) after the probation period is complete.

Notary Letters are provided upon request and require an additional \$2.00 processing fee, per request. A notary letter may be requested with either a personal identifier search or a fingerprint search.

PENALTY — A person who knowingly violates any provision of Sections 43.532, 43.540, 610.100, 610.105, 610.106 or 610.120 RSMo is guilty of a class A misdemeanor.

FBI Record Requests

The FBI only has open files meaning that if someone has the authority to receive the records; they receive all that is on file.

Individuals that need a Federal or Federal Bureau of Investigation (FBI) background check, for personal reasons or for employment purposes for entities not authorized through Missouri State Statute or the Missouri VECHS program, can submit fingerprints with an \$18.00 fee directly to the FBI. For information on how to obtain a federal background check directly from the FBI, please refer to information regarding the FBI's Identity History Summary Check on the FBI's website at www.fbi.gov.