

# WILLIAM CHRISMAN HIGH SCHOOL STUDENT HANDBOOK 2013 – 2014

## **Independence School district Mission Statement**

By providing quality education, the Independence School district will ensure that each learner will achieve the skills and self-confidence to be successful in an ever-changing world.

## **William Chrisman High School Mission Statement**

The mission of William Chrisman High School is to graduate skilled and accountable citizens who lead productive and fulfilling lives.

### **WILLIAM CHRISMAN School Song**

*Faithful and true hearted,  
Let us cheer our dear old high;  
We revere her and defend her,  
And her colors proudly fly.  
We will stand for her united,  
Of her deeds we gladly tell.  
Her colors streaming,  
Glad faces beaming,  
So here's a cheer for her,  
For her we love so well.*

### **Chorus:**

*Joyous and ever loyal  
Let us boost for Chrisman High,  
Let every heart ring,  
Let every voice sing,  
There's no time to grieve or sigh:  
It's ever onward our course pursuing,  
May defeat ne'er our ardor cool,  
But united, we will boost for her,  
Our own high school.*

# TABLE OF CONTENTS

## WELCOME TO WILIAM CHRISMAN HIGH SCHOOL

| <u>SECTION</u>                               | <u>PAGE</u>      | <u>SECTION</u>                                   | <u>PAGE</u>      |
|--|------------------|--|------------------|
| MESSAGE FROM PRINCIPAL                       | 3                | EXTRA-CURRICULAR PARTICIPATION                   | 14               |
| MESSAGE FROM THE STUDENT COUNCIL             | 3                | EXTRA-CURRICULAR TRANSPORTATION                  | 14               |
| GUIDANCE AND COUNSELING                      | 4                | ACTIVITY FEE                                     | 14               |
| ADMINISTRATIVE TEAM/COUNSELORS               | 4                | SEASON ATHLETIC PASSES                           | 14               |
| OFFICE STAFF                                 | 4                | SPORTSMANSHIP CODE                               | 14               |
| <b><u>STUDENT LIFE INFORMATION</u></b>       | <b><u>5</u></b>  | ASSEMBLIES                                       | 14               |
| SCHOOL SCHEDULES                             | 5                | <b><u>ACADEMIC SUPPORT</u></b>                   | <b><u>14</u></b> |
| COURSE CHANGES/ SCHEDULES                    | 5                | SATURDAY SCHOOL                                  | 14               |
| GRADE REPORTING                              | 5                | TUTORING   | 14               |
| ONLINE ACCESS TO GRADES                      | 5                | DISTRICT SUPPORT INFORMATION                     | 14               |
| DRESS CODE                                   | 6                | <b><u>BUILDING POLICIES AND EXPECTATIONS</u></b> | <b><u>15</u></b> |
| CELL PHONE & ELECTRONIC DEVICES              | 7                | SCHOOL BUS SAFETY                                | 15               |
| STUDENT IDS                                  | 7                | STUDENT CONDUCT ON BUSES                         | 15               |
| <b><u>ARRIVAL AND DEPARTURE</u></b>          | <b><u>7</u></b>  | DELIVERIES                                       | 15               |
| TRANSPORTATION                               | 7                | NEW ENROLLEES                                    | 15               |
| LEAVING CAMPUS                               | 7                | REGISTRATION                                     | 15               |
| DRIVING AND PARKING                          | 8                | INFORMATION CHANGES                              | 15               |
| PARKING TICKETS                              | 8                | WITHDRAWLS AND TRANSFERS                         | 15               |
| <b><u>ATTENDANCE INFORMATION</u></b>         | <b><u>8</u></b>  | DRUG-FREE ENVIRONMENT                            | 15               |
| 10-DAY ATTENDANCE POLICY                     | 8                | LOOK-ALIKE SUBSTANCES                            | 15               |
| ATTENDANCE REGULATIONS                       | 8                | STUDENT SEARCHES                                 | 16               |
| PRE-EXCUSED ABSENCE FORM                     | 9                | MAKE-UP WORK FOR SUSPENSIONS                     | 16               |
| MEDICAL EXCUSES                              | 9                | SUSPENSION ACTIVITY PARTICIPATION                | 16               |
| TARDIES                                      | 9                | <b><u>DISTRICT POLICIES</u></b>                  | <b><u>17</u></b> |
| TRUANCY                                      | 9                | INSTRUCTIONAL SERVICES                           | 17               |
| <b><u>ADDITIONAL STUDENT INFORMATION</u></b> | <b><u>10</u></b> | TEXTBOOK USAGE                                   | 17               |
| CARE OF SCHOOL PROPERTY                      | 10               | TECHNOLOGY                                       | 17               |
| LOCKERS                                      | 10               | EQUAL OPPORTUNITY                                | 18               |
| HALL TRAFFIC                                 | 10               | CIVIL RIGHTS                                     | 18               |
| PUBLIC DISPLAYS OF AFFECTION                 | 10               | COORDINATOR'S RESPONSIBILITIES                   | 18               |
| CAFETERIA                                    | 10               | NONDISCRIMINATION & STUDENT RIGHTS               | 18               |
| EMERGENCY SCHOOL CLOSING                     | 10               | HARASSMENT                                       | 19               |
| HEALTH CLINIC – SCHOOL NURSE                 | 10               | REPORTING PROCEDURES                             | 21/22            |
| MEDICATION AT SCHOOL                         | 11               | INVESTIGATION                                    | 23               |
| LOST & FOUND                                 | 11               | SCHOOL DISTRICT RESPONSE                         | 23               |
| OBLIGATIONS                                  | 11               | RETALIATION                                      | 24               |
| STUDENT INSURANCE PROGRAM                    | 12               | GENERAL ADMINISTRATION                           | 24               |
| RESOURCE PHONE NUMBERS                       | 12               | PRIVATE, STATE AND FEDERAL PROGRAMS              | 24               |
| <b><u>STUDENT OPPORTUNITIES</u></b>          | <b><u>13</u></b> | TITLE I PARENT INVOLVEMENT                       | 24               |
| A+ PROGRAM                                   | 13               | TITLE IX GRIEVANCE PROCEDURE                     | 25               |
| ACTIVITES                                    | 13               | BEHAVIORAL EXPECTATIONS                          | 26               |
| CLUBS & ORGANIZATIONS                        | 13/14            | FIREARMS AND WEAPONS IN SCHOOL                   | 29               |
|  |                  | STUDENT PARTICIPATION IN GANGS                   | 30               |
|  |                  | DETENTION  | 30               |
|  |                  | SUSPENSION                                       | 30               |
|  |                  | EXPULSION  | 31               |
|  |                  | STUDENT DISCIPLINE HEARINGS                      | 32               |
|  |                  | DISCIPLINE OF STUDENTS WITH DISABILITIES         | 33               |
|  |                  | REPORTING VIOLENT BEHAVIOR                       | 34/35            |

## **WELCOME TO WILLIAM CHRISMAN HIGH SCHOOL**

On behalf of the William Chrisman High School family, we extend a warm welcome to our parents and students. A tradition of excellence in academics, extra and co-curricular activities has been established at William Chrisman High School through its one hundred twenty six year history.

We are dedicated to provide the best educational opportunity for each and every Bear. This document provides useful information about our school and the expectations for every student. We take great pride in our school and through becoming involved in the many school clubs, activities and organizations you will develop that deep sense of pride also.

I challenge each of us to do our very best each and every day to increase student achievement through rigorous and relevant academic coursework. To continue to build upon the personalized relationships we have formed and involve parents/guardians in all aspects of their child's education.

Together, we will provide an environment in which each individual may find the opportunity for wholesome growth and development. We will maintain and build upon the traditions and culture of William Chrisman High School. We will continue to promote and improve on all the aspects of student life that make the educational experience at WCHS unlike any other. It is a great time to be a Bear!

Michael G. Becker  
Principal

### **MISSION STATEMENT**

The mission of William Chrisman High School is to graduate skilled and accountable citizens who lead productive and fulfilling lives.

### **MESSAGE FROM THE STUDENT COUNCIL**

Dear Fellow Bears:

After a short and busy summer, we are truly excited for this school year. The 2013 – 2014 year is just beginning and we are looking forward to a year full of great competition, rigorous academics, and amazing school spirit. We hope you are a ready for the year to come!

This year many of our student leaders will be enrolled in leadership class to help find ways to better serve each student at William Chrisman High School. We are open to ideas, suggestions, concerns, and improvements. Please feel free to bring those to us at any time so we can discuss them and see if it is a problem Student Council can solve.

William Chrisman's Student Council is dedicated to school spirit, school improvement, and community service. We do everything we can to better the students, the school, and the community. We hope you are ready to rock Chrisman this year! Remember, it's a great day to be a Bear!

Sincerely, William Chrisman Student Council

## **GUIDANCE AND COUNSELING**

The William Chrisman counseling staff is located across the hall from the main office. Your counselor will work with the students in your house. The counselors provide needed advice and information for students and their parents regarding academics, career pathways, and personal matters. They assist students in choosing appropriate courses of study and make them aware of pertinent information related to colleges, vocational schools, and financial aid. The counseling staff is also responsible for the educational testing programs of the school (Ref. BOE Regulation 2520).

### **ADMINISTRATIVE TEAM**

*Principal* Mr. Mike Becker  
*Associate Principal* Mr. Jeromy Clemons  
*Asst. Principal* Ms. Alisha Gripp  
*Asst. Principal* Mr. Randy Maglinger

*Asst. Principal* Ms. Denise Hastings  
*Athletic Director* Mr. Dan Ogle

### **COUNSELORS**

**Grizzly House** – Angela Ottolini  
**Panda House** – Dee Hurt  
**Kodiak House** – Jennifer Ford  
**Polar House** – Dean Rausch

### **HOUSE ADMINISTRATORS**

**Grizzly House** – Mr. Jeromy Clemons  
**Panda House** – Mr. Randy Maglinger  
**Kodiak House** – Ms. Denise Hastings  
**Polar House** – Ms. Alisha Gripp

### **OFFICE STAFF:**

Diane Bennett Counselor's Secretary  
Molly Hennessy Registrar  
Molly Halverson Building Secretary  
Rebekah Huntley Activities Secretary  
Leah Prutsman Attendance Secretary  
Monica Sullivan Building Secretary  
Susie Vader Principal's Secretary  
Jeanette Wickman Bookkeeper  
Amber Wilson Attendance Secretary

# STUDENT LIFE INFORMATION

## **SCHOOL SCHEDULES**

William Chrisman High School utilizes a modified eight-block schedule. Monday, Tuesday and Wednesday are “C” days. Thursday is an “A” day and Friday is a “B” day. “B” Days will have early release at 1:13 pm.

**FOCUS** is held from 9:00 to 9:40 on Fridays each week. **FOCUS** places students of the same grade level together with teachers in a home base situation. This block is treated as an **academic** time in which students are to work on FOCUS curriculum activities. During this block there may be special assemblies or meetings held.

## **DAILY SCHEDULES**

The following schedules will be used as our standard schedules. There may be days when schedules are altered due to district early release days, assemblies, or special activities at school.

### Mon/Tues/Wed (C Schedule)

7:25 - 8:13 - 1<sup>st</sup> period  
8:18 - 9:06 - 2<sup>nd</sup> period  
9:11 - 10:03 - 3<sup>rd</sup> period  
10:08 - 10:56 - 4<sup>th</sup> period  
11:01 - 12:25 - 5<sup>th</sup> period – Lunch  
    1<sup>st</sup> lunch 11:01 - 11:22  
    2<sup>nd</sup> lunch 11:22 - 11:43  
    3<sup>rd</sup> lunch 11:43 - 12:04  
    4<sup>th</sup> lunch 12:04 - 12:25  
12:30 - 1:18 - 6<sup>th</sup> period  
1:23 - 2:13 - 7<sup>th</sup> period

### Thursday (A Schedule)

7:25 - 8:56 - Block 1  
9:01 - 10:35 - Block 3  
10:40 - 12:35 - Block 5 – Lunch  
    1<sup>st</sup> lunch 10:40 - 11:04  
    2<sup>nd</sup> lunch 11:10 - 11:34  
    3<sup>rd</sup> lunch 11:40 - 12:04  
    4<sup>th</sup> lunch 12:11 - 12:35  
12:40 - 2:13 - Block 7

### Friday (B Schedule)

7:25 - 8:55 - Block 2  
9:00 - 9:40 - FOCUS  
9:45 - 11:15 - Block 4  
11:20 - 1:13 - Block 6 – Lunch  
    1<sup>st</sup> lunch 11:20 - 11:41  
    2<sup>nd</sup> lunch 11:50 - 12:11  
    3<sup>rd</sup> lunch 12:20 - 12:41  
    4<sup>th</sup> lunch 12:50 - 12:13

## **COURSE CHANGES/ SCHEDULE PROBLEMS**

The classes listed on your schedule are the classes you chose during spring enrollment. However, the classes will probably not be the same hour that you requested. If the order of your classes has been altered, it was done to achieve proper class balances. As a result, it would be very difficult to make a schedule change without seriously upsetting class balances.

Schedules will only be changed for the following reasons:

1. The class is necessary to meet graduation requirements
2. Mistakes made by the WCHS staff
3. Changes needed as a result of failing classes the previous semester

The first few days of school the counselors will not schedule appointments with students unless it concerns one of the following:

- New enrollment
- Changes needed for graduation requirements

Counselors will make appointments with students the second week of classes to listen to requests for schedule changes. Student-initiated or disciplinary drops from a class beyond the 10<sup>th</sup> class day of the semester will result in a failing grade for the semester.

## **GRADE REPORTING**

Report cards are emailed home in January and June. Parents are urged to contact teachers if they have questions regarding a student's grade report. Only William Chrisman High School's computerized grade report sheets will be considered valid grade reports.

## **ONLINE ACCESS TO GRADES & ATTENDANCE**

All parents and students will have access to see grades, attendance, and tardies online through the PowerSchool website (<http://powerschool.isdschools.org/public/home.html>). Information regarding access will be distributed during schedule pick-up in August. If you need further assistance, please call the front office and we will direct your call to the appropriate person.

## DRESS CODE - PERSONAL APPEARANCE AND GROOMING

The staff at William Chrisman 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. Therefore, students should wear clothing that is appropriate for school and is not distracting, disrespectful, offensive, or unsafe.

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 cover the chest, back, and stomach.**
  - **Shirts may not extend past the fingertips when arms are at your side.** Shirts (and dresses) must adequately cover the student's shoulders, back, belly, and chest, i.e. no spaghetti straps, bare midriff styles, low-cut necklines revealing cleavage, or "backless" halter-styles. 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. Clothing intended to be worn as undergarments should be worn as such.
  - **Skirts and shorts must reach beyond the tips of the hands when arms are at your side.** Pants, jeans, shorts, "skorts," skirts, and dresses must provide adequate coverage of the student's legs, buttocks, abdomen, lower back, and undergarments both sitting and standing.
2. **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.
3. **All clothing must be appropriate for school.** It is inappropriate to 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. This includes all jewelry and accessories worn in school. It is offensive to discriminate 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 includes all jewelry and accessories worn in school. Also included are pajamas and sleepwear which are not appropriate for school unless it is a designated school spirit day.
4. **Hats and head gear 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 at WCHS from the moment you enter the building to the conclusion of the school day. "Hats" 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.
5. **Soled shoes must be worn at all times.** Because a fire or weather emergency could cause unsafe debris on the floor, soled shoes must be worn at all times. Soft-soled house shoes or slippers are considered unsafe, as they would not provide adequate protection for students' feet in an emergency situation.
6. **Sunglasses may not be displayed in any manner.** Sunglasses interfere with students' ability to read and make eye contact with other students and staff. Because this is distracting to the learning process, sunglasses are not permitted in the building.
7. **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.
8. **No chains over 12 inches and no spiked bracelets or necklaces are permitted.**
9. **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.
10. **Because we believe our students are capable of dressing appropriately within these guidelines, there will be administrative consequences for violating the student dress code.** 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 WCHS 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).

## **ELECTRONIC DEVICE POLICY**

**These items shall include cell phones, CD/MP3 players, cameras and/or video devices and gaming devices.**

- Students are not encouraged to bring electronic devices to school. WCHS is not responsible for lost, stolen or damaged items whether in student or district possession.
- All electronic devices may be used in the building during **non-academic times** (before school, during passing times, at lunch and after school).
- Students will turn off/silent mode all devices as they enter each of their classrooms. Electronic devices cannot be viewed, used or listened to during **class time/academic time** (between bells) without prior approval of the classroom teacher.
- Each classroom teacher will determine if a student(s) can use their electronic device during class time/academic time. Only with prior teacher approval can a student use their electronic device during class time/academic time.
- If a student violates the policy, a WCHS staff member has the right to ask the student to turn over their electronic device to them. **Each time the device is confiscated, the staff member will turn it over to the student's house office and it will be stored there until a parent/guardian can come to WCHS to pick it up.**
- If a student refuses to turn the electronic device over to a staff member:
  - The staff member will notify the student's house principal immediately.
  - The administrator will ask the student to turn over the electronic device to him/her.

## **STUDENT IDS**

Every student will be issued one identification card and lanyard at the beginning of the year. This ID must be worn around the neck on a lanyard at all times during the school day. Students will not be allowed to attend class without an ID displayed around his or her neck. If a student is found without his or her ID, a new one will be issued and a \$5.00 obligation will be noted to that student's account. Student IDs are necessary for safety reasons. The staff at William Chrisman High School wants all students to be safe; therefore, this policy helps the staff identify students who may not belong in our building.

## **ARRIVAL AND DEPARTURE**

### **TRANSPORTATION**

Transportation is provided by the Independence School District for those students living outside a one-mile radius from the school they attend. Every student must have a bus pass in order to ride the bus. These passes will be distributed with the students' schedules in August.

Upon boarding the bus, students are under the immediate supervision of the driver. Refusal to transport a student will result if satisfactory behavior is not maintained. If you have any question regarding transportation, please contact the school (521-5355) or Mr. Keith Henry, Director of Transportation.

Any student who is eligible to ride the bus will not be excused for car problems, even if weather conditions are poor, as long as the buses run according to schedule.

### **LEAVING CAMPUS**

Once a student has arrived on the school premise he/she will be asked not to leave the school property. **A student who leaves the premises without first receiving permission from the attendance office and signing out will be considered truant.**

Early dismissal will be permitted only after the attendance secretary or an administrator verifies by phone or personal contact, the consent of a parent or guardian for the student to leave school. Any parent, who has not previously contacted the school, wishing to check out a student for early dismissal should report to the attendance office. If a student returns before the end of the day, he/she must return to the attendance office and sign in before returning to class.

## **DRIVING AND PARKING**

**Juniors and Seniors** may purchase a parking permit for \$30.00 with proof of insurance, valid driver's license and license plate number. A parking permit will be necessary to park on the premises of William Chrisman High School. Specific parking rules will be given to students when parking permits are issued.

Vehicles parked at school must be insured by the owners and the school does not assume any liability for damage, theft, or other problems with vehicles.

Along with the privilege of driving to school comes responsibility. A parking lot is provided for students driving to school. All students' vehicles parked on school property must be parked in the student lot and properly positioned within the marked parking spaces.

Parking privileges may be suspended for careless and imprudent driving or parking in areas reserved for faculty and visitors. Parking privileges may also be revoked if a student does not meet the academic, attendance, and discipline requirements set forth in the student parking policy.

Parking in reserved areas may be cause for the vehicle to be towed at the owner's expense. Your cooperation in complying with the driving and parking regulations will help ensure an orderly and safe parking facility.

## **PARKING TICKETS**

Parking tickets/violations will result in:

1<sup>st</sup> ticket - \$30.00

2<sup>nd</sup> ticket - \$40.00

3<sup>rd</sup> ticket - \$50.00 and up to OSS.

## **ATTENDANCE INFORMATION**

With the safety and welfare of the students in mind, the **Board of Education (Policy 2630) has closed all campuses during the school day.** Permission to leave school will be granted only for valid reasons, and only with a written request signed by a parent/guardian. In emergency situations, a telephone call from a parent/guardian may suffice, with approval of the building principal.

### **10-DAY ATTENDANCE POLICY**

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

Beginning the first day of school attendance will be closely monitored. Good attendance is vital if students are wishing to participate in the A+ Tuition Program. Students must maintain a 95% attendance as one of the qualifying steps. William Chrisman will continue the current method of recording attendance.

1. Students will be required to obtain a doctor's verification for office visits during the school day.
2. Family Emergencies, Death in the Family, and Court Dates when properly verified will be excused.
3. In-school suspensions will not count against the 95% attendance.

### **ATTENDANCE REGULATIONS**

Regular attendance is one of the most important factors determining school success. If you are absent from school, one of your parents must phone the attendance secretary at 521-5355 by 10:00 a.m. When reporting an absence the caller should provide their name, their relation to the student, name of the student and the reason for the absence. If such a call is not received, the absence will be unexcused pending contact with the parent. The principal's office retains the right to determine whether particular types of absences are excused regardless of parental explanation.

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

An excused absence is one of the following:

1. Personal illness
2. Serious illness in the immediate family
3. Death in the family
4. Previously approved school activities such as: contests, trips, etc.
5. Medical, Dental, and Health Care appointments

Permission from the principal must be obtained in advance, for any excused absence for reasons other than those listed above.



## STUDENT PRE-EXCUSED ABSENCE FORM

Students expecting to be absent from school for a family event, college visit, take your child to work day or their planned activity need to obtain a pre-excusal form from the attendance office, complete the form, obtain proper signatures and file it with the attendance office 24 hours in advance of the date(s) the students will be absent.

## MEDICAL EXCUSES FROM PHYSICAL ACTIVITY

Each student is expected to participate in all physical education activities unless excused by a physician. The excuse must be in writing and bear the signature of the physician. Students not able to perform specified strenuous exercises will be assigned to other types of class activity or to an Adaptive P.E. class.

## TARDIES

In order to maximize student engagement during instructional time and to increase student performance, it is each student's responsibility to be on time to all classes ready to participate in learning activities. It is each teacher's responsibility to provide meaningful curriculum based learning activities which immediately engage students throughout every class period.

If a student is excessively tardy to class, the teacher will notify and confer with the student's parents/guardians to enlist their assistance in addressing the tardy issue.

If the student persists in being tardy to class, the student will be disciplined by an administrator. The number of tardies will accumulate by trimester and receive consequences as follows:

- 3rd tardy     phone call
- 6<sup>th</sup> tardy     Wednesday School Detention
- 9th tardy     Friday School Detention

All tardies beyond the 10th will be dealt with on a case by case basis by the student's assistant principal or the building principal.

WCHS administration will use plans such as tardy sweeps, parent conferences, etc. to discipline tardy students and assign consequences that may range from lunch detentions to possible OSS.

### *What is Private Dining?*

Private Dining will be a "lunch" detention. Students will be assigned to report to a designated location where they will be supervised by a teacher during their normal lunch period. Failure to report to Private Dining will result in additional consequences issued by the house principal which can range from additional lunch detention, ISS to OSS.

## Late to School

Students arriving to school after 7:25 will report to the front office. A student who arrives after 7:50 will be considered absent/truant. During the remainder of the day, if a student is 10 minutes (or later) late to class the student will need to report to the office.

Late to School Consequences:

### Drivers:

1. Warning
2. Phone Call to Parents
3. Parent Conference & revoke Parking Pass until next semester
4. Wednesday School
5. Friday School
6. ISS

### Non-Drivers

1. Warning
2. Phone Call to Parents
3. Parent Conference
4. Wednesday School
5. Friday School
6. ISS

Continued late to school will result in continued discipline action as determined by the student's administrator.

Examples of **excused** tardies verified by parent/guardian:

1. Medical appointment with documentation

Examples of **unexcused** tardies:

1. Car Trouble
1. Oversleeping, alarms, etc.
2. Late ride
3. Locker Problems
4. Work-related excuse

## TRUANCY

Effort will be made to contact the parent the first time a student is found to be absent without parent or school consent. The student may be suspended or other action taken to assure the school that truancy will not be repeated.

## **ADDITIONAL STUDENT LIFE INFORMATION**

### **CARE OF SCHOOL PROPERTY**

There is nothing that reflects the true character and school citizenship of a student more than the attitude he/she takes toward the care of school property. To write or mark on the walls or furniture is a mark of poor citizenship. The custodians clean the rooms each day. You can help to keep the halls, classrooms, and restrooms clean and litter free by using the waste containers provided. Be proud of your school and help take care of it.

### **LOCKERS**

Lockers are assigned at the beginning of the school year. Combination locks are provided for each locker and a copy of the combination is kept on file in the office. Both lockers and locks remain property of the school. School officials have the right to inspect lockers with or without permission of the person(s) currently using the lockers. Once assigned the lock combination should not be shared with others. The locker should not be used by non-assigned students, and the locker should always be locked. If you have trouble with a locker, please contact the main office. A charge of \$3.50 will be assessed to replace damaged or lost locks. Students should not keep money or valuables in the locker. Items of this type may be left in the main office for safekeeping.

### **HALL TRAFFIC**

Sufficient time is allowed between classes to reach any classroom in the building by walking. There is no need to run, nor is there any reason to be tardy. There are many students at Chrisman and the traffic problems are minimized when students keep to the right.

### **PUBLIC DISPLAYS OF AFFECTION**

Public displays of affection make others feel uncomfortable. Students will be addressed if PDA becomes a problem. Students, ask yourselves: Would you do this in front of your parents? If the answer is no, we don't want to see it in the hallways.

### **CAFETERIA**

**The following policies will help every student at Chrisman to have a manageable lunch break:**

- Students are assigned an eating time. Teachers will inform the students of their lunch time and the time schedule.
- Many classes are still in session while others are taking their lunch break. Therefore, all students will go to the cafeteria during their assigned lunch period, even if they do not wish to eat or if they bring a sack lunch.
- Keeping the halls of Chrisman clean is a goal of all students and faculty, so food and beverages are not to be carried from the cafeteria into the hall or to the classroom during the lunch periods.
- Keeping the cafeteria clean for the next group of students who will be eating in the area is important. Students will be expected to return their tray to the clean up area and properly dispose of all their trash.
- Chrisman is a **closed campus**, students who leave the building for lunch or who refuse to go to the cafeteria during their lunch period will be dealt with as appropriate by a building administrator.
- Any student who needs to use the restroom during their lunch period must first obtain permission from a cafeteria supervisor.
- Food purchased at McDonald's, Taco Bell, etc. is **not** allowed in the cafeteria.

### **EMERGENCY SCHOOL CLOSING/ SCHOOL CLOSING FOR INCLEMENT WEATHER**

In the event of severe weather or an emergency, which would necessitate either canceling school for the day or shortening the regularly scheduled day, announcements will be made through the news media or robo phone calls. That is why it is critical that we have up to date phone numbers in our system. Please be sure to check the Independence website ([www.isdschools.org](http://www.isdschools.org)), the local radio stations, and the local news for that information. Please do not contact the school or school personnel for this information. If the media announcements do not specifically state the Independence Public Schools are closed, then you will know that Chrisman will be in session.

### **HEALTH CLINIC -- SCHOOL NURSE**

The school nurse's office is located in the front office. A nurse and her clerk will be on duty during each school day. The nurse's primary duties are to maintain student health records, work with students who become ill and to render first aid in cases of accident or sudden illness. All accident cases are reported to the main office. Students who need to visit the nurse must get a pass from their teacher and report to the nurse's office. If illness/injury is determined to be of a serious nature, the parent will be notified. Students are not allowed to leave school without permission from a parent. If the parent cannot be reached, another person listed on their student data sheet as their emergency contact will be contacted. The attendance office is notified of all students who are sent home.

## **MEDICATION AT SCHOOL**

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

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

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

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

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

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

### **Administrative Guidelines for Medications.**

**Inhalers** may be carried by asthmatic students provided they have shown the inhaler to the nurse and she finds it properly labeled with the pharmacy label containing: student's name, doctor's name, medication name, date and dosage and the parent has signed consent and the student has signed an agreement to use the inhaler as directed and only to be used by the student it was prescribed to. Students who are suffering from coughs and throat irritations may carry cough drops and throat lozenges.

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

## **LOST AND FOUND**

If a student has lost an item, he/she should contact the front office. The lost and found will be collected there. The student should then check back for the next couple of days to see if the item has been found. The school cannot accept responsibility for items that are either lost or stolen. At the end of each semester lost and found items are boxed up and sent to a local charity.

## **OBLIGATIONS**

Students are encouraged to take responsibility for the textbooks and equipment issued to them by the school. Students will be assessed fines for losing or misuse of textbooks or other materials equal to the total replacement cost of the item/textbook. These fines become obligations and student schedules will be held in the fall. Additionally, students who owe obligations may not be permitted to attend/participate in some school-sponsored activities.

Outstanding obligations may result in the inability to participate in activities at school. For example, all obligations must be paid before attending a dance. There may be other activities that are deemed off limits to those students with obligations. Seniors must clear all obligations or make arrangements with the Principal before they will be allowed to participate in the graduation ceremony.

## STUDENT INSURANCE PROGRAM

The Board of Education believes that parents/guardians, students and others should have an opportunity on an annual basis to purchase student accident insurance. (Policy 2840) Additional information will be provided to parents at the beginning of each school year.

## STUDENT HELP & EMERGENCY PHONE NUMBERS

Alanon /Alateen National 1-888-425-2666  
Local 373-8556

Boys Town Crisis Line 800-448-3000

CareNet (treatment) 373-6400

Comprehensive Mental Health (816) 254-3652  
(24 Hour Crisis Line)

Covenant House Hotline (Family and Parental Stress)  
(800) 999-9999

Child Abuse Prevention Assoc. 252-8388

Crittenton (816) 765-6600

C-Star (treatment) 254-3652 ext. 401

D.R.A.G.N.E.T. (on site detection) 913-362-8378

Diakonos Inc.

<http://maps.google.com/maps?q=3031+M+291+Fro ntage+Road+Suite+200,+Independence,+MO,+647 72>(816) 373-9240

Domestic Violence Hotline 1-800-799-7233

DW Newcombers (grief counseling/groups)  
(816) 252-8900

Education Job Corp 1-800-733-5627

Employee Assistance Program 1-800-808-2261

Family Conservancy Center (816) 373-7577

Independence Health Dept. 325-7194

Jackson County Free Health Clinic 404-6455

Jackson County Health Dept. 404-6418

Youth Outreach Unit 816-228-0178

Journeys Counseling

<http://maps.google.com/maps?q=4710+South+Cedar+Crest+Court,+Independence,+MO,+64055>(816) 373-6761

KC Community Center (detection) 836-3677

KVC 24 Hour Crisis Line (913) 676-7067

Legal Aid of Western Missouri 474-6750/474-9868

Madison Avenue Psychological Services (816) 350-3333

Mental Health Choices 833-4300 (215) mediation

Missouri Dept. of Family Svc.: 1-800-392-3738

MOCSA 531-0233

National Runaway Hotline 1-800-786-2929

National Sexual Assault Hotline 1-800-656-4619

National Suicide Help Line 1-800-273-8255

National Youth Information Network 816-561-6050

New Directions Behavioral Health (913) 982-8200

Rediscover (Substance Abuse) (816) 246-8000

Research Psychiatric Center (816) 444-8161

24 Hour Crisis Line (816) 235-8162

ReStart 816-309-9048

Rogers Dental Clinic 254-3382

Safety Independence Police Dept. 325-7300

Synergy 741-8700

Western MO Mental Health 1-888-279-8188

## STUDENT OPPORTUNITIES

### **A+ SCHOOLS PROGRAM**

Graduates beginning with the Class of 1999 will be eligible for a scholarship to any public community college, vocational school or trade school in Missouri.

Community College, Vocational school and Trade school tuition will also be available to all students who meet the following eligibility requirements:

- Graduate from high school with a 2.5 grade point average.
- Have at least 95% attendance during high school (all four years).
- Score proficient or advanced on the Algebra I End of Course Exam (beginning with the class of 2015).
- Perform 50 hours of unpaid tutoring or mentoring through a school-sponsored program. Students may include 12.5 hours of job shadowing as part of the 50 hours required. This job shadowing may NOT be done with your parent.
- Maintain good citizenship throughout high school.
- Attempt to secure federal financial assistance funds that do not require repayment.
- Attend a Missouri public community college or technical school full time, and maintain a 2.5 GPA

To receive additional information about the scholarship, contact Randy Maglinger or Monica Sullivan in the Office.

### **ACTIVITIES**

William Chrisman is a member of the Missouri State High School Athletic Association which sets the following academic standards: Student participants in MSHSAA sponsored activities will have to earn 3.0 units of credit in the previous semester and be enrolled in and attempting to earn 3.0 units of credit in the semester in which the activity is taking place. For example, in this spring semester a student must pass 6 classes to be eligible for fall activities and they must be enrolled in at least 6 classes in the fall semester. A beginning ninth grade student will be eligible to participate for the first semester provided they are enrolled in at least 3.0 units of credit. Eligibility rules are set according to the Missouri State High School Activities Association and the local Athletic Committee.

William Chrisman is also a member of the Greater Kansas City Suburban Conference, which consists of twenty-five area schools. These schools compete in the following varsity sports during the school year:

#### **FALL**

|               |                |
|---------------|----------------|
| Cross Country | Boys and Girls |
| Football      | Boys           |
| Golf          | Girls          |
| Soccer        | Boys           |
| Softball      | Girls          |
| Tennis        | Girls          |
| Volleyball    | Girls          |
| Swimming      | Boys           |

#### **WINTER**

|            |                |
|------------|----------------|
| Basketball | Boys and Girls |
| Swimming   | Girls          |
| Wrestling  | Boys           |

#### **SPRING**

|          |                |
|----------|----------------|
| Baseball | Boys           |
| Golf     | Boys           |
| Tennis   | Boys           |
| Track    | Boys and Girls |
| Soccer   | Girls          |

#### **SCHOOL YEAR**

|               |                |
|---------------|----------------|
| Scholars Bowl | Boys and Girls |
| Blue and Gold | Boys and Girls |
| Speech/Debate | Boys and Girls |
| Marching Band | Boys and Girls |

### **CLUBS AND ORGANIZATIONS**

Numerous clubs and organizations provide the students with opportunities for self-expression and the exercise of initiative and leadership. Grades are used to determine eligibility for those extracurricular activities whose constitutions require a given level of academic achievement. At graduation, students will be allowed to wear honor cords from any recognized club or organization which wear honor cords. Only recognized school affiliated organizations will be given permission to have students wear honor cords at graduation. Students are urged to contact the faculty sponsor of any of the following groups for details regarding membership and types of activities. If a sponsor is not indicated, please see Dan Ogle in the Activities' Office for current information.

ACE  
AFS  
BEARTRACKERS  
CHEERLEADERS  
COMMON GROUND  
DECA  
FCA  
FUTURE BUSINESS LEADERS OF AMERICA  
FRENCH CLUB  
FRENCH HONOR SOCIETY

GERMAN CLUB  
GERMAN HONOR SOCIETY  
MATH CLUB  
NAHS  
NATIONAL FORENSICS LEAGUE  
NATIONAL HONOR SOCIETY  
SHS  
NTS  
SPANISH HONOR SOCIETY  
STUDENT COUNCIL

### **EXTRA-CURRICULAR PARTICIPATION**

In order to participate in an after school activity a student must attend for the entire school day. Permission from an administrator must be obtained in advance excusing the absence to allow the student to participate in any such activity.

### **EXTRA-CURRICULAR TRANSPORTATION**

The following will be adhered to in transporting students for extra curricular activities in the Independence School District. This rule applies to all practices and extra curricular activities.

1. All students involved in any extra curricular activity before 4:00 p.m. will be transported by bus to and from all extra curricular activities.
2. All freshmen and sophomore teams will be transported by bus to and from all activities.
3. When activities are outside the Independence School District, all students will be transported by bus.
4. For all activities that are being held within the Independence School District boundaries, students will be transported by bus. Any exceptions to this rule must be approved by the principal or Activities Director under the following conditions:
  - Exception must be requested no less than one day in advance, with the request form signed by the parent.
  - Approval to drive will apply to the student transporting **ONLY HIMSELF OR HERSELF** to the event.
  - Seniors, driving themselves only, may be permitted to drive providing they are not enrolled in the last block of that day and are not on school grounds to have access to school transportation.

### **ACTIVITY FEE**

Each student who chooses to participate in any of these sports must pay a \$50.00 participation fee. The activity fee is a one time fee that will be assessed to those participants in Athletics, Scholars Bowl, Blue and Gold, Speech and Debate and Marching Band. This fee is a one-time fee regardless of the number of sports in which a student participates. The fee must be paid before a student is allowed to participate in any athletic contest. The students also receive his/her athletic pass when the fee is paid. Students participating in more than one sport **must have all obligations cleared from the previous sport** before they will be issued equipment or allowed to participate in a second sport.

### **SEASON ATHLETIC PASSES**

Season athletic passes will be available for purchase in the activities office. Passes will be honored at home games during the season for which they are purchased. Season passes will not be honored at any tournament game or track event.

### **SPORTSMANSHIP CODE**

We, the student body of William Chrisman High School, feel that good sportsmanship should prevail at all school functions. We consider all opponents as guests and treat them with the courtesy due friends and guests. We accept all decisions of officials without question. We never utter abusive or irritating remarks to a player or an official. We applaud opponents who make good plays and show good sportsmanship. We never attempt to antagonize any opponent (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 best throughout the competition.

### **ASSEMBLIES**

The Student Council works very closely with the Administration to provide assemblies that are both educational and entertaining. Every effort is taken to insure that the content is in keeping with the high standards and principles that are set for the students at Chrisman High School. However, if you should find the content of an assembly in opposition to either your moral or religious conviction, please make a member of the school administration aware.

Information regarding assemblies will be provided prior to the event. If you have questions or comments, please speak with your administrator.

## **ACADEMIC SUPPORT**

### **SATURDAY SCHOOL**

Saturday Schools occur on Saturdays scheduled by the administrative team. Students must register on-line thru the William Chrisman web page.. 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 student ID in order to attend Saturday School.

## **TUTORING**

All teachers at William Chrisman High School offer tutoring at specified times. Please feel free to contact your teacher to arrange a time to get one on one help.

## **DISTRICT SUPPORT INFORMATION**

William Chrisman High School – 521-5355  
Independence Academy – 521-5505  
Independence Academy Suspension Program – 521-5505

Independence School District Central Office – 521-5300  
Youth Friends Program – 521-5320

## **BUILDING POLICIES AND EXPECTATIONS**

### **SCHOOL BUS SAFETY**

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

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

### **STUDENT CONDUCT ON BUSES**

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

### **DELIVERIES**

WCHS does not accept deliveries such as flowers, balloons, bouquets, and/or food or beverage items. These items will not be accepted and will be returned to the delivering agency. Parents bringing personal items to school for students should bring them to the main office. We are a latex free building due to students with severe allergies.

### **NEW ENROLLEES**

Students new to the school and/or to the school district should report to the guidance office to complete all necessary forms before reporting to the counselor to arrange a class schedule. A thorough check will be made to be certain the new students meet the school district's requirements for attendance. The prospective student will be notified when the enrollment procedures are completed.

### **REGISTRATION**

The Safe Schools Law requires pupils to be accompanied by a parent or court-appointed legal guardian when registering in school. The parent or guardian **must provide multiple** forms of proof that the pupil is eligible to register in the district, or may request a waiver from the District Board of Education based on hardship or good cause.

A parent, guardian, or caretaker of the child may be required to provide upon enrollment a sworn statement indicating whether the pupil has been expelled from school attendance in this state or another state for weapons, alcohol, drugs, or the willful infliction of injury to another person. A false statement or affirmation in this area is a misdemeanor.

Any person submitting false information in satisfying residency registration requirements is guilty of a misdemeanor. The school board may institute a civil action to recover costs of education for any pupil whose registration was based on false information. (Safe Schools Act of 1996, RSMo.)

### **INFORMATION CHANGES**

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

### **WITHDRAWALS AND TRANSFERS**

Students transferring or withdrawing from school must obtain a withdrawal form from the guidance office to be presented to each of the student's teachers for signature. The librarian, counselor, and a building administrator should also sign the withdrawal form, which

is then returned to the Registrar by the student. All textbooks and monies due must be cleared before the student's records will be available for forwarding to another school.

#### **DRUG-FREE ENVIRONMENT**

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 to school property. Items searched might include, but not be limited to, lockers, personal items, and vehicles on the property.

#### **LOOK-ALIKE SUBSTANCES**

Possession and/or use of products or substances having the appearance of illegal or prohibited substances are forbidden. This shall include look alike non-alcoholic beverages and/or non-tobacco products. Violations of this school policy may carry the same consequences as those stipulated by the Board of Education for prohibited substances.

#### **STUDENT SEARCHES PERMITTED**

Administrators do have the right to search students, lockers, vehicles and student possessions when cause or reasonable suspicion can be shown for such a search.

#### **MAKE-UP WORK FOR OUT OF SCHOOL SUSPENSIONS OF TEN DAYS OR LESS**

In order to provide maximum opportunities for students to be academically successful, students are required to complete make-up assignments for all out-of-school suspensions of ten days or less for a maximum of 70% credit for each assignment.

The suspended student also has responsibility to request the assignments from teachers and complete them in a timely manner. Therefore, the student must request the make-up work the day he/she returns to school following the end of the suspension. **The student will be allowed one day to make up the work for every day of the suspension. This is the same policy for making up work from any absences.**

#### **SUSPENSION ACTIVITY PARTICIPATION**

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



## **DISTRICT POLICIES**

### **INSTRUCTIONAL SERVICES-Regulation 6231 Instruction**

#### **Textbook Usage**

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

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

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

No student is to be penalized if a book is lost because of factors beyond his/her control. All students will be made aware that if such losses are reported immediately, and if the administration agrees that the loss was beyond the student's control, fines will be canceled. The reporting procedure will be publicized in Student Handbooks and other school publications. Principals will handle cases individually.

#### **Technology**

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

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

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

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

Internet use – Students will be given access to the internet and will be expected to access sites that are appropriate for the educational assignment given. Students who access or attempt to access pornography or other sites not related to an educational assignment will be disciplined and denied internet access for a specified period of time. Any image that would not be allowed in school on a tee shirt will be considered inappropriate. 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 within a technology class and under the supervision of a teacher. Any student guilty of downloading or sharing copyright protected files or attempting to download or share such files or install software will be disciplined and denied access to computers for a specified period of time.

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

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

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

Signature of acceptance – Parent and student signatures on the signature page of this handbook 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 Assistant Superintendent for Technology for the Independence School District.

### **EQUAL OPPORTUNITY - Regulation 1310 (Form 1310)**

#### **Civil Rights, Title IX, Section 504**

#### **Coordinator's Responsibilities (Section 504 and Title IX Coordinator)**

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

### **STUDENTS-Policy 2130 (Regulation 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, ethnicity, disability, sexual orientation, or perceived sexual orientation. The School District prohibits any and all forms of unlawful harassment and discrimination because of race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived orientation.

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

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

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

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

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

### **Nondiscrimination and Student Rights**

#### **DEFINITION AND EXAMPLES**

##### **Sexual Harassment**

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

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

Examples of conduct which may constitute sexual harassment include:

- Sexual advances;
- Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or 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 purpose of this Regulation, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or

color when;

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

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

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

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

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

1. The harassing conduct is severe, persistent or pervasive that it affects a student's ability to participate in or benefit from educational program or activity, or creates an intimidating, threatening, or abusive educational environment;
2. The harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. The harassing conducts 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, 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 property which is motivated by national origin or ethnicity.

### **Harassment Because of Disability**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **REPORTING PROCEDURES**

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

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

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

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

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

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

1. The School Board has designated Dr. Mark Lee, Director of Human Resources/Certificated Staff as the District Compliance Officer with the 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, color, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation;
  - Oversee the investigative process;
  - Be responsible for assessing the training needs of the District's staff and students in connection with the dissemination, comprehension, and compliance with this Regulation;
  - Arrange for necessary training required for compliance with this Regulation; and
  - Insure that any investigation is conducted by an impartial investigator who has been trained in the requirements of equal educational opportunity, including harassment, and who is able to apply procedural and substantive standards which are necessary and applicable to identify unlawful harassment 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.

1. A copy of this Regulation shall appear in the student handbook and shall be made available upon request of parents, students, and other interested parties.
2. The School Board will develop a method of discussing this regulation with the 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.

3. This regulation shall be reviewed at least annually for compliance with state and federal law.
4. The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses as soon as possible, consistent with the District's legal obligations to investigate, to take appropriate action, and to confirm with any discovery or disclosure obligations.

## **INVESTIGATION**

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

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

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

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

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

- The nature of the behavior;
- How often the conduct occurred;
- Whether there were past incidents or past continuing patterns of behavior;
- The relationship between the parties involved;
- The race, national origin, ethnicity, sex, and age of the victim;
- The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- The number of alleged harassers;
- The age of the alleged harassers;
- Where the harassment occurred;
- Whether there have been other incidents in the school involving the same or other students;
- Whether the conduct adversely affected the student's education or educational environment;
- The context in which the alleged incidents occurred.

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

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

## **SCHOOL DISTRICT RESPONSE**

1. Upon receipt of a report that a violation has occurred, the District will take prompt, appropriate formal or informal action to address, and where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling,

awareness remediation, or discharge. District action taken for violation of this Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law, and District policies for violations of a similar nature of similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this Regulation has occurred, the District shall consider:

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

In the event that the evidence suggest 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 the responsibility for handling such crimes.

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

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

1. 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, color disability, national origin, 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 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**

### **Regulation 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.

### **Regulation 1621**

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 regulations 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 regulations 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.

*William Chrisman Coordinators*

Title IX Coordinator: Dan Ogle

Section 504 Coordinator: Alisha Gripp

*Independence School District Coordinators*

Title IX Coordinator:

Section 504 Coordinator:

201 North Forest

816-521-5300

Independence School District

Rev. 7/8/2003

All textbooks and monies due must be cleared before the student's records will be available for forwarding to another school

## **STUDENTS Regulation 2610**

### **Discipline**

#### **Behavioral Expectations**

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

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

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

Expulsion prohibits any further attendance of a student in the schools of the District or at District activities. The Board of Education may expel a student for any of the reasons set forth in Policy 2663, for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils.

- (a) The principal shall request an expulsion of a student in writing to the Superintendent of Schools or his designee.
- (b) The Superintendent, or his designee, shall hold an administrative hearing on the request for an expulsion of a student in accordance with the procedures outlined under Policy 2663 of the Policies of the Board of Education.
  - (c) Following the administrative hearing, should the Superintendent concur with the principal's recommendation for expulsion, all facts, evidence, statements, and administrative recommendations shall be forwarded in writing to the Board of Education for a formal hearing as outlined in Section 167.161, RSMo.

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

- (1) Violations of the Policies of the Board of Education and written school rules.
  - (a) **Definition:** Written school rules as distributed in handbooks, letters, and or materials by, or under the direction of, the principal.
  - (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.

(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 with 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) **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.
- (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, or any other use of tobacco materials.
  - (b) **Consequence:** 1st offense - 5 day in-school/out of 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. Rev. 1/2011
- (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 Regulation 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:

- 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 suffering on another individual or group of individuals.
- 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.

**(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.

**(23) Miscellaneous Offenses:** 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 Regulation to Students with Disabilities**

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

**STUDENTS Regulation 2620**

**Discipline**

**Firearms and Weapons in School**

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

### **STUDENTS Regulation 2653**

#### **Discipline**

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

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

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

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech either verbal or 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:
  - a. Soliciting others for membership in any gangs.
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - c. Committing any other illegal act or other violation of school District policies.
  - d. Inciting other students to act with physical violence upon any other person.

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

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

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

### **STUDENTS Regulation 2660**

#### **Discipline**

##### **Detention**

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

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

### **STUDENTS Regulation 2662 (Form 2662)**

#### **Discipline**

##### **Suspension**

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

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



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

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

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

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

Any suspension shall be reported immediately, in writing, to the student and the student's parent/guardian or others having custodial care of the student. A copy will be forwarded to the Superintendent.

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

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

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

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

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

**STUDENTS-Regulation 2663 (Form 2663)**

**Discipline**

**Expulsion**

No student may be permanently expelled from school without a prior hearing before the full Board or, at least, a quorum of the Board. A decision to expel a student requires the vote of a majority of those Board members present.

Due process for expulsion of students shall include the following:

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

## **STUDENTS Regulation 2664**

### **Discipline**

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

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

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

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

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

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

#### **Offenses to Which this Policy Applies**

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

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

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

## **STUDENTS Regulation 2671 (Form 2671)**

### **Discipline**

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

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

1. Students or students' parents/guardians may request a hearing before the Board to contest any suspension in excess of ten (10) school days. The request will be addressed to the Superintendent who will review all matters concerning the suspension.
  - (a) No student may be expelled until this matter is reviewed in a hearing before the Board of Education.
2. 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.
3. Prior to the hearing, the parties, or their attorneys, may examine at the Board Office the discipline report and all related records.



4. 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.
5. 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.
6. 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).
7. 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.
8. 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 Regulation 2672**

**Discipline**

**Discipline of Students with Disabilities**

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

A student with a disability who violates the District's discipline policy who has not been removed from the current educational placement for more than ten (10) cumulative days for the current school year may be disciplined for not more than ten (10) consecutive school days in the same manner as other students.

Services will not be provided to the student when the total number of days the students has been removed from the current educational placement is not more than ten (10) days, unless services are provided to children without disabilities who have been similarly removed.

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

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

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

A series of removals from the current educational placement for more than ten (10) days may amount to a pattern of exclusion that constitutes a change of placement. If a student with a disability has been removed for more than ten (10) cumulative school days and the removals constitute a change of placement, or if a school administrator determines that a removal for more than ten (10)

consecutive school days is being considered, on the date a decision to make such a removal is made, the parents will be notified of the decision and provided a copy of the IDEA procedural safeguards.

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

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

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

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

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

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

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

Not later than ten (10) business days after commencing such a removal, the District will convene an IEP meeting to develop a functional behavioral assessment plan if one has not been previously conducted. After completing the assessment, an 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:**

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

Weapon means a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade of less than 2 inches in length.

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 Regulation 2673 (Form 2673)**

#### **Discipline**

#### **Reporting of Violent Behavior**

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

**Reportable Offenses**

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

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

**Records of Serious Violations:**

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

The District will report, in compliance with state regulations, the number, 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.