

**VAN HORN HIGH SCHOOL**  
**HOME OF THE FALCONS**



**2017 - 2018**  
**STUDENT HANDBOOK**

# Van Horn High School

## Mission Statement

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

## Van Horn-School Song

*Proudly as a falcon wings his flight on high,  
Let our song be swelling upward to the sky,  
Sing we of our praises of the school most dear,  
We will spread the glory of Van Horn far and near.  
You have set dear Van Horn a challenge for us all,  
A height to strive and reach for rising ne'er to fall,  
Let our hearts be true to the red and gray,  
Our loyalty to thee we will show each day.*

## MESSAGE FROM THE HEAD PRINCIPAL

Van Horn Students,

I'm excited to welcome you back for the 2017-2018 school year. The Van Horn Staff strives to provide you with relevant and meaningful experiences to prepare you for life outside of Van Horn. As we prepare you for the next stages of life, please keep in mind that **every day is an interview** for the job you eventually want to have after high school. The positive habits you develop now, will greatly impact your preparation in and out of school.

Knowing **every day is an interview** for the job you eventually want, let's focus on three items:

1. Attendance - Attendance has a direct correlation to academic and graduation success. It is important for you to attend school daily to provide yourself with the best opportunities to succeed in school and with your future endeavors.
2. Graduating - Whether you are just starting out as a Freshman or starting your Senior year, all students can achieve the goal of graduating from Van Horn. The Van Horn Teachers and Staff are committed to helping you in this endeavor because we realize the positive impact this will have on the rest of your life. Approach your classes with a solid work ethic and be an active participant in each lesson.
3. Respect - Everyone is expected to respect each individual at this school. It does not matter what role an individual carries in this school (student, secretary, custodian, admin, teacher, etc.), each member of this team is valuable and deserves to be respected. We truly are members of the same team, and we can accomplish more together than we can as individuals.

Thank you for your cooperation as we work together to make this year successful for everyone involved. The faculty and staff at Van Horn are excited and committed to providing you with a quality education.

Fly to the Sky Falcons,



Mr. Maglinger

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

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

### **School Information** **Van Horn Administration**



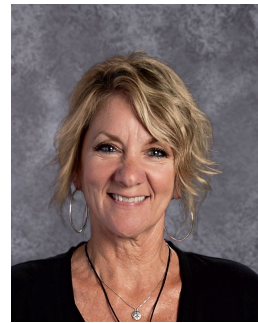
Randy Maglinger  
Principal



Justin Woods  
Associate Principal  
Students P-Z



Justin Hargens  
Assistant Principal  
Students A-G



Penny Holm  
Assistant Principal  
Students H-O



Chris Corrie  
Activities Director

#### **Counselors:**

Yvonne Rito– Students P-Z  
Christopher Wiley – Students H-O  
Elizabeth McGruder – Students A-G

**District Compliance Officer**

The ISD does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

**Mr. Greg Gilliam - 816-521-5300, 201 N. Forest Ave. Indep., MO 64050**

**At-Risk Coordinator**

Julie Crowell

**Office Staff:**

Lori Jonas	Principal’s Secretary
Lisa Hickman	Bookkeeper
Aimee Burkhardt	Attendance Secretary
Cammie Smith	Student Services Secretary
Shelia Harrison	Activities Secretary
Melissa Miranda	Library Clerk

**Family School Liaison:**

Rosslyn Crawford-Jackson

**School Resource Officer:**

Officer Jeff Nunn

**Main Office (816)521-5360**

**Hours of Operation**

Office Hours: Monday – Friday 7:00 am – 3:30 pm

Class Hours: Monday – Friday 7:20 a.m. – 2:23 pm

**2017-2018 Student Council**

**Staff Sponsors:**

Katie Messick  
Christopher Loggins

**Executive Officers:**

President: Hailie Lewis  
VP: Lena Hurtado  
Secretary: Joanna Gavarrete  
Treasurer: Ian Suarez

**Junior Class:**

President: Paul Hemingway  
VP: Bryanna Counts  
Secretary: Mary Johnson  
Treasurer: Brianna Meier

**Senior Class:**

President: Chase Siedlik  
VP: Tatiana Stickle  
Secretary: Gabby Martinez  
Treasurer: Marisela Coronado

**Sophomore Class:**

President: Jared Huddleston  
VP: Dominic Torres  
Secretary: Aldo Chavira  
Treasurer: Ana Mejia

**National Honor Society**

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

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

Qualifications for selection:

3.5 GPA cumulative after the completion of the 5<sup>th</sup> semester

No ISS or OSS infractions

Be involved in at least 3 activities (2 must be school related)

Demonstrate community service through logging hours

Complete essay to demonstrate leadership

Complete application to demonstrate meeting all qualifications

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

**Bell Schedule**

<b>ALL</b>	<b>Wed - ODD</b>	<b>Thur - EVEN</b>
1. 7:20-8:05	1. 7:20-8:48 (88)	2. 7:20-8:48 (88)
2. 8:10-8:55		
3. 9:00-9:45	3. 8:53-10:21 (88)	Academy 8:53-9:23
4. 9:50-10:35		4. 9:28-10:56 (88)
5A. 10:40-11:53	5. 10:26-12:17 (88)	
5B. 10:40-11:25		
6A. 11:58-12:43		
6B. 11:30-12:43	7. 12:22-1:50 (88)	8. 12:55-2:23 (88)
7. 12:48-1:33		
8. 1:38-2:23		
1. 10:56-11:19 (23)	1. 10:26-10:47 (21)	1. 10:56-11:17 (21)
2. 11:30-11:53 (23)	2. 11:04-11:25 (21)	2. 11:22-11:43 (21)

3. 11:53-12:16 (23)	3. 11:30-11:51 (21)	3. 12:03-12:24 (21)
4. 12:20-12:43 (23)	4. 11:56-12:17 (21)	4. 12:29-12:50 (21)

## **Handbook Contents**

A+ Information .....	A+ Secretary, Counseling Center
Absenteeism .....	Attendance Office
Athletic Eligibility .....	Athletic Office
Attendance .....	Attendance Office
Bus Information .....	Attendance Office
Change of Address .....	Registrar, Counseling Center
Club Information .....	Main Office
College Information .....	Counseling Center
College Recommendation .....	Counselor
Course Work .....	Counselor
Daily Bulletin .....	Main Office
Driver Ed. Credit .....	Adult Education (521-5507)
Emergency .....	Any staff member
Financial Aid/Scholarships .....	Counseling Center
GED .....	Adult Education (521-5507)
Grade Questions .....	Teacher/Counselor
Homework Request (2-10 days) .....	Attendance Office
Homework (extended illness greater than 10 days) .....	Counselor
Honor Roll .....	Main Office
ID Replacement .....	Main Office
Injury .....	Clinic
Insurance (Health - for athletes) .....	Athletics Secretary
Job Opportunities .....	Counseling Center
Locker Problems .....	Main Office
Lost and Found .....	Main Office
Lost Textbooks .....	Main Office
Lunch Financial Assistance .....	FSL, Counseling Center
Night School for HS Credit .....	Adult Education (521-5507)
Parking Permit Application .....	Main Office
Parent Access .....	Main Office
Pre-excuse Form .....	Attendance Office
Requirements for Graduation .....	Counselor Center
Student Council .....	Katie Messick
Student Visitor .....	Attendance
Tutoring .....	Counseling Center
Support Group Information .....	Family/School Liaison
Summer School Information .....	Counselor
Textbook Fines .....	Main Office
Theft Report .....	Student Resource Officer
Transcripts .....	Registrar
Transferring Schools .....	Registrar
Vehicle Insurance Discount .....	Registrar

Visitor's Pass .....Attendance Office  
 Work Permits .....Counseling Center

**Nutrition Services – Breakfast/Lunch**

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

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

**2017-2018 Meal Prices**

	Breakfast	Reduced	Lunch	Reduced	Extra Drink
Elementary	\$1.60	\$0.30	\$2.35	\$0.40	\$0.45
Middle School	\$1.70	\$0.30	\$2.50	\$0.40	\$0.45
High School	\$1.70	\$0.30	\$2.50	\$0.40	\$0.45
Adult	\$2.00		\$2.95		\$0.45

*Prices are subject to change*

- *Payments are to be sent to the School's Nutrition Center/Cafeteria*
- *Make Checks Payable to: Independence Public School Nutrition Services, Only local checks can be accepted*
- *Payments may also be made online at [www.MealpayPlus.com](http://www.MealpayPlus.com)*

**General Nutrition/Allergy Information**

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

**Breakfast**

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

**Lunch**

Lunch is served in four shifts, will be part of 5th/6th block on Monday, Tuesday, Wednesday and Friday. On Thursdays, lunch will be part of 6th block. Your lunch shift is determined by the teacher you have during the lunch period.

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

Students who leave the building for lunch, refuse to go to the cafeteria or are found in other parts of the building during lunch may be assigned consequences as needed. Students should not stay in the cafeteria more than their assigned lunch periods. Being in cafeteria during designated class time is truancy and will be dealt with under school

policy.

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

### **Vending Machines**

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

### **The Two Core Rules**

In high school in the Independence School District, we operate from two simple school rules:

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

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

Independence School District Board of Education policy covers more specific potential violations of these two rules. A copy of these policies and Policy can be found on the school website under Student Information and at the back of this handbook. All students and parents/guardians should make themselves aware of these policies.

### **Academic Policies**

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

- 1) Accept responsibility for your education, your decisions and your actions.
- 2) Be a positive role model and proudly represent your school, parents, community and self.
- 3) Choose to be involved in your school and community.
- 4) Maintain a healthy balance between academics and activities, giving your best to each.
- 5) Support your fellow students and their activities.
- 6) Respect diversity, individuality and the choices and rights of others in the school.

#### **Being a Proactive Learner**

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

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

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

These are guiding principles for behavior in classrooms if you are to be productive. Each teacher may establish rules and procedures more specific to his or her classroom. You are expected to follow those rules as well.



Classroom rules are established by each teacher and made known to students. These rules are considered to be necessary for the safe and orderly conduct of the classroom and learning activities. Classroom guidelines are to be respected at all times.

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

### **Course Syllabus**

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

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

Students are required to complete all work on the date assigned. Students who miss the deadline due to an excused absence will have one day to make up the assignment for each day of absence. Work turned in late will be subject to the late work policy in each teacher's syllabus. Students on Out of School Suspension will be afforded the opportunity to make up course work.

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

Specific quarter dates are listed on the school website and the calendar at the beginning of this handbook. Parents and students may check student grades online at any time. Students and parents can contact our main office for log-on information. Parents may contact their student's teachers at any time to ask questions regarding grades. Teachers will update grade books regularly and within one week of the due date for any assignment.

The final *semester grade* is the cumulative points a student earned throughout the entire semester. Quarter reports are simply progress reports. Semester grades are not the average of the quarter grades. The only grades that appear on transcripts are semester grades.

## **GRADUATION INFORMATION**

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

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

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

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

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

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

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

**Internet resources** are available to students of the Independence School District. The Independence School District believes Internet access offers vast, diverse and unique educational resources. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, communication, innovation and publishing by students. All students must follow the Acceptable Use Guidelines when accessing the internet as outlined in board policy.

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

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

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

### **Technology: Acceptable Use Policy**

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

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

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

**Internet use** – While using a school-issued device, students will be given access to the internet and will be expected to access sites that are appropriate for the educational assignment given. Students who access or attempt to access pornography or other sites not related to an educational assignment will be disciplined and denied internet access for a specified period of time. Any image that would not be allowed in school on a tee shirt will be considered inappropriate. Students using computers in the Library Media Center or Computer Labs without the direct supervision of a teacher may need to meet additional requirements. Students will need to ask the Library Media Specialist in his/her building to find out.

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

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

**Consequences of misuse** – Students guilty of misusing the technologies provided by the district will be disciplined according to the nature and severity of the misuse. Consequences will be similar to the consequences with other rules violations and may include being denied access to technology. Inappropriate use of the network or an inappropriate request to remove a filter will automatically result in a student account shut down for 30 days. The use of proxy servers or any other means of bypassing the district firewall is not allowed and will result in disciplinary action.

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

### **Textbooks**

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

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

### **A+ Schools Program**

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

### **A+ Designation Requirements**

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

- Be a U.S. citizen, permanent resident, or lawfully present in the U.S.
- Attend a designated A+ high school(s) for three (3) consecutive years (grades 10,11,12) immediately prior to high school graduation.

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

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

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

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

### **Saturday School**

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

### **Withdrawing from School**

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

### **Schedule Changes**

Requests for schedule changes must be made during the first 10 days of the semester. Schedules are made through the enrollment process each spring. Classes have been scheduled to maintain class balances and staffed appropriately. No course changes or teacher switching will be made unless there is a legitimate reason. Changes can only be made at the beginning of each semester. Schedule changes will be made for the following reasons:

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

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

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

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

### **School Counselors**

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

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

To meet with a counselor, students should make appointments in the counselor center. If it is an issue that does not need to be addressed in person, students should email their counselor.

### **Family/School Liaison**

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

This individual will be here to:

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

### **School Resource Officer**

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

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

### **Transportation**

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

Every student must have a bus pass to ride. Passengers are under the supervision of a driver. Video surveillance is provided. If students misbehave, they may receive a warning, suspension from the bus, or disciplinary action at the building level. The suspension can be up to a semester in length. Parent conferences may also be required.

Questions about bus transportation may be directed to the district transportation office at 521-5335.

### **Lockers**

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

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

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

### **Health Clinic**

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

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

Students should remain at home if they have symptoms of illness, such as sore throat, headache and/or upset stomach, diarrhea, fever, rash, severe coughing, swollen glands, earache, sores on the skin, etc. Students must be free of fever and kept home for 24 hours after the fever breaks. This prevents spread of disease to others at school. Parents are to call the nurse to report absences due to illness or when a child is diagnosed with a communicable disease. Children will be excluded from school when the following are present:

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

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

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

### **Medication at School**

All medication to be taken by or administered to a student while at school will be delivered to our nurse by a parent, guardian or designated adult and a medication consent form must be completed and signed.

Medication will be in a current pharmacy labeled container with: student's name, date, doctor's name, medication name, quantity, frequency, dosage and route of administration. All over-the-counter medication must be in the original container and accompanied by a doctor's written order containing all of the above information.

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

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

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

The ultimate goals in education are to prepare you to be a life-long learner and a responsible citizen. The ability for an individual to accept consequences for his/her actions and to focus on educational goals is critical to success. As young adult citizens of this school and community, your actions and behavior are subject to referral to the police under local and state Policy.

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

Although the full Board of Education discipline policy appears at the back of this handbook, below are key topics all students should review. The list of unacceptable conduct below will be grounds for disciplinary action including, but not limited to: conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, or Board of Education, and/or expulsion by the Board of Education.

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

- **Violations of the Policies of the Board of Education and written school rules:** Written school rules as distributed in handbooks, letters, and or materials by, or under the direction of, the principal.
- **Truancy:** Being absent for any reason other than those reasons established as acceptable by the principal. The principal retains the right to determine whether or not an absence is to be excused or unexcused.
- **Assault:** Definition: Knowingly causes physical injury to another person; with criminal negligence, causes physical injury to another person by means of a deadly weapon; recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person.
- **Fighting:** Combat in which one or both parties have contributed to the conflict either verbally or by physical action.
- **Possession or Use of Weapons:** In any instance when a pupil is discovered to have on or about such pupil's person, or among such pupil's possession, or placed elsewhere on the school premises any item that is ordinarily considered to be a weapon. Examples include, but not limited to, knives, firearms, guns, chains, and

explosives.

- **Verbal and Written Abuse to Staff:** Disrespectful verbal or written language to a staff member.
- **Possession or Use of Alcoholic Beverages, Narcotics, Illegal Drugs, Prohibited Substances, and Medication:** Sale, and/or use, and in any instance when a pupil is discovered to have on or about such pupil's person or among such pupil's possessions, or placed elsewhere on the school premises of alcoholic beverages, narcotics, illegal drugs and/or prohibited substances, and drug paraphernalia, as defined in the Revised Statutes of Missouri (RSMo), Chapter 195, by any student while such student is upon school property, in attendance at a school function, whether off or upon school property, or while on school furnished transportation. Pupil possession of or being under the influence of alcoholic beverages and/or hallucinogenic drugs, or combination of drugs, or drug paraphernalia expressly prohibited by federal, state, or local laws, including prohibited substances which shall include those substances possessed, or distributed, and/or used that are held out to be, or represented to be controlled substances, illegal or controlled substances, as defined by Chapter 195 of the Revised Statutes of Missouri (RSMo), at any school functions, on or off school property, or on school furnished transportation. Sale and or use, and in any instance when a pupil is discovered to have on or about such pupil's person, or among such pupil's possessions, or placed elsewhere on the school premises of medication, medicine or drugs, as defined in common medical or pharmaceutical dictionaries, either prescription or nonprescription, by any student while such student is upon school property, in attendance at a school function, whether off or upon school property, or while on school furnished transportation.
- **Extortion:** Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
- **False Alarm:** The reporting of false fire reports or alarms, bomb threats, or other action endangering the public safety of students and staff.
- **Willful Damage or Vandalism to School, Staff or Student Property:** Willfully causing damage or attempting to cause damage to any property, real or personal belonging to the school, staff, or students.
- **Careless Driving:** Driving carelessly on school property or without due caution so as to endanger person(s) or property.
- **Use of Obscene Language/Gestures/Writings:** Use of words which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards, and do not have a serious literary, artistic, political or scientific value. Unacceptable gestures toward students and/or staff.
- **Use of Language that is Disparaging or Demeaning:** Words which are spoken solely to harass or injure other people, such as threats of violence or defamation of a person's race, religion, or ethnic origin.
- **Use of Disruptive Speech or Conduct:** Conduct or speech, be it verbal, written, or symbolic, which materially and substantially disrupts classroom work, school activities, school functions, or simply talking in class when told not to do so.
- **Bus Misconduct:** Any offense committed by a student on a District owned or contracted bus. Misconduct will be treated the same as school building misconduct.
- **Possession or Use of Tobacco:** Smoking, chewing, sniffing, possession, or any other use of tobacco materials, products, or substances appearing to be tobacco products, i.e. e-cigarettes, vapor pens, or other alternate smoke devices.
- **Arson:** The act of deliberately burning or causing to be damaged by fire: school facilities, vehicles or other materials within school supervision.
- **Hazing/Harassment:** To harass or unlawfully discriminate against another student through conduct of a sexual nature, or regarding race, color, national origin, ethnicity, disability, sexual orientation, or perceived orientation as defined by the Policy.
- **Possession, use or under the influence of Alcohol:** Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.
- **Bullying:** Bullying is the intentional action by a student or group of students to inflict physical, emotional, or



mental suffering on another individual or group of individuals.

- **Sexual Activity:** Act of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation on school property, in attendance at a school function, whether off or upon school property or while on school provided transportation.
- **Felony Charge or Conviction:** The Board of Education, after notice to parents or others having custodial care and a hearing upon the matter, may suspend a student upon a finding that the student has been charged, convicted, or plead guilty in a court of general jurisdiction for the commission of a felony criminal violation of state or federal law. At a hearing, the Board shall consider statements that the parties present. The Board may provide for the procedure and conduct of such hearings.
- **Student Participation in Secret Organizations and Gangs:** The principal will establish procedures and Policy to ensure that any student wearing, carrying or displaying gang paraphernalia; exhibiting behavior or gestures which symbolize gang membership; or causing and/or participating in activities which intimidate or affect the attendance of another student, shall be subject to disciplinary action.
- **Policy 2655 - Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation by students toward District personnel or students on school grounds, or school time, at a school sponsored activity or in a school related context. "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts.

Bullying occurs when a student:

- Communicates with another by any means including telephone, writing, cyberbullying, or via electronic communications, intention to intimidate, or inflict physical, emotional, or mental harm without legitimate purpose, or
- Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm without legitimate purpose. Physical contact does not require physical touching, although touching may be included.

Students who are found to have violated this policy will be subject to the following consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Consequences: Loss of privileges, classroom detention, Conference with Teacher, parents contacted, conference with Principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

District employees are required to report any instance of bullying of which the employee has first-hand knowledge. Moreover, the District will provide training for employees relative to enforcement of this policy.

**Rev. 8/15**

- **Policy 1310**

- **Miscellaneous Offenses:** Disciplinary action may be taken for items included, but not limited to, the following list:
  - failure to follow directions/insubordination
  - academic dishonesty
  - violence and/or violent behavior
  - indecent exposure
  - show of force
  - persistent opposition to school authority
  - possession of pornographic materials
  - gambling
  - selling items for personal gain
  - failure to make academic progress.
  - inappropriate use of (the Internet) technology

### **Potential Consequences**

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

- 1) **Tuesday School:** 60 minute detentions are served with either a teacher or in the Detention Classroom. Detentions will begin promptly at 2:30 and last until 3:30. Students must bring course-work to complete or have a book to read. Arriving to detention late, not having or refusing to complete course work/book, or failure to serve a detention will lead to the assignment of an Extended Detention.
- 2) **Friday School:** Extended Detention lasts from 2:30-4:30 and is held in the Cafeteria. Students must bring course-work to complete or have a book to read. Arriving to Friday School or not having course-work / book will result in needing to serve the detention at another time. Failure to serve Friday School will lead to the assignment of Out of School Suspension along with loss of extra-curricular privileges for two weeks.
- 3) **In-School Suspension (ISS):** The length of an ISS assignment may vary. If you are given ISS, you must report to the ISS Room no later than 7:20 A.M. and remain there until the end of the day, either 1:50 or 2:23 P.M. Students in ISS will not participate in assemblies or other school activities. The only activity permitted during this time is silent study. The following guidelines will be followed in the ISS room:
  - Students will be allowed to leave the room only during specified restroom breaks and lunch;
  - Students should contact teachers prior to ISS and bring coursework
  - Students will be expected to turn in their personal technology devices to the ISS teacher. The ISS teacher will secure these items and return them to the student at the end of the day.
  - In order to prevent future ISS consequences, students will be given additional ISS assignments tailored to their violation. These assignments will be issued on the first day of ISS and must be completed prior to their release. If the student does not complete the assigned work, he/she must stay in ISS.
  - Failure to comply with any of these expectations will result in an out-of-school suspension for the remaining ISS assignment. Students are not allowed to participate in any athletic or extracurricular practice, rehearsal or performance on the days assigned to ISS.
- 4) **Out-of-School Suspension (OSS):** The length of a short term OSS assignment may vary from one to ten school

days. *If you are assigned OSS you may not be on campus or attend any school function on or off campus for any reason.* If a student is assigned OSS, the student or family may request student work. Any student work will be sent to the attendance office to be picked up by a representative (student may not return to campus during the suspension). Course work done during OSS is due upon the student's return.

- 5) Long-Term Suspension (LTS):** Long-term suspension lasts from a minimum of 11 days up to 180 school days. Referrals for LTS are made by the building administration to the superintendent of schools. A hearing will be held with a hearing officer to determine whether or not a long-term suspension will be assigned and, if so, for how long the suspension will last. Students on long-term suspension are prohibited from being present on school grounds and participating in any school activities, on or off campus, for any reason.
- 6) Expulsion:** Expulsion prohibits any further attendance of a student in the schools of the District or at District activities. The Board of Education may expel a student for any of the reasons set forth in Policy 2663, for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils.
- a) The principal shall request an expulsion of a student in writing to the Superintendent of Schools or his designee.
  - b) The Superintendent, or his designee, shall hold an administrative hearing on the request for an expulsion of a student in accordance with the procedures outlined under Policy 2663 of the Policies of the Board of Education.
  - c) Following the administrative hearing, should the Superintendent concur with the principal's recommendation for expulsion, all facts, evidence, statements, and administrative recommendations shall be forwarded in writing to the Board of Education for a formal hearing as outlined in Section 167.161, RSMo.

### **Student searches permitted**

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

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

### **Threatening/Bullying Behavior**

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

### **Student ID's**

All students are given one free ID which is to be available on demand at all times. Student IDs will be required for

entrance into certain school activities including dances. School IDs are required for entrance into the building after school hours. Subsequent IDs may be purchased for a nominal fee.

### **Dances / Dance Forms**

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

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

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

### **Public Displays of Affection**

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

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

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

1. Students must be covered adequately. Because revealing clothing can be distracting to the learning process, the following guidelines must be followed when choosing apparel for school:
  - Shirts must have straps of at least 2 inches and completely cover the chest, back, and stomach.
  - Sheer fabrics may be worn only if clothing providing appropriate coverage is worn underneath.
  - Undergarments may not be showing at any time. Clothing must completely cover the student's undergarments both sitting and standing.
  - Pants, jeans, shorts, skirts, and dresses must provide adequate coverage of the student's legs, buttocks, abdomen, lower back, and undergarments both sitting and standing.
  - Pants must be worn around your waist. Because loose pants or shorts that appear in danger of falling off send a sexually inappropriate message and are not acceptable clothing for school.
2. Clothing is considered inappropriate that promote substances or acts that are illegal in a public school, and clothing that makes specific or innuendo references to alcohol, drugs, tobacco, violent behavior or sexual activity is unacceptable. Clothing that depicts discrimination against others based on their race, ethnicity, gender, religion, physical disability, or sexual orientation, and clothing deemed disrespectful of any of these groups is unacceptable. This guideline includes all jewelry and accessories worn in school.
3. Hats and headgear are not permitted. In many social settings, it is considered disrespectful to wear a hat indoors; therefore hats are not to be worn or displayed from the moment you enter the building to the conclusion of the school day. Furthermore, hats and headgear make the efficient identification of students difficult for faculty. Hats and headgear include baseball caps, skull caps, hoodies pulled up over the head, bandanas, scarves, and athletic head/sweat bands. Students must contact their administrator to gain

permission for head coverings worn for religious or medical purposes.

4. Soled shoes must be worn at all times. Because a fire or weather emergency could cause unsafe debris on the floor, soled shoes must be worn at all times. Soft-soled house shoes or slippers are considered unsafe, as they would not provide adequate protection for students' feet in an emergency situation.
5. Sunglasses may not be displayed in any manner. Sunglasses interfere with students' ability to read and make eye contact with other students and staff. Sunglasses also inhibit the ability of the faculty to safely identify students. Sunglasses are not permitted inside the building, unless under a doctor's prescription.
6. Face paint or overly dramatic make-up may not be worn. Make-up or face paint worn so as to obscure students' features makes it difficult to quickly identify students. Because this could create an unsafe environment, face paint is not permitted, and make-up that obscures student features is also not permitted.
7. No chains over 12 inches and no spiked bracelets or necklaces are permitted.
8. No blankets shall be carried or worn as coats or to wrap up in while in the classroom. The temperature in the building is regulated according to the outside temperature and kept at a comfortable setting for the learning environment of the student.

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

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

This dress code is intended to provide students with the high school philosophy regarding student dress. As fashion trends develop, the administration may determine other styles of clothing are not appropriate, and it is they who have the final right to decide what is acceptable attire for school. (See Board of Education Policy 2651).

### **Hall Passes**

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

### **Cell Phones/Personal Technology**

The Independence School District believes in promoting professional and positive use of personal technology such as cell phones, tablets, laptops, etc. In order to create such an environment, the following guidelines have been established:

- Cell phones may be used by students prior to 7:20 a.m., during official passing times, during a student's lunch shift and after school. Students who are in detention, extended detention, or ISS may not use their cell phones without permission.
- Students may not have extra time after the tardy bells to complete a phone call, text, etc. Students who are late to class because of cell phone usage will be issued consequences for tardiness and will have their phones taken.
- Inappropriate or unapproved use of a cell phone will be cause for disciplinary action. Faculty and staff have the right to take and keep cell phones until the end of the school day. Confiscated cell phones can be picked up in the main office after school. Repeated violations of this policy will require that a cell phone be picked up by a parent/guardian.
- The school is not responsible for lost or stolen cell phones, tablets, laptops, or other personal technology

devices nor will administrators spend time investigating personal technology theft. A student phone may be used free of cost. All calls made by students on this phone should be brief. Using the student phone does not constitute an excused tardy or absence from class.

### **Phone Messages**

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

### **Deliveries to Students**

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

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

### **Student Parking Permits**

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

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

1. Must be a senior or junior with the appropriate number of credits toward graduation (sophomores will be allowed to purchase permits as space allows);
2. No more than 10 excused/unexcused absences from any class;
3. No more than 5 class days missed due to ISS and/or OSS;
4. All disciplinary consequences served by the due date;
5. Possess a valid driver's license; and
6. Have no outstanding obligations.

### **Student Parking Guidelines**

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

Consequences for violation of parking guidelines:

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

**Attendance Policies**

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

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

**Students who stay home from school are required to have a parent/guardian call the school attendance office by 9:00 a.m. each day you are absent.** We encourage medical appointments to be made after school hours whenever possible to reduce the amount of learning time lost.

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

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

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

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

The Independence School District and Van Horn High School use the following interventions to assist students in making up absences and instructional time:

- Tutoring time
  - Teacher tutoring time usually after school but also before school.
  - Tuesday, Friday School and Saturday School

Attendance and Appeal Hearing Process

Regular attendance is one of the most important factors in determining a student’s academic success. Due to this, students who accumulate an excess of ten days in any class are subject to loss of credit for that class. (Days of

student suspension are not counted as days absent for purposes of this policy.) When unusual or extreme circumstances occur, exceptions to this policy will be made only by administrative discretion on an individual basis. Beginning the first day of school, attendance will be closely monitored.

A student shall be allowed no more than eight (8) absences per semester, excused or unexcused. When a student reaches nine (9) absence in any one class each high school will send a letter to the parent informing them the student may be denied credit for that class. The student will be allowed to remain in the class to establish continuity for the next semester, providing the student does not become disruptive. At the time of the 9<sup>th</sup> absence the student will have the opportunity to work proactively with their assigned administrator to make up missed time prior to the end of the semester.

Examples of absences the will NOT count toward the limit (this list is not all inclusive):

Hospitalization w/ documentation	Death in the Family
Doctor appointment w/ documentation	School suspensions
Mandatory Court Date	Counselor and office visits
College visits	School related activities participant in
Religious observance	OSS (less than 5 days per incident)

Examples of absences that WILL count toward the limit (this list is not all inclusive):

Oversleeping	Family Vacations	Out of town
Missing the bus	No ride to school	Needed at home
Personal business	Car trouble	Other ab excused by parent
School suspensions (in excess of 5 days per incident)		
Temporary Illness w/ no doctor or hospital documentation		

Review teams comprised of assistant principals and counselors will meet 10 days after each semester coming to an end (two times each year) to review previous semester credits to be denied. Credit denial decisions will be determined and mailed home within 2 days of each review team meeting. All appeals must be completed within the first week of school the following semester. Each appeal has 3 possible outcomes::

1. Credit is awarded
2. Credit is denied.
3. Student is placed on probation for the next semester, with credit pending satisfactory attendance during the following semester.

The parent may request a meeting (attended by the parent AND student) with the Review Team to reevaluate the decision. If the Review Team upholds the denial of credit, the parent/student may request an appeal in writing to the building principal.

#### **Proactive Intervention process.**

1. Academy team leaders will delegate a representative to run an absence report for each students on the last Wednesday of each month.
2. Each Academy team will set up a meeting with each student during the following Thursday intervention period.
3. Parents/guardians of each student will be contacted to inform them of the policy, as well as the attendance status of their student each month.
4. Students will have daily opportunities to make up hours of absence. The following sessions will be provided in each building and funded through Inspiring Greatness grants
  - o before-school and after-school sessions daily
    - i. Location to remain consistent with assigned teacher rotation(s)



- ii. One session is equal to one single block of class
- 5. Saturday School will be provided in one location each Saturday for all ISD students in grades 7-12.
  - o Buildings will rotate staffing.
  - o 4 hours of student attendance on Saturday is equal to a full day of attendance (in accordance with DESE definition of ADA)

Students facing denial of credit will only do so after declining daily/weekly opportunities to make up their time, as well as frequent notification of their status.

**Tardy Policy**

Punctuality is important—on a job, for a curfew and in other situations such as school. Students who are tardy to class will be marked in PowerSchool. Students with excessive or persistent issues with being tardy to class will face disciplinary action by the administration.

<b>Student Intervention Benchmarks</b>			
<b>Attendance</b>		<b>Behavior</b>	
<i># of absences per semester</i>	<i>Action Steps</i>	<i># of office referrals per semester</i>	<i>Action Steps</i>
4	<ul style="list-style-type: none"> <li>▪ Letter to parent regarding absences and attendance goal</li> </ul>	5*	<ul style="list-style-type: none"> <li>▪ Behavior team (PST) radar</li> <li>▪ Referral to appropriate team member (School Psychologist, FSL, Counselor, At-Risk Specialist, Nurse, SRO, etc.)</li> <li>▪ Consider group interventions to address behavior challenges</li> <li>▪ Implement individual interventions for more serious incidents</li> </ul>
6*	<ul style="list-style-type: none"> <li>▪ Attendance Team (PST) radar</li> <li>▪ Personal contact to parent from team member to determine situation and barriers</li> <li>▪ Referral to appropriate team member (FSL, Counselor, At-Risk Specialist, Nurse, SRO, etc.)</li> </ul>		
8*	<ul style="list-style-type: none"> <li>▪ 2<sup>nd</sup> letter to parents regarding absences and attendance policy</li> <li>▪ Attendance Team (PST) reviews past intervention(s)</li> <li>▪ Plan is developed with parent and student involvement which includes as options:               <ul style="list-style-type: none"> <li>o Building level interventions</li> <li>o FSL case management</li> <li>o Home Bound services</li> </ul> </li> <li>▪ Team actively tracks absences, interventions, and referrals for remainder of school year</li> </ul>	10*	<ul style="list-style-type: none"> <li>▪ Behavior Team (PST) reviews past intervention(s)</li> <li>▪ Plan is developed with parent and student involvement which includes as options:               <ul style="list-style-type: none"> <li>o Building level interventions</li> <li>o FSL case management</li> <li>o Home Bound services</li> </ul> </li> <li>▪ Team actively tracks behaviors, interventions, and referrals for remainder of school year</li> </ul>
12*	<ul style="list-style-type: none"> <li>▪ Attendance Team (PST) reviews plan with parent and student</li> <li>▪ Consider sending 3<sup>rd</sup> letter alerting parent to the possibility of truancy court referral</li> <li>▪ Consider altering plan to include Home Bound services if not previously included</li> <li>▪ Team actively tracks absences, interventions, and referrals for the remainder of school year</li> </ul>	15*	<ul style="list-style-type: none"> <li>▪ Behavior Team (PST) reviews plan with parent and student</li> <li>▪ Consider altering plan to include Home Bound services if not previously included</li> <li>▪ Team actively tracks behaviors, interventions, and referrals for the remainder of school year</li> </ul>
*	<p>If at any point absences and total days of attendance drop the student attendance rate to:</p> <ul style="list-style-type: none"> <li>▪ 85% or below - consider sending third letter alerting parent to the possibility of truancy court referral</li> <li>▪ 80% or below - consider truancy court referral</li> </ul>	*	<p>If behaviors impact attendance (including OSS), interventions for attendance should be considered at appropriate levels</p>

### **Late to School Policy**

Classes begin at 7:20 A.M. All students arriving late to school must report to the office for a pass. Students arriving after 7:30 a.m. will be referred to an administrator. If the tardy is for a legitimate reason of illness, family emergency, school activities, or excused appointments, it can be excused and parental notification is required.

Unexcused tardies such as car trouble, oversleeping, missing the bus, not picked up by a ride, or locker problems without a pass will be grounds for violation. The first late to school is a warning. Subsequent late to school events will be met with further disciplinary action.

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

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

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

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

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

### **Student Pre-Excuse Form**

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

### **Excused Absences**

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

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

Truancy means being absent for any reason other than those reasons established as being acceptable by a principal. The principal always has the right to determine whether an absence is excused or unexcused. For truancy, discipline is cumulative and progressive.

Students with unexcused absences may not be given the opportunity to earn credit for the work unless there are extenuating circumstances.

### **Extra-Curricular Activities**

*Programs, such as the school newspaper, yearbook, choirs, debate, band, and orchestra, are part of classes students may take for credit. Course descriptions may be found in the district's **Program of Studies**.*

For more information on the following items and much more, please see the district website at [www.isdschools.org](http://www.isdschools.org):

- Program of Studies
- Academies of the ISD
- NCAA Eligibility Requirements
- Graduation Requirements
- Students must be enrolled in at least 7 of 8 classes to be eligible for participation

### **Athletics**

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

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

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

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

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

### **Sportsmanship Code**

We, the student body, feel good sportsmanship should prevail at all school functions. We consider all opponents as guests and treat them with courtesy due friends and guests. We accept all decisions of officials without questions. We never utter abusive or vulgar remarks to a player or an official. We applaud opponents (such as a player attempting a free throw). We seek to win by fair and honest methods according to the rules. We try to win without

boasting and lose without excuses. We ask that every player and fan do his/her best through the game to cooperate with us in living up to our code.

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

## **TITLE IX**

The Independence School District No. 30 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following office has been designated to handle inquiries regarding race, disability, age, and sex:

District Title IX Coordinator  
201 N. Forest  
Independence, MO 64050  
816-521-5300

## **DISTRICT POLICIES**

### **INSTRUCTIONAL SERVICES-Policy 6320**

#### **Technology**

#### **Acceptable Technology Use Policy for Middle School and High School Students**

### **INSTRUCTIONAL SERVICES-Policy 6320**

#### **Acceptable Technology Use Policy for Middle School and High School Students**

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

The following acceptable use guidelines have been established for all middle school/high school students in the Independence School District..

#### **Digital Citizenship**

Good digital citizenship is good citizenship. Citizenship is expected whether student activity is in person or online, whether in the hallway or on Edmodo. The following rules of citizenship should guide all use of technology and connectivity at ISD and good behavior is expected of all students and staff:

- (a) Respect and Protect Yourself
- (b) Respect and Protect Others
- (c) Respect and Protect Property

#### **Equipment Use**

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

### **Internet Use**

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

### **Security**

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

### **File Sharing**

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

## **STUDENTS-Policy 2130 (Policy 2130) (Form 2130) Nondiscrimination and Student Rights: Harassment**

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

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

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

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

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

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against persons who participate in related proceedings or investigations.

## **HARASSMENT- Policy 2130 (Form 2130)**

### **Nondiscrimination and Student Rights**

#### **DEFINITIONS AND EXAMPLES**

##### **Sexual Harassment**

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

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

Examples of conduct which may constitute sexual harassment include:

- sexual advances;
- touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another;
- graffiti of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- touching oneself sexually or talking about one's sexual activity in front of others;
- spreading rumors about or rating other students as to sexual activity or performance;
- Unwelcome, sexually-motivated or inappropriate patting, pinching, or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of a sports move requiring contact with another student. (NOTE: Where the perpetrator is an adult and the victim is a student, welcomeness is generally not relevant.)
- other unwelcome sexual behavior or words, including demands for sexual favors, when accompanied by implied or overt threats concerning an individual's educational status or implied or overt promises of preferential treatment.

##### **Harassment Because of Race or Color**

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

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

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

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

### **Harassment Based Upon National Origin or Ethnicity**

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

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

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

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

## **Harassment Because of Disability**

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

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

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

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

## **Harassment Because of Gender**

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

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

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

- graffiti containing offensive language;
- name-calling, jokes, or rumors;
- threatening or intimidating conduct directed at another because of the other's gender;
- notes or cartoons;
- slurs, negative stereotypes, and hostile acts which are based upon another's gender;



- written or graphic material containing comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes;
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to gender; other kinds of aggressive conduct such as theft or damage to property which is motivated by gender.

### **Harassment Because of Sexual Orientation or Perceived Sexual Orientation**

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

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

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

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

### **REPORTING PROCEDURES**

The following procedures are applicable to any student who believes he or she has been the victim of sexual harassment or harassment/discrimination based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or other school personnel of the School District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the School District.

Such individuals are encouraged to immediately report the alleged acts to an appropriate District official designated by this Policy.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of unlawful discrimination, sexual harassment or harassment based on race, color, sex, national origin, age, ethnicity, disability, sexual orientation, or perceived sexual orientation by a student, teacher, administrator, or

other school personnel of the District, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extracurricular activities, under the auspices of the District, is required to immediately report the alleged acts to an appropriate District official designated by this Policy.

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

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

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

Upon receipt of a report, the principal must notify the District Compliance Officer immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. If the report was given verbally, the principal shall personally reduce it to written form and forward it to the Compliance Officer within twenty-four (24) hours. Failure to forward any harassment report or complaint as provided herein will result in disciplinary action against the principal.

If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Compliance Officer by the reporting party or the complainant.

The School Board has designated the Assistant Superintendent of Human Resources as the District Compliance Officer with responsibility to identify, prevent, and remedy unlawful discrimination and harassment. The District Compliance Officer shall:

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

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

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

A copy of Policy 2130 shall appear in the student handbook, and this Policy shall be made available upon request of parents, students, and other interested parties.

The School Board will develop a method of discussing this Policy with students and employees. Training on the requirements of nondiscrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as the Board in consultation with the District Compliance Officer determines is necessary or appropriate.

This Policy shall be reviewed at least annually for compliance with state and federal law.

The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as much as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

## **INVESTIGATION**

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

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

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

- the nature of the behavior;
- victim's statements;
- how often the conduct occurred;
- mandatory written witness statements or interview summaries;
- whether there were past incidents or past continuing patterns of behavior;
- opportunity for the complainant to present witnesses and provide evidence;
- evaluation of all relevant information and documentation relating to the complaint of discrimination or harassment;
- the relationship between the parties involved;
- the race, color, sex, national origin, age, ethnicity, disability, sexual orientation or perceived sexual orientation of the victim;

- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- the number of alleged harassers;
- the age of the alleged harassers;
- where the harassment occurred;
- whether there have been other incidents in the school involving the same or other students;
- whether the conduct adversely affected the student's education or educational environment;
- the context in which the alleged incidents occurred.

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

The investigation shall be completed and a written report given to the Superintendent no later than fifteen (15) days from receipt of the complaint. If the complaint involves the Superintendent, the written report may be filed directly with the School Board. The written report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this Policy. The Compliance Officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

#### **SCHOOL DISTRICT RESPONSE**

- (a) Upon receipt of a report that a violation has occurred, the District will, within 48 hours, take appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, parent-teacher conferences, warning, suspension, exclusion, expulsion, transfer, remediation, or discharge. District action taken for violation of this Policy shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Policy has occurred, the District shall consider:

what response is most likely to end any ongoing harassment;  
 whether a particular response is likely to deter similar future conduct by the harasser or others;  
 the amount and kind of harm suffered by the victim of the harassment;  
 the identity of the party who engaged in the harassing conduct.  
 whether the harassment was engaged in by school personnel, and if so, the District will also consider how it can best remediate the effects of the harassment.

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

- (b) The results of the District's investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the District within 10 days of the Compliance Officer's receipt of the complaint, in accordance with state and federal laws regarding data or records privacy, and consistent with the privacy rights of the alleged harasser.
- (c) If the District's evaluation of a complaint of harassment results in a conclusion that a school employee has engaged in unlawful discrimination or harassment in violation of this Policy, or that a school

employee(s) has failed to report harassment as required herein, that individual may appeal this determination by presenting a written appeal within 10 school days of receiving notice of the District's conclusion, by use of established School Board procedures for appealing other adverse personnel actions. (See personnel handbooks.)

- (d) If the District's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by presenting a written appeal to the Superintendent within 10 school days of receiving notice of the District's conclusion. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within 10 working days after receiving the written appeal.
- (e) If the complainant believes the Superintendent has not adequately or appropriately addressed the appeal, he or she may present a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting or no later than 45 calendar days from the District's receipt of the complainant's appeal to the Board. The grievant will be notified in writing of the decision within 5 working days after the Board of Education meeting.
- (f) An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education, Office for Civil Rights, or the United States Department of Justice. In addition, such individual may choose to file suit in the United States District Court or the State Circuit Court.
- (g) Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the School District.

## **RETALIATION**

Submission of a good faith complaint or report of unlawful discrimination, sexual harassment, or harassment based upon race, sex, color, disability, national origin, age, ethnicity, or sexual orientation will not affect the complainant or reporter's future employment, grades, learning, or working environment, or work assignments.

The School District will discipline or take appropriate action against any student, teacher, administrator, or other school personnel who retaliates against any person who reports an incident of alleged harassment/discrimination, sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists, or participates in a proceeding, investigation, or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## **GENERAL ADMINISTRATION**

### **Policy 1621**

#### **Private, State and Federal Programs Administration**

#### **Title I Parent Involvement**

The responsibility for implementation of the Title I ESEA policy is shared between the Title I ESEA Office and each building Principal. The designation of these duties is described below.

#### Title I ESEA Staff Responsibilities

1. Provide letters to parents regarding Title I ESEA programs and curriculum, how their children were selected for Title I ESEA, how their progress will be measured, how much progress they are expected to make during the school year, and how their performance compares to that of their schoolmates.
2. Provide an orientation meeting for parents each school year before the end of the first quarter.
3. Provide parents of each school with the results of the annual review. This review is to include the individual school performance profiles.
4. Provide timely notification to parents, in the form of letters and flyers, regarding Title I ESEA meetings and workshops.
5. Offer professional development opportunities for teachers on increasing their effectiveness in teaching all students eligible for Title I ESEA services and on addressing the needs of Title I ESEA parents.
6. Offer workshops for parents on how to help assist in the instruction of their children.
7. Send data regarding year-end Title I ESEA program evaluation results to all parents.
8. Invite parents to and include parents in Title I ESEA program review team meetings.

#### Title I ESEA Building Level Responsibilities

Each Title I ESEA building administrator will invite all parents to attend their school's program planning meetings, school review and improvement meetings.

Title I ESEA teachers will provide parents with quarterly written reports on the progress of their children, so that parents can know the extent to which they are learning. Teachers will be available for individual conferences at the regularly scheduled District Parent/Teacher Conference dates, and at other times by appointment through each building office. Meeting times will take into account the need to accommodate a variety of parent work schedules. Through these reports and conferences, Title I ESEA teachers will provide parents with the results of evaluations of student progress. These evaluations will include, but will not be limited to, test results, measurements of homework turned in, homework completed, student attitudes and student behavior.

Each Title I ESEA school will:

1. Design and sponsor activities to address the needs of children which are unmet due to the absence of one parent.
2. Design types of parent involvement that does not involve being at school such as helping teachers by assembling materials at home for use in classroom activities.
3. Offer opportunities and materials for parents to participate in classroom activities.

#### Title I Grievance Procedure

Any parent, other individual, or organization alleging a violation of state or federal laws, rules, or Policy or an approved application by the District in the administration of Title I shall file with the Superintendent a written complaint containing the specific nature of the alleged violation, the time and place of the violation, and related details of the alleged violation. The Superintendent of Schools shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten (10) working days after receipt of the written complaint. A copy of the written complaint and the Superintendent's response shall be provided each member of the Board. If complainant is not satisfied with such response, he or she may submit a written appeal to the Board indicating with particularity the nature of disagreement with the response and his/her reasons underlying such disagreement.

The Board shall consider the appeal at its regularly scheduled board meeting following receipt of the response. The Board shall permit the complainant to address the Board in public or closed session, as appropriate and lawful, concerning his/her complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

If the complainant is dissatisfied with the action taken by the Board of Education, a written notice stating the reasons

for dissatisfaction shall be filed within fifteen (15) working days following resolution of the complaint by the Board with the state director of Title I. The state director of Title I will initiate an investigation, determine the facts relating to the complaint and issue notice of his findings to the Board and the complainant. If the findings support the allegations of the complainant, the Board will be requested to take corrective action. If the findings support actions taken by the Board of Education, the Board's action will stand.

#### TITLE IX GRIEVANCE PROCEDURE

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, sources of referral of applicants for admission and employment with the Independence School District have the right to file a formal complaint alleging noncompliance with Policy outlined in Title IX of the Education Amendments of 1972.

##### Level 1: Principal or Immediate Supervisor

Employees claiming sex discrimination may first discuss the grievance with their principal or immediate supervisor, with the object of resolving the matter informally. A student or parent with a sex discrimination complaint may discuss it with the teacher, counselor, or building administrator involved. Level 1 of the grievance procedure is informal and optional and may be bypassed by the grievant.

##### Level 2: Title IX and Section 504 Coordinator

If the grievance is not resolved at Level 1 with the District's Title IX/Section 504 Coordinator and the grievant wishes to pursue the grievance, it may be formalized by filing a complaint in writing on a Compliance Violation Form. This form may be obtained from the Title IX and Section 504 Coordinator. The complaint shall state the nature of the grievance and the remedy requested. The filing of the formal, written complaint at Level 2 must be within fifteen (15) working days from the day of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such an occurrence. The grievant may request that a meeting concerning the complaint be held with the Title IX and Section 504 Coordinator. A minor student may be accompanied at that meeting by a parent or guardian. The Title IX and Section 504 Coordinator shall investigate the complaint and attempt to solve it. A written report from the Compliance Officer to the complainant regarding action taken will be sent within fifteen (15) working days after receipt of the complaint.

##### Level 3: Superintendent

If the complaint is not resolved at Level 2, the grievant may proceed to Level 3 by presenting a written appeal to the Superintendent within ten (10) working days after the grievant receives the report from the Title IX and Section 504 Coordinator. The grievant may request a meeting with the Superintendent or his/her designee. The Superintendent or his/her designee has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Superintendent or his/her designee within ten (10) working days after receiving the written appeal.

##### Level 4: Board of Education

If the complaint is not resolved at Level 3, the grievant may proceed to Level 4 by presenting a written appeal to the President of the Board of Education within ten (10) working days after the grievant receives the report from the Superintendent. The grievant may request a meeting with the Board of Education. The Board of Education has the option of meeting with the grievant to discuss the appeal. A decision will be rendered by the Board of Education at their next regularly scheduled meeting. The grievant will be notified in writing of the decision within ten (10) working days after the Board of Education action.

The procedure in no way denies the right of the grievant to file a formal complaint with the Missouri Civil Rights Commission, the Office for Civil Rights, or other agencies available for mediation or rectification of rights grievances, or to seek private counsel for complaints alleging discrimination.

#### **STUDENTS Policy 2610**

#### **Misconduct and Disciplinary Consequences**

The discipline code set out in this Policy is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct which is not specifically listed in this Policy may be deemed

to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this Policy or the student handbook which includes the code of student conduct and disciplinary consequences, as well as the District's corporal punishment policy will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

### **Expulsion of Students by the Board of Education**

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

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

Violations of the Policies of the Board of Education and written school rules.

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

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

- (2) Truancy
  - (a) Definition: Being absent for any reason other than those reasons established as acceptable by the principal. The principal retains the right to determine whether or not an absence is to be excused or unexcused.
  - (b) Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, or Board of Education, and/or expulsion by the Board of Education.
- (3) Assault
  - (a) Definition: Knowingly causes physical injury to another person; with criminal negligence, causes physical injury to another person by means of a deadly weapon; recklessly engages in conduct which creates a grave risk of death or serious physical injury to another person.



- (b) Consequence: Suspension by principal, Superintendent of Schools, Board of Education and/or expulsion by Board of Education. Assault on school property is a felony and will be reported to the local law enforcement agency.
- (4) Fighting
- (a) Definition: Combat in which one or both parties have contributed to the conflict either verbally or by physical action.
  - (b) Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education.
- (5) Weapons
- (a) Definition: In any instance when a pupil is discovered to have on or about such pupil's person, or among such pupil's possession, or placed elsewhere on the school premises any item that is ordinarily considered to be a weapon. Examples include, but not limited to, knives, firearms, guns, chains, and explosives.
  - (b) Consequence: Suspension by the principal for ten days with a recommendation to the Superintendent of Schools for a suspension not to exceed 180 days and/or expulsion by Board of Education, with the exception of a firearm (as defined by United States Code) that will result in expulsion by the Board of Education for not less than one year. In addition, any student in possession of a firearm will be referred to the local law enforcement agency. The Superintendent of Schools may modify the expulsion requirement on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.
- (6) Verbal and Written Abuse to Staff
- (a) Definition: Disrespectful verbal or written language to a staff member.
  - (b) Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, or Board of Education, and/or expulsion by the Board of Education.
- (7) Alcoholic Beverages, Narcotics, Illegal Drugs, Prohibited Substances, and Medication
- (a) Definition: Sale, and/or use, and in any instance when a pupil is discovered to have on or about such pupil's person or among such pupil's possessions, or placed elsewhere on the school premises of alcoholic beverages, narcotics, illegal drugs and/or prohibited substances, and drug paraphernalia, as defined in the Revised Statutes of Missouri (RSMo), Chapter 195, by any student while such student is upon school property, in attendance at a school function, whether off or upon school property, or while on school furnished transportation. Pupil possession of or being under the influence of alcoholic beverages and/or hallucinogenic drugs, or combination of drugs, or drug paraphernalia expressly prohibited by federal, state, or local laws, including prohibited substances which shall include those substances possessed, or distributed, and/or used that are held out to be, or represented to be controlled substances, illegal or controlled substances, as defined by Chapter 195 of the Revised Statutes of Missouri (RSMo), at any school functions, on or off school property, or on school furnished transportation.
  - (b) Definition: Sale and or use, and in any instance when a pupil is discovered to have on or about such pupil's person, or among such pupil's possessions, or placed elsewhere on the school premises, of medication, medicine or drugs, as defined in common medical or pharmaceutical dictionaries, either prescription or nonprescription, by any student while such student is upon school property, in attendance at a school function, whether off or upon school property, or while on school furnished transportation.
  - (c) Definition: Sale and or use, and in any instance when a pupil is discovered to have on or about such pupil's

person, or among such pupil's possessions, or placed elsewhere on the school premises, of any substance which when taken into the human body can impair the ability of the person to be productive in a school environment, is determined to the health and welfare of students, or is detrimental to discipline in school, including but not limited to, any unauthorized inhalants, over the counter drugs or herbal preparation, by an student while such student is upon school property, in attendance at a school function, whether off or upon school premises.

- (d) Students may only be in possession of medication as detailed in Board Policy and Policy 2870, Administering Medicines to Students.
- (e) Consequence: Suspension by the principal for ten days with a recommendation to the Superintendent of Schools for a suspension not to exceed 180 days and/or expulsion by Board of Education. Distribution of a controlled substance within 2000 feet of a school is a felony and will be reported to the local law enforcement agency. Revocation and/or prevention of student parking permit may be imposed.

(8) Extortion

- (a) Definition: Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
- (b) Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools and/or expulsion by Board of Education.

(9) False Alarm

- (a) Definition: The reporting of false fire reports or alarms, bomb threats, or other action endangering the public safety of students and staff.
- (b) Consequence: Suspension by principal, Superintendent of Schools, Board of Education and/or expulsion by Board of Education. A false bomb threat is a felony and will be reported to the local law enforcement agency.

(10) Theft

- (a) Definition: Stealing or attempting to steal private or school property.
- (b) Consequence: May range from conference with parents or guardian, detention, in-school suspension, other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education. Acts of theft may be reported to the local law enforcement agency and restitution will be assigned.

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

- (a) Definition: Willfully causing damage or attempting to cause damage to any property, real or personal belonging to the school, staff, or students.
- (b) Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education and/or expulsion by the Board of Education. Institutional vandalism is a misdemeanor/felony and will be reported to the local law enforcement agency. Restitution will be assigned.

(12) Careless Driving

- (a) Definition: Driving carelessly on school property or without due caution so as to endanger person(s) or property.
- (b) Consequence: Loss of parking privileges, suspension by principal, Superintendent of Schools, Board of

Education and/or expulsion by Board of Education.

(13) Use of Obscene Language/Gestures/Writings

- (a) Definition: Use of words which describe sexual conduct and which, considered as a whole, appeal to prurient interest in sex, portraying sex in a manner offensive to community standards, and do not have a serious literary, artistic, political or scientific value. Unacceptable gestures toward students and/or staff.
- (b) Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal, to suspension by the principal, Superintendent of Schools, Board of Education and/or expulsion by the Board of Education. Rev.6/28/2005

(14) Use of Language that is Disparaging or Demeaning

- (a) Definition: Words which are spoken solely to harass or injure other people, such as threats of violence or defamation of a person's race, religion, or ethnic origin.
- (b) Consequence: May range from conference with parents or guardian, detention, in-school suspension or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education.

(15) Use of Disruptive Speech or Conduct

- (a) Definition: Conduct or speech, be it verbal, written, or symbolic, which materially and substantially disrupts classroom work, school activities, school functions, or simply talking in class when told not to do so.
- (b) Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education and/or expulsion by the Board of Education.

(16) Bus Misconduct

- (a) Definition: Any offense committed by a student on a District-owned or contracted bus. Misconduct will be treated the same as school building misconduct.
- (b) Consequence: May range from conference with parents or guardian, detention, in-school suspension or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education.

(17) Tobacco

- (a) Definition: Smoking, chewing, sniffing, possession, sale or use of tobacco materials by any student while such student is upon school property, in attendance at a school function, whether off or upon school property, or while on school furnished transportation or any other use of tobacco materials.
- (b) Consequence: 1st offense – 3-5 day in-school suspension; 2nd offense – 1-5 days out of school suspension; 3rd offense – 5-10 days out of school suspension. All tobacco infractions committed by under age students will be reported to the local law enforcement agency.

(18) Arson

- (a) Definition: The act of deliberately burning or causing to be damaged by fire: school facilities, vehicles or other materials within school supervision.
- (b) Consequence: Suspension by the principal for ten days with a recommendation to the Superintendent of Schools for suspension not to exceed 180 days and/or expulsion by the Board of Education.

(19) Hazing/Harassment

- (a) Definition: As defined in the Independence Board of Education Policy 2130 and 2130.1.
- (b) Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal, to suspension by the principal, Superintendent of Schools and/or expulsion by the Board of Education.

(20) Alcohol

- (a) Definition: Possession of or presence under the influence of alcohol regardless of whether the student is on school premises.
- (b) Consequence: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, and/or expulsion by the Board of Education.

(21) Bullying

- (a) Definition: Bullying is the intentional action by a student or group of students to inflict physical, emotional, or mental suffering on another individual or group of individuals.

Bullying occurs when a student:

- o Communicates with another person by any means including telephone, writing, or via electronic communications, with the intent to intimidate or to inflict physical, emotional, or mental harm, or
  - o Physically contacts another person with the intent to intimidate or to inflict physical, emotional, or mental harm. Physical contact does not require physical touching, although touching may be included.
- Rev. 9/06

- (b) Consequence: First offense may range from 1 to 10 days out of school suspension and subsequent offenses may range from up to 180 days out of school suspension and/or recommendation for expulsion. Rev. 9/06

(22) Sexual Activity

- (a) Definition: Act of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation on school property, in attendance at a school function, whether off or upon school property, or while on school provided transportation.
- (b) Consequence: Principal/Student Conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Miscellaneous Offenses**

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

- a. failure to follow directions/insubordination
- b. academic dishonesty
- c. violence and/or violent behavior
- d. indecent exposure

- e. show of force
- f. persistent opposition to school authority
- g. possession of pornographic materials
- h. gambling
- i. failure to make academic progress.
- j. inappropriate use of (the Internet) technology

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

### **Applicability of Policy to Students with Disabilities**

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

### **STUDENTS Policy 2620**

#### **Discipline: Firearms and Weapons in School**

##### **Weapons**

- Definition: In any instance when a pupil is discovered to have on or about such pupil's person, or among such pupil's possession, or placed elsewhere on the school premises any item that is ordinarily considered to be a weapon. Examples include, but not limited to, knives, firearms, guns, chains, and explosives.
- Consequence: Suspension for a period not to exceed 180 days by principal, Superintendent of Schools, Board of Education and/or expulsion by Board of Education, with the exception of a firearm (as defined by United States Code) that will result in expulsion by the Board of Education for not less than one year. In addition, any student in possession of a firearm will be referred to the local law enforcement agency. The Superintendent of Schools may modify the expulsion requirement on a case-by-case basis to comply with the discipline of students with disabilities in accordance with the requirements of Part B of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

### **STUDENTS Policy 2653**

#### **Discipline: Student Participation in Secret Organizations and Gangs**

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

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

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

- Inciting other students to act with physical violence upon any other person.

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

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

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

#### **STUDENTS Policy 2660**

##### **Discipline: Detention**

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

- Students must have an opportunity to make arrangements for transportation home. Therefore, the detention may take place on any day after the day of notification to detain.
- The detention may be for disciplinary or academic reasons.
- The names of all students detained must be reported to the building principal.
- All students detained must be supervised by a certificated staff member.

#### **STUDENTS Policy 2662 (Form 2662)**

##### **Discipline: Suspension**

Students are expected to conduct themselves in accordance with Board Policy 2610. Failure to do so may result in a student's suspension or expulsion from school.

A building principal may suspend a student for a period not to exceed ten (10) school days. Such suspension shall immediately be reported in writing to the Superintendent who may revoke or reduce the suspension if the Superintendent concludes that circumstances warrant such action.

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

If the principal decides that a suspension in excess of ten (10) school days is warranted, the principal may petition the Superintendent for such suspension. The Superintendent of Schools may suspend a student for a period not to exceed 180 school days.

No student shall be suspended by a principal or by the Superintendent unless:

1. The student shall be informed, orally or in writing, of the charge against him/her, and
2. If the student denies the charge, he/she shall be given an oral or written explanation of the facts which form the basis of the proposed suspension, and
3. The student shall be given an opportunity to present his/her version of the incident to the principal or Superintendent.

Any suspension shall be reported immediately, in writing, to the student and the student's parent/guardian or others

having custodial care of the student. A copy will be forwarded to the Superintendent.

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

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

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

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

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

#### **STUDENTS-Policy 2663 (Form 2663)**

##### **Discipline: Expulsion**

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

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

#### **STUDENTS Policy 2664**

##### **Discipline: Enrollment or Return Following Suspension and/or Expulsion**

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

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

The District shall notify in writing the parent/guardian and all other parties of the time, place, and agenda of any such conference. However, failure of any party to attend this conference shall not preclude holding the conference.

Notwithstanding any provision of this Policy to the contrary, no student shall be readmitted or enrolled in a regular program of instruction if:

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

#### Offenses to Which this Policy Applies

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

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

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

### **STUDENTS Policy 2671 (Form 2671)**

#### **Discipline: Student Discipline Hearings**

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

- Students or students' parents/guardians may request a hearing before the Board to contest any suspension in excess of ten (10) school days. The request will be addressed to the Superintendent who will review all matters concerning the suspension.



- No student may be expelled until this matter is reviewed in a hearing before the Board of Education.
- The parent/guardian may represent their student or may retain an attorney to act as a representative in the defense of the student. The representative will have the right to present witnesses, question any and all witnesses as herein provided, and make a statement and offer exhibits on the nature of the evidence and disposition of the case. If the parent/guardian elects to have the student represented by an attorney at the hearing, the parent/guardian shall notify the Superintendent of such representation at least twenty four hours prior to the scheduled time of the hearing.
- Prior to the hearing, the parties, or their attorneys, may examine at the Board Office the discipline report and all related records.
- Upon the request of any party, the Superintendent shall submit for review at the hearing the student's behavioral and academic record. If necessary, the information contained in such record may be explained and interpreted by a person trained in its use and interpretation. All parties shall be instructed to respect the confidentiality of all such records and information.
- At the hearing, the Board may consider a student's record of past disciplinary actions, criminal court records, juvenile court records, and any actions of the student which would be criminal offenses.
- The parties may present their version as to the charges and make such showing by way of affidavits, exhibits, and witnesses as they may desire (before testifying, witnesses shall be sworn).
- The President of the Board of Education, or the Chairman of the designated committee of the Board, shall have full charge of the hearing and shall have the authority to direct its proceedings and to control the conduct of all persons present in accordance herewith. Such authority shall include the limitation of questioning that is unproductive, lengthy, or irrelevant. The Board may invoke reasonable limitations on the number of witnesses.
- The hearing shall not be open to the public unless requested by the student's parent/guardian or those having his/her custodial care, provided, however, that, if the hearing is open to the public, the Board may set reasonable limitations on the number of people present based upon available space and need for orderly proceedings.

The Board shall also have the right to exclude the public or any person or persons if it shall determine that the hearings are being disrupted by any person or group of persons.

Unless public, as herein above provided, hearings may be attended only by members of the Board of Education, the Superintendent of Schools, the School Board attorney, the principal, the student, the parent/guardian and their representatives. Witnesses may be present only when giving information at the hearing. With parent/guardian permission, the student may be excluded at times when the student's psychological or emotional problems are being discussed.

9. A record shall be made of any information presented at the hearing. Statements and other written matter presented shall be kept on file by the District

10. As soon as practicable after the hearing, the Board shall make its decision and transmit the same in writing to the parties and the Superintendent. The Board or its committee shall decide by majority vote whether the student has engaged in the misconduct charged by District administrators. The decision must be based solely on the evidence presented at the hearing and must include findings of fact on which the decision rests.

## **STUDENTS Policy 2672**

### **Discipline: Discipline of Students with Disabilities**

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

A student with a disability who violates the District's discipline policy who has not been removed from the current

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

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

A student with a disability who violates the District's discipline policy who has been removed from the current educational placement for more than ten (10) cumulative days in the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students, if the pattern of short term exclusions totaling more than ten (10) cumulative days does not constitute a change of placement.

On the eleventh day of removal in a school year, the District will provide educational services. If the cumulative removals do not constitute a change of placement, the services to be provided will be determined by school personnel in consultation with the student's special education teacher.

A series of removals from the current educational placement for more than ten (10) days may amount to a pattern of exclusion that constitutes a change of placement. If a student with a disability has been removed for more than ten (10) cumulative school days and the removals constitute a change of placement, or if a school administrator determines that a removal for more than ten (10) consecutive school days is being considered, on the date a decision to make such a removal is made, the parents will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing a cumulative removal that constitutes a change of placement or when considering a removal of greater than ten (10) consecutive school days, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not previously been conducted. After completing the assessment, an IEP meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as necessary.

In addition, not later than ten (10) days after the date of the decision to remove a student for more than ten (10) cumulative days constituting a change of placement or for consideration of a removal of more than ten (10) consecutive school days, the IEP team and other qualified personnel will meet to review the relationship between the student's disability and the behavior subject to disciplinary action.

If a determination is made that the student's behavior was not a manifestation of the student's disability, disciplinary rules will be applied to the student in the same manner they would be applied to a student without a disability, except that a free appropriate public education will be provided to the student as determined by the IEP team.

#### Long-Term Changes in Placement (Drugs and Weapons)

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

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

On the date a decision to make such a removal is made, the parents/guardians will be notified of the decision and provided a copy of the IDEA procedural safeguards.

Not later than ten (10) business days after commencing such a removal, the District will convene an IEP meeting to

develop a functional behavioral assessment plan if one has not been previously conducted. After completing the assessment, an IE meeting will be held to develop a behavioral intervention plan if appropriate and necessary. If a behavior plan already has been developed, the IEP team will meet to review the plan and its implementation. The plan and its implementation will be modified as needed.

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

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

Definitions:

- (a) *Illegal Drug* means a controlled substance not including drugs legally used or possessed under the supervision of a health care professional.
- (b) *Weapon* means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 inches in length.
- (c) *Controlled substance* means a drug or other substance identified under schedules I, II, III, IV or V in 21 U.S.C. 812 (c).

## **STUDENTS Policy 2673 (Form 2673)**

### **Discipline: Reporting of Violent Behavior**

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

#### Reportable Offenses

1. First degree murder
2. Second degree murder
3. Kidnapping
4. First degree assault
5. Forcible rape
6. Forcible sodomy
7. Burglary in the first degree
8. Burglary in the second degree
9. Robbery in the first degree
10. Distribution of drugs
11. Distribution of drugs to a minor
12. Arson in the first degree
13. Voluntary manslaughter
14. Involuntary manslaughter

15. Second degree assault
16. Assault (except as provided in the Agreement contained in Form 2673)
17. Felonious restraint
18. Property damage in the first degree
19. Possession of a weapon
20. Child molestation in the first degree
21. Deviate sexual assault
22. Sexual misconduct involving a child
23. Sexual assault

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

**Records of Serious Violations:**

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

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

### **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.

Policy 1310

## **GENERAL ADMINISTRATION**

## **Regulation 1310**

### **Freedom from Discrimination, Harassment, and Retaliation**

This Regulation outlines the responsibilities of the compliance officer and provides mechanisms for the resolution of grievances/complaints by employees, patrons, and/or students relating to discrimination, harassment, and/or retaliation as provided in Board Policy 1310. For appeal procedures relating to the identification, evaluation, or placement of students under Section 504, see Regulation 2110 – Equal Education Opportunity.

#### **Definitions**

*Compliance Officer* – The administrator responsible for implementing this Policy and Regulation, including the alternative compliance officer when he or she is performing the duties of the compliance officer.

*Day* – A calendar day.

*Discrimination* – Any unfair treatment, conferring benefits upon, refusing or denying benefits to, or providing other differential treatment to an individual or class of individuals based on race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*District/School District* – The School District of the City of Independence, District No. 30.

*Grievance* – A complaint alleging a violation of (1) any District policy, procedure, or practice covered by Title IX or Section 504, or (2) other federal or state civil rights laws, rules, and regulations or Board of Education policy prohibiting discrimination on the basis of race, color, religion, disability, age, sex, gender, national origin, other than a complaint regarding a student's identification, evaluation, or placement 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.)

*Grievant* – Any student, parent/guardian, employee, or patron of the District who submits a grievance.

*Harassment* – Any intimidation, ridicule, or other insulting or threatening verbal or physical conduct that is sufficiently severe or pervasive enough that it substantially or unreasonably alters the learning or workplace environment. Conduct that could constitute illegal harassment includes, but is not limited to: graffiti, display of written material, pictures or electronic images, name calling, teasing or taunting, insults, slurs or derogatory remarks, jokes, gestures, threatening, intimidating, hostile acts, physical acts of aggression, assault or violence, theft, or damage to property, if such conduct is based on race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law, or based on a belief that such a characteristic exists.

*Retaliation* – Any discriminatory, harassing, or otherwise intimidating or threatening behavior directed at an individual who files a complaint of discrimination or harassment, or as a result of the individual’s cooperation or participation in related proceedings or investigations.

*Section 504* – Section 504 of the Rehabilitation Act of 1973.

*Sexual Harassment* – A form of discrimination, as defined above, on the basis of sex. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, sexually-motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with the advances, requests, or conduct of a sexual nature; or b) the learning or workplace environment becomes permeated with intimidation, ridicule, or insult that is based on sex or is sexual in nature and that it affects a student’s or employee’s ability to participate in or benefit from an educational or employment program or activity, or creates an intimidating, threatening, or abusive learning or workplace environment. Sexual harassment may occur between individuals of the same or opposite sex or gender. The District presumes that a student cannot consent to behavior of a sexual nature with an adult, regardless of the circumstance.

*Title IX* – Title IX of the Education Amendments of 1972.

### **Compliance Officer’s Responsibilities**

The compliance officer or alternative compliance officer shall:

1. Develop a systematic procedure for monitoring compliance and coordinate District compliance with Policy/Regulation 1310 and all applicable laws.
2. Serve as the District’s designated Section 504, Americans with Disabilities Act (ADA), and Title IX coordinator, as well as the contact person for compliance with other discrimination laws.
3. Receive all grievances regarding discrimination, harassment, and retaliation from students, parents/guardians, employees, and patrons of the District.
4. Review all grievances and investigate or assign persons to investigate grievances. The compliance officer may delegate duties to building-level administrators, as appropriate.

Building-level administrators are in a unique position to identify and address discrimination, harassment, and retaliation between students, particularly when behaviors are reported through the disciplinary process and not through a grievance.



**Regulation 1310**

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Building-level administrators will report all incidents of discrimination, harassment, and retaliation to the compliance officer for further assistance. The compliance officer may then determine that the incident has been appropriately addressed pursuant to this Policy and Regulation, or may recommend additional action in compliance with this Policy and Regulation.

5. Monitor the status of grievances to ensure that additional discrimination, harassment, and retaliation do not occur, and recommend corrective actions and consequences. Oversee the grievance process, and maintain a record of all grievance matters filed, and solutions and/or actions taken by the District with respect to each grievance.
6. Provide aggregate information regarding the number and frequency of grievances to the superintendent and/or Board as directed.
7. Identify and address any patterns or systemic problems, including the uniform application of disciplinary consequences, and report such problems and patterns to the superintendent or the Board.
8. Provide information about student, employee, parent, and patron rights as they relate to this Policy and Regulation. Ensure that annual notice of the compliance officer's name, address, and telephone number is placed in school catalogs, handbooks, etc. Ensure the required public notice of Policy 1300 and Policy/Regulation 1310 is continuously publicized, as required by Policy 1300.
9. Inform District personnel of the compliance officer's responsibilities and assure periodic meetings and/or trainings to update staff on Section 504, the ADA, and Title IX policies, requirements, activities, and developments.
10. Determine whether District employees with knowledge of discrimination, harassment, or retaliation failed to carry out their reporting duties, and recommend disciplinary action, if necessary.
11. Provide ongoing review of District bulletins, catalogs, Board policies, counseling procedures, yearbooks, and administrative regulations and practices related to compliance with Section 504, the ADA, and Title IX.
12. Review student-sponsored organizations and suggest criteria for compliance with Section 504, the ADA, and Title IX, as needed.
13. Make recommendations regarding changing this Policy or implementation of this Policy, and seek legal advice when necessary to enforce this Policy.

14. Become familiar with resource/information for assistance with LEA self-evaluation and remediation available from the Office for Civil Rights.
15. Assure that cooperative training agreements and/or LEA contracts have appropriate nondiscrimination statements.
16. Evaluate present practices relating to pregnant students and implementation thereof to determine compliance with Title IX regulations.
17. Perform other duties as assigned by the superintendent.

### **General Provisions**

Students, parents of elementary and secondary school students, employees, applicants for admission and employment, and sources of referral of applicants for admission and employment with the District have the right to file a formal complaint alleging noncompliance with regulations outlined in Section 504, the ADA, or Title IX.

The grievance procedures herein do not deny the right of the grievant to file formal complaints with other appropriate state or federal agencies, such as the Missouri Human Rights Commission, United States

Department of Education Office for Civil Rights, or the Equal Employment Opportunity Commission. Similarly, these procedures do not deny any right of the grievant to seek private counsel for complaints alleging discrimination.

### **Reporting**

Persons who believe that they have been discriminated, harassed, and/or retaliated against in violation of Board Policies/Regulations should report the alleged discrimination, harassment and/or retaliation to the compliance officer, unless the compliance officer is unavailable or is the subject of a report. In that case, the report should be made directly to the alternative compliance officer (see Board Policy 1310).

All persons must report incidents or behaviors that could constitute discrimination, harassment, or retaliation under this policy directly to the compliance officer or alternative compliance officer. All District employees shall instruct all persons seeking to make a grievance to communicate directly with the compliance officer. District employees are required to report any observations or other information regarding actions prohibited by this Policy to the compliance officer for investigation.

If a verbal grievance is made, the person will be asked to submit a written complaint to the

compliance officer. If such person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment, or retaliation, the District will conduct a prompt, impartial, adequate, reliable, and through investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures, if necessary. The District may take action upon finding a violation of law, District policy, or District expectations even if a grievance is not directly filed. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the District.

### **Investigation**

The District will promptly investigate all grievances, even if an outside enforcing agency (such as law enforcement, Children's Division, or the Office for Civil Rights) is also investigating a complaint arising from the same circumstances. All individuals are required to cooperate fully in any grievance investigation. The compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation, as needed. The compliance officer's obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

In determining whether an alleged incident or behavior constitutes discrimination, harassment, or retaliation in violation of Board Policy 1300 and/or 1310, the District will consider the surrounding circumstances, the nature of the behavior, victim and witness statements, the relationships between all parties involved, prior incidents and behaviors, the context in which the alleged incident or behavior occurred, and all other relevant information. Whether a particular incident or behavior constitutes a violation of Board policy requires a determination based on all available facts and surrounding circumstances.

Investigation timelines are aspirational and may be shortened or extended at the discretion of the compliance officer or alternative compliance officer. The grievant will be notified in the event that a deadline under this policy is extended.

If, after investigation, it is determined that it is more likely than not (preponderance of the evidence standard) that discrimination, harassment, and/or retaliation in violation of Policies 1300 and/or 1310 occurred, the District will promptly and appropriately discipline any student, teacher, administrator, or other school personnel who is found to have violated Board Policy 1300 and/or 1310, and/or take other appropriate corrective action reasonably calculated to end the harassment, discrimination, and/or retaliation.

**Grievance Process**

No student or employee of the District shall intimidate, harass, or retaliate against any person filing a grievance or any person participating in the investigation or resolution of a grievance. Upon receiving a grievance, and after consultation with the compliance officer, the District may implement interim measures as described in this policy as necessary to prevent further potential discrimination, harassment, or retaliation during the pending investigation.

If the individual designated to hear a grievance or appeal pursuant to this process is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step of the grievance process may be used, at the discretion of the compliance officer or alternative compliance officer.

Failure of the grievant to appeal a decision within the timelines provided by this policy will be considered acceptance of the findings and any corrective action taken.

**Level I: Compliance Officer**

A grievance is filed with the District's compliance officer. The complaint shall state the nature of the grievance, the remedy requested, and the grievant's signature and date of the grievance. The grievant may request that a meeting concerning the complaint be held with the compliance officer. A minor student may be accompanied by a parent or guardian at any such meeting.

The compliance officer may, at his or her discretion, delegate the investigation to a building-level administrator or other appropriate supervisor.

Upon receipt of the grievance, an investigation shall begin promptly, but no later than ten (10) calendar days after the compliance officer receives the grievance. The compliance officer or his/her designee shall conduct a prompt, impartial, adequate, reliable, and thorough investigation, including the opportunity for the grievant and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation related to the grievance.

The investigation shall be completed and a written report filed no later than forty-five (45) calendar days from the date of receipt of the grievance. The written report shall include a determination of whether the allegations have been substantiated as factual and as a violation of Board Policy/Regulation 1310 by a preponderance of the evidence. If a violation of Board Policy/Regulation 1310 is found, the compliance officer or designee's report will also recommend corrective action to address the discrimination, harassment, or retaliation, to prevent recurrence, and to remedy its effects.

The grievant, the victim (if someone other than the victim filed the grievance), and any alleged perpetrator will be notified in writing, within seven (7) days of the completion of the written report, regarding whether the District's compliance officer or designee determined that the District's Policy 1300 and/or 1310 was violated.

**Level II: Superintendent**

Within ten (10) days after issuance of the Level I decision, the grievant, the victim (if someone other than the victim filed the grievance), or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his/her discretion, designate another person to review the matter when appropriate. A written decision will be rendered by the superintendent or his/her designee within fourteen (14) days after receiving the written appeal, stating whether a violation of Board Policy/Regulation 1300 and/or 1310 was found, and if so, stating what corrective actions will be implemented.

The grievant, the victim (if someone other than the victim filed the grievance), and any alleged perpetrator will be notified in writing, within seven (7) days of the completion of the written report, of the superintendent or designee's findings.

**Level III: Board of Education**

Within ten (10) days after issuance of the Level II decision, the grievant, the victim (if someone other than the victim filed the grievance), or any alleged perpetrator may appeal the superintendent or designee's decision to the Board of Education by notifying the Board secretary in writing. The grievant and any alleged perpetrator may be permitted to address the Board, at the Board's discretion, and the Board may call for the presence of other persons as deemed necessary. The Board will issue a written decision within fourteen (14) days of the Board's next regularly scheduled meeting regarding whether a violation of Board Policy/Regulation 1300 and/or 1310 was found, and if so, stating what corrective actions will be implemented. The Board secretary will give the compliance office or alternative compliance officer a copy of the appeal and Board's decision.

The grievant, the victim (if someone other than the victim filed the grievance), and any alleged perpetrator will be notified in writing, within seven (7) days of the completion of the Board's written decision, of the Board's findings. The decision of the Board is final.

**Confidentiality**

To the extent permitted by law and in accordance with Board Policy, the District will keep confidential the identity of the grievant and any grievance or other document that is generated or received pertaining

to grievances. Information may be disclosed if necessary to further the investigation, appeal, or resolution of a grievance, or if necessary to carry out disciplinary procedures.

The District may contact law enforcement or seek a court order to enforce this Policy when necessary, or when actions may constitute criminal behavior.

**NEW 9/16**

Policy 2656

**STUDENTS**

**Policy 2656**

**Discipline**

**Cell Phone Usage for Audio and Video Recordings**

The use of student cell phones, digital cameras, iPads, and similar electronic devices for the purpose of producing audio and/or visual records is banned during the instructional day, as well as in dressing areas during extra-curricular activities.

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

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

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

**NEW 3/16**

