

**Bucklin R-II
School District
Student/Parent
Handbook
2022-2023**

**26832 Hwy. 129
Bucklin, MO 64631**

**660-695-3555/
Fax: 660-695-3345**

Adopted by the Board of Education: August 8, 2022

Contents

Mission C-110-S	4
School Board Members G-100-S	6
School building information and contact information	6
Superintendent Information	6
Academic Calendar I-100-S	6
Attendance and Absence Procedures S-115-S	7
Arrival and Dismissal Procedures S-165-S	10
School Cancellations and/or Early Dismissal	11
Dress Code S-180-S	12
Food Service Program F-285-S	13
Allergy Prevention and Response S-145-S	14
Health Services S-215-S	16
Illnesses/Injuries	16
Health Screenings	16
Health Office	17
Administration of Medication S-135-S	17
Communicable Diseases F-245-S	18
Student Insurance S-140-S	18
Student Records S-125-S	19
Personnel Records E-190-S	21
Visitor Procedures C-155-S	21
Transportation Services F-260-S	22
Student Discipline S-170-S	23
Bullying, Hazing, and Cyberbullying S-185-S	26
Report Form	33
Complaints or Concerns C-120-S	33
Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S	34
Title IX C-131-S	35
Student Searches S-175-S	36
Student Alcohol/Drug Abuse S-195-S	36
Student Alcohol and Drug Testing S-196-S	37

Weapons in School S-200-S.....	40
Instruction	41
A+ Program S-130-S.....	41
Guidance and Counseling Services.....	41
Assessment Program I-195-S.....	41
Teaching About Human Sexuality I-120-S	42
Grading and Reporting System	42
Graduation Requirements I-190-S	43
Section 504 I-125-S	45
Special Education I-125-S	46
Virtual/Online Courses I-160-S.....	47
Technology F-265-S.....	47
Missouri State High School Activities Association (MSHSAA) Activities.....	49
District Sponsored Extra-curricular Activities and Clubs I-210-S	49
Parties/Celebrations.....	50
Supply Lists.....	50
Student Parking	50
District Policy Information	51
English Language Learners I-150-S	51
Physical Examinations and Screenings S-146-S.....	51
Surveying, Analyzing, and Evaluating Students S-150-S	51
School Nutritional Program F-290-S	52
Student Transfers S-120-S	52
Tobacco-Free Policy C-150-S	53
Firearms and Weapons F-235-S.....	53
Signature and Form Requirements	53
S-125-A Photo/Video/Audio Release Form Form E	54
F-265-P Technology Form A	55
F-265-P Technology Usage Agreement Form Form B.....	56
C-105-P District Rules and Guides Form A Student/Parent Handbook Acknowledgment	57
Participation and Consent Form Eligibility in Activity/Athletic Programs and to Receive a Parking Permit	58

Mission C-110-S

ALL Belong

ALL Learn

ALL Achieve

ALL SUCCEED

We envision:

- A high quality, safe and secure, nurturing environment for our students
- A diverse, engaging, and rigorous curriculum
- Responsible, respectful, college and career ready learners
- A school, parent, and community partnership

Collective Commitments

- We are committed to data-driven collaboration with school leaders and teachers concerning grade level expectations and student needs to ensure academic success for ALL students.
- We are committed to a challenging, engaging, and developmentally appropriate curriculum that incorporates research-based practices, technological applications, as well as, real world learning.
- We are committed to improving our teaching through life-long learning, ongoing professional development, and implementing strategies that will meet the needs of students.
- We are committed to a trusting, emotionally positive, physically sound, and intellectually safe atmosphere, for both school and community that promotes integrity, respect, honesty, and ethical behavior.
- We are committed to continuing to create positive rapport with parents, stakeholders and community members by providing increased opportunities for school involvement and engagement.

EDUCATIONAL GOALS

The first step in applying Bucklin's educational philosophy is to carefully specify the major curriculum goals for the District. The goals listed below have been developed to provide Bucklin with a curriculum, which would provide an exemplary level of educational effectiveness. Our goals set forth, in specific terms, what the District is attempting to do to meet the individual needs and interests of all students. The goals have taken into consideration the needs of our students, our teachers and society. In order to fulfill the mission of the Bucklin R-II School, the following goals are established. We believe students should:

- demonstrate attainment of predetermined levels of competence in oral and written communications and language, mathematics, social science, science and other academics as outlined in the District's curriculum guides.
- demonstrate a balanced appreciation of the fine, liberal and applied/practical arts through participation in various curricular and extracurricular opportunities available throughout each school level.

- demonstrate understanding and acceptance of the heritage and principles of American democracy by practicing democratic ideals in everyday life, by making appropriate contributions to the school and community, and by assuming other responsibilities associated with our community, our nation and the world.
- demonstrate tolerance of and sensitivity to the rights, opinions and beliefs / values and heritage, of individuals throughout the school, community, nation and world.
- demonstrate ability to use interpersonal characteristics and interpersonal skills by developing and maintaining mutually respectful and cooperative relationships with others.
- demonstrate self-understanding, self-acceptance and self-respect through a positive outlook.
- demonstrate ability to critically examine, analyze and evaluate various forms of information by utilizing a rational, consistent mode for decision making and problem solving.
- demonstrate and accept the principles associated with a healthy lifestyle, to include physical fitness, use of leisure time, human sexuality, psychological stability, conflict management and avoidance of harmful substances.
- demonstrate a desire and enthusiasm for learning and acceptance of learning as a lifelong activity and a continuing search for excellence.
- demonstrate the importance of work and family life as a contribution to society by identifying & understanding the various career and family role options, developing their own family and career identities, and making preparations to implement them successfully.

ACCOUNTABILITY STATEMENT

Responsibility for adhering to the mission and goals of the Bucklin R-II School is jointly shared by the Board of Education, the school administration, the faculty and the support staff of the District. Student achievement and mastery learning is measured through teacher initiated and state mandated testing programs. With guidance from parents or guardians and the educational staff, students are accountable for taking advantage of the educational opportunities established on their behalf. Governmental authorities and the District's school patrons are accountable for providing the financial resources and other support necessary for the District to carry out its mission. The Bucklin R-II curricula are implemented, monitored, assessed and revised regularly based on actual learner needs. Because of the District's commitment to long range planning, we will regularly and systematically assess the effectiveness of our curriculum and instruction. The District will develop strategies for addressing anticipated needs.

School Board Members G-100-S

Stephanie McNeil, President
Jessica Watson, Vice President
Lori Hanson, Treasurer
Dane Arnold
Julie Byers
Michael Shank
Tracey Thompson

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

School building information and contact information

Bucklin R-II School District
26832 HWY 129
Bucklin, MO 64631
Phone: 660-695-3225 (Main Office)
Phone: 660-695-3555 (Superintendent's Office)

Principal's Office Fax: 660-695-3410
Superintendent's Office Fax: 660-695-3345

Superintendent Information

Dr. Craig Noah
660-695-3555
cnoah@bucklin.k12.mo.us

Principal Information

Mrs. Suzanne Young, Principal
660-695-3225
syoung@bucklin.k12.mo.us

Academic Calendar I-100-S

The District's academic calendar is located on the District website at:
<http://www.bucklin.k12.mo.us/calendar>



2022-2023 Bucklin R-II School District



Full Day: 7:55 a.m. - 3:30 p.m.
Half Day: 7:55 a.m. - 12:30 p.m.

July 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July	
4	Independence day

August	
Aug. 16	New Teacher Workshop
Aug. 17-18	Teacher Workshop
Aug. 23	First Day of School

September	
Sept. 5	Labor Day
Sept. 12	Teacher Professional Development

October	
Oct. 19	End of 1st Quarter
Oct. 24	Parent-Teacher Conferences

November	
Nov. 7	Teacher Professional Development
Nov. 21-22	SCHOOL IN SESSION

December	
Dec. 19-21	SCHOOL IN SESSION
Dec. 21	Early Dismissal

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

January	
Jan. 2	Teacher Professional Development

February	
Feb. 6	Teacher Professional Development

March	
Mar. 6	Teacher Professional Development
Mar. 22	End of 3rd Quarter

April	
Apr. 3	SCHOOL IN SESSION
Apr. 7	NO School Easter Break
Apr. 17	Teacher Professional Development

May	
May 5	Graduation
May 8 and 15	SCHOOL IN SESSION
May 19	Last Day of School
	Early Dismissal
	End of 4th Quarter

June	
	Teacher Professional Development Days
	First Day of School
	End of Quarter
	No School
	Monday-No School

Any Monday may be used as a make-up day

Board Approved 2/14/2022

Attendance and Absence Procedures S-115-S

Expectations for Attendance

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must attend school the entire day on which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is excused or unexcused.

Procedures for Reporting an Absence

When it is necessary that a student be absent from school, the parent or guardian of the student is required to notify the school by phone call or email of the student's absence and provide verification of the absence. If the office does not have verification before 8:00 a.m., a secretary will call the home to request verification. If a student's absence is not verified by a parent the student will be considered truant.

Occasionally, it is necessary for students to keep a doctor's appointment or be excused for other reasons during the school day. When a student is released early from school to a parent or guardian, it constitutes an absence. An email explaining the reason and time of release should be sent to the teacher and school office. Under normal circumstances, no one other than a family member will be permitted to pick up a student. A note will be required giving specific instructions.

Please come to the office when picking up your child. The principal/secretaries/or other school personnel will get the child for you. The child must sign out in the office when leaving and back in when/if returning the same day.

Verified Absences

Elementary students at Bucklin R-II will be allowed no more than **FIVE absences PER SEMESTER**. **FIVE** absences should be adequate to cover the following:

1. Illness of a student
 - Students should not attend school if they are running a temperature of 100 degrees or higher, been diagnosed with strep throat; influenza, conjunctivitis (pink eye), head lice, or any other illness that can be contagious to other students.
 - Students will be sent home from school by the school nurse if they are running a fever of 100 degrees or higher and /or evidence vomiting due to flu-like symptoms. **Students should remain at home for at least 24 hours after they no longer evidence a fever, without the use of fever-reducing medicine.**
 - Students will be sent home from school if they evidence symptoms associated with conjunctivitis (pink eye). Students must seek treatment for conjunctivitis before they can return to school.
 - Students will be sent home from school, if upon a screening, is determined to have live head lice. Student must treat head lice, in accordance with the head lice policy, and pass a screening before they can return to school. A student must have a written excuse from a doctor for verification of the absence. (Note: If the nurse sends a student home from school, a doctor's excuse is not required)
2. Professional appointments that could not be scheduled outside of the regular school day (A student must have a written excuse from a doctor for verification of the absence).
3. Death in the immediate family or of a close friend.
4. Absences due to required court appearances are to be verified in writing by a designated court official.
5. Other absences upon approval by Principal (i.e. family trip, family emergency, extracurricular).

Other reasons for absences may determined to be verified absences in accordance with law.

A student may only attend extracurricular activities (meetings, practices or games) if they are in attendance the entire school day. The only exception is if a student attends a

funeral or a doctor's appointment or other reasons as determined excusable by the school principal.

Parents or students must provide proper notification and documentation to the school showing the absence was unavoidable. It is the responsibility of the student to make up work with teacher support when a student's absence is excused. The timelines for turning in make-up work will be determined with the teacher.

Unverified Absences

Absences without parental notification or absences without proper documentation will be considered unverified. Students who have an unverified absences are required to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher.

Excessive absences will result in written notice from the principal to the parents/guardians.

Truancy

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant are required to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Parent Notification Procedures for Excessive Absences

The District will work cooperatively in conjunction with the student and parent in order to address any excessive absenteeism. In the event that the student exceeds the number of days allowed in a semester the following procedures will be implemented in an effort to alleviate the truancy issue.

4th Day Absence (WARNING)

- Parent notified by phone call from the principal

5th Day Absence

- Parent notified by formal letter from the principal

6th Day Absence

- Parent notified by formal letter from the principal
- Student is referred to the Juvenile Office for attendance concerns

When it becomes apparent that a student is not making attendance a priority and parents are not able to get them to school, the Bucklin R-II School District, as

directed by the Linn County Juvenile Office and 9 Circuit Judge Terry A. Tshannen, will notify both offices and request legal assistance.

10th Day Absence

- Parent notified by formal letter from the Superintendent
- School officials will hotline for educational neglect

The District will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the District has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law.

No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

Late Arrival/Tardiness

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District.

Students arriving after 8:00 a.m. must report to the main office to sign in. Students arriving at school after 8:00 a.m. will be marked as TARDY, and, if applicable based on how late a student arrives, also ABSENT for a portion of the day. and entering the classroom from 8:00 a.m. to 8:05 a.m. will be considered as TARDY. Students needing to leave the school early for any reason during the school day must sign out in the office. Students will not be allowed to sign out without a parent/guardian present. Students not signing out are listed as truant and students signing out without parental permission may be considered truant or receive discipline according to the discretion of the administration.

1st -4th Offense – Warning

5th – 7th Offense – Notification of parents; principal's discretion: detention

8th Offense –Notification of parents; Saturday detention

>8th Offense – Notification of parents; principal's discretion

****Student tardies will be help as a grand total regardless of class.**

****Each quarter tardies from previous quarters will be removed.**

****The principal has the discretion to modify this policy as needed.**

**** Student should come prepared to class. Students that do not bring required materials to class will receive a materials tardy which has consequences as an unexcused tardy.**

Arrival and Dismissal Procedures S-165-S Student Arrival

School begins at 7:55 a.m. with buses normally arriving beginning at 7:45 a.m. Students should not be left at school before 7:30 a.m. unless they have prior approval by the school principal or student is attending a meeting or tutoring.

When entering the building in the morning, students are to report immediately to the following locations: Elementary – Little Gym, High School – Cafeteria

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. Please do not call the administration or radio/TV stations for this information.

In the event that a change has to be made to the daily school schedule due to inclement weather, every effort will be made to notify the school community, in a timely manner, if school will be cancelled, run on a two-hour delay or early dismissal. **Students' safety** is the school's top priority, so on wintry days the administration will begin assessing conditions as early as 2:30 a.m. Several conditions are considered when making a decision regarding the school schedule including the ability of the buses to run; condition of the roads, sidewalks, driveways and parking lots; type of precipitation; outdoor temperatures; wind chills; current weather conditions; and the weather forecast. The administration will do its best to make a decision by 6:00 a.m. at the latest and begin the notification process.

The school community will be notified of any changes to the school schedule through the following means:

Local Radio Stations: KZBK 96.9 FM- Brookfield; KDWD 99.1FM- Marceline; KRES 104.7 -Moberly; KMZU

100.7 FM-Carrollton; KRXL 94.5 FM- Kirksville

Television Station: KTVO- Kirksville

Bucklin R-II Notification/Alert System (text, cell, email, voicemail, Parent Square)

Bucklin R-II District Facebook Page

Cancellation of School

- School cancellation notification sent out to the school community
- School will be cancelled for the entire day
- No afternoon and/or evening activities
- Information about make-up days will be provided by the Superintendent at a later date, if necessary

Two Hour Delay

- Two hour delay notification sent out to school community
- School will start two hours later than normal (i.e., 10:00 a.m. start)
- Buses run regular routes; just add two hours to the regularly scheduled bus times.
- Breakfast WILL NOT be served
- Car riders/student drivers may begin arriving at school at 9:30 a.m.
- Elementary students report to the gymnasium until 9:55 a.m.

- Classes will begin at 10:00 a.m. with high school students reporting to third hour class.
- School dismissal times remain the same
- Afternoon and evening activities continue as usual

Early Dismissal

- Early dismissal notification sent out to school community
- Afternoon technical center classes will be cancelled
- No afternoon and/or evening activities
- Bus riders will arrive at their regular stops earlier

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

Dress Code S-180-S

The purpose of a dress code is to contribute to a safe, healthy environment that protects students and maintains a focus on learning. The dress code included in this handbook provides guidance to students and parents as to what constitutes appropriate attire for school and school activities. District administrators have the discretion to determine whether a garment or manner of dress not specifically described below is appropriate attire for school and school activities and/or causes a disruption to the educational environment. Administrators have the authority to take action to address dress code matters as they arise. The following District guidelines should be observed:

Dress Code Expectations and Prohibitions

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

1. House shoes or slippers;
2. See- through garments;
3. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps;
4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing that does not reach to mid-thigh;
7. Holes in pants that are above mid-thigh unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;

9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);
13. Do-rags;
14. Handkerchiefs;
15. Sunglasses;
16. Face paint;
17. Overly-dramatic make-up;
18. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn, although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
19. Heavy or loose chains, or straps that create a safety risk;
20. Blankets carried or worn as coats or wraps while in the building.

Additional Dress Code Information

Courses and/or class activities that require observance of specific safety requirements may require adjustments of a student's clothing, accessories, or hair style for the duration of the class (e.g., hair pulled back and/or hair nets for culinary classes or other safety wear, etc.). Other dress code requirements may be articulated for students participating in certain extracurricular activities.

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

Food Service Program F-285-S

Breakfast

Breakfast is a provided option. For information regarding pricing and menu:

<http://www.bucklin.k12.mo.us/food-service>

Lunch

Payment for Student Lunches

Students are required to have lunch accounts pre-paid prior to the first day of each month. All lunch accounts should have a positive balance at all times. Each student or family should have cash, a check, or pay through the TeacherEase online payment system for his or her lunch money. If money is sent to school with a child, it must be placed in a sealed envelope, with the words "lunch money" and the student's name appropriately labeled on the outside of the envelope. When a student's account reflects a negative balance, the parent will be notified by a text or email using the Parent Square app. Accounts may be closed with a balance larger than three normal days' charges, which means your child will not be provided a regular lunch. If you have been approved

for free/reduced lunches, the same application covers breakfast. If you want an application for free/reduced, please notify the office or go to the Bucklin School Website under the Student Information tab and Food Service.

Lunch Period

Students must sit with their class at a designated table as determined by the principal. Students are not allowed in the hallways or unsupervised rooms during the lunch shift. Students may only be allowed to leave the lunch room to use the restroom, one student at a time, with approval from a supervising teacher. Students will not be allowed to purchase pop or bring pop from home for consumption at school. This rule may be waived on special occasions such as celebrations, or special reward, as approved by the administration.

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

Free and Reduced Lunch Application

A free and reduced lunch application is located here: <https://www.bucklin.k12.mo.us/student-information/food-service>

Adult Visitors for Lunch

Adults who wish to join a student for lunch must call the building office and get preapproved through the office. If the visitor is not the parent or guardian, parent/guardian permission is required for a student to have a lunch visitor.

Allergy Prevention and Response S-145-S

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

Building-Wide and Classroom Approaches

Only prepackaged snacks and food are permitted for classroom or building functions.

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

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

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

Individual Approaches

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

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

Health Services S-215-S

Health services are provided by a full-time nurse's aide, under the supervision of a registered nurse. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office. The primary purpose of the school nurse is to ensure student health, wellness and safety in the school environment. Students are required to complete a health history survey at enrollment to alert the school nurse of any medical concerns. Parents needing assistance with health or immunization concerns are encouraged to contact the school nurse at 660-695-3225.

Illnesses/Injuries

If a student is injured, the student's parent or guardian will generally be contacted. If the nurse or nurse's aide deems necessary, the student will be sent home.

If the nurse or nurse's aide determines that a student's illness or condition requires the student to be picked up from school, the parent or guardian will be contacted.

Health Screenings

Speech/Language Screenings

The speech/language pathologist appropriately screens, evaluates and provides services for children with deficits in articulation, language, voice, fluency and hearing. Children are identified through annual screenings and referrals from school personnel and parents. Parents are informed of the results of screening and any recommendations by the school District.

Vision Screening

The school nurse annually screens the vision of students at specific grade levels and any new students to the District. Teachers or parents may make referrals for a vision screen at anytime during the year. Parents are informed of the results of screening and any recommendations by the school District.

Head Lice

Students in grades PreK-5th are screened at the beginning of school and randomly throughout the school year. Students are not allowed to attend school with any evidence of live head lice. The school nurse will notify parents if a child is found to have live lice. The school nurse will provide the parents with written information for treatment of the head lice. Head lice will result in exclusion from school until the live lice are eradicated. Students who are found to have nits will be allowed to remain at school but parents will receive a notification letter of how to treat head lice. Eradication of lice involves the use of effective insecticide for treatment of the scalp, skin, and clothing. Students may return to school after being treated with a pediculicide and after delousing of personal articles and no "live" nits are present. Students must report to the school nurse for a head check after treatment and before admittance back to the classroom. Students are also to bring a package label to verify the product used for treatment of the lice. Repeat episodes of head lice and failure to properly treat the problem may result in notification

of the Division of Family Services and juvenile officer for excessive absences due to lice infestation.

Dyslexia Screening

In the 2018-19 school year and subsequent years, each public school, including each charter school, shall conduct dyslexia screenings for students in the appropriate year consistent with the findings and recommendations of the task force created under section 633.420.

"Dyslexia screening" is a short test conducted by a teacher or school counselor to determine whether a student likely has dyslexia or a related disorder in which a positive result does not represent a medical diagnosis but indicates that the student could benefit from approved support. Data from the National Institute of Child Health and Human Development (NICHD) indicate that brain plasticity decreases over time, therefore early intervention is essential to close the gap between struggling readers and their "normally developing" peers (Stanovich, 1986).

- Identify students who are at risk for dyslexia or reading failure
- Form small groups for instruction and intervention
- Plan instruction and intervention
- Set individual goals for student achievement
- Set exit criteria for intervention window

Each student Kindergarten through grade three will be screened each year to assist in the identification of those students who are at risk of reading failure, requiring the need for intervention and develop a plan for reading achievement.

Health Office

If you have any questions, please contact: Pat Noah RN, pnoah@bucklin.k12.mo.us

Administration of Medication S-135-S

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

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other.

Prescription Medication – Prescription medication must be sent to school in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider.

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

Communicable Diseases F-245-S

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

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

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

Immunizations and Vaccinations

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

Student Insurance S-140-S

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

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: <https://dese.mo.gov/media/pdf/attachment-l-does-your-child-need-health-care-coverage> or <https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures and file complaints regarding the records as allowed by law. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. The District designates the following items as directory information:

General Directory Information: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

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

Military and Higher Education Access

The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form from the building office.

Notice

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

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

Personnel Records E-190-S

The District is required to inform you that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

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

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

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

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

Visitor Procedures C-155-S

For student purposes, all visitors **MUST** use the main entrance, report to the office, and sign in and out upon arrival and departure. No one will be allowed to enter the hallways or classrooms without permission from the office and without a visitor's pass. If you need to pick up your child before the end of the school day, come to the office and your child will be called to the office.

Visitors are always welcome in the Bucklin R-II School; however, every effort must be made to avoid any disruption to the school day, especially during instructional times. All access to the building, during school hours (7:50 a.m.-3:30 p.m.) will be through the main entrance. Any parent, visitor, guest, or community patron coming into the building must check in at the office to be identified and state the purpose of the visit. All visitors entering the building must sign in and obtain a visitor badge if needing entrance into the main hallway. **No one, other than school personnel, will be allowed in the classroom areas unless there is a scheduled conference or activity coordinated with staff members.** Parents will not be allowed to go to the classroom area to transact business with their child. Backpacks, homework, clothes, lunch boxes and any other items needing to be dropped off will be left at the office and the secretary will see that the student receives the items. Parents needing to talk with their child will remain in the waiting area until office personnel summons the students from the classroom to the waiting area.

School staff members have advised students not to talk with anyone or let anyone in the building.

Students should not bring any guest to school unless **PRIOR** approval has been granted by the building principal.

Transportation Services F-260-S

The Superintendent or designee is responsible for the transportation services of the District. All transportation services will be in compliance with law and guided by the School Administrator's Handbook, produced by the Missouri Department of Elementary and Secondary Education (DESE).

Resident students may not be offered transportation if they live within three- and one-half miles of their home school. For safety reasons, some students may be offered transportation that live less than three- and one-half miles from their home school. The primary reason for this exception would be a highway, interstate, or major safety barrier between the residence of the student and the school.

Transportation for students with disabilities and homeless students will be provided in accordance with law. The student discipline code of the District applies to conduct related to school transportation services.

Student Conduct on Bus

The riding of a school bus is a free service provided by the District to the students and is a privilege, not a right. The safety of students during their transportation to and from school is a responsibility that the student and their parents share with the bus drivers and school officials. The Board of Education wants each student to know what conduct is expected when waiting for and riding on the school bus.

All students are to obey the following rules on regular routes and on all field trips:

1. Be on time to get on the bus. The bus cannot wait beyond its regular schedule for those who are tardy.
2. Stand back and away from moving traffic while waiting.
3. Never accept rides with friendly strangers who offer rides to school
4. Wait until the bus comes to a complete stop before trying to get on.
5. Go directly to a seat and stay seated until student arrives at school or home.
6. Fighting, scuffling, being discourteous or annoying to other students or driver is prohibited.
7. Inappropriate or foul/vulgar language is prohibited.
8. Never extend your head, arms, or hands out the open bus window.
9. Throwing items of any kind in the bus or out of the window is prohibited. Students shall keep the bus clean and free of waste paper, etc.
10. Never do anything to distract the bus driver. The driver needs to devote time and attention to safe driving. Unnecessary conversation with the driver is prohibited.

11. Always stay in the seat while the bus is moving. Wait for the bus to come to a complete stop before getting out of the bus seat to get off the bus.
12. Never cross the road until the driver tells you it is safe to do so.
13. Never cross the road until you are sure the bus driver can see you. Always cross in front of the bus safety arm.
14. If you drop something near the bus, don't pick it up. The driver may not see you. Tell the driver and follow his/her instructions.
15. Remember that motorists don't always stop for a school bus. Observe instructions from the driver before crossing a street, highway, or road.
16. The driver will not discharge young children unless he/she is sure someone is home. Please make yourself visible.
17. The driver will not discharge students at places other than the regular bus stop unless by proper authorization from parent, Superintendent, principal, or teacher.
18. Students must not tamper with the bus or any of its equipment. **THE INDIVIDUAL RESPONSIBLE FOR CAUSING DAMAGE TO THE BUS MUST BE RESPONSIBLE FOR THE COST OF REPAIR.**
19. In case of a road emergency, children are to remain in the bus until otherwise instructed by the driver.

Students who fail to obey the bus rules will be subject to disciplinary action since their failure to do so may affect the safety of others. The driver will report to the principal, any student who misbehaves on the school bus. Any misbehavior on a school bus that violates the student code of conduct may result in disciplinary action taken, including, but not limited to possibly being suspended from riding on the bus or permanently removed from riding the bus. If it is determined that student has vandalized a bus, in addition to immediate suspension from riding the bus, the student and/or parent will be responsible for reimbursing the school for any bus damages incurred.

Student Discipline S-170-S

Student Code of Conduct

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

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology

privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

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

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

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

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

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

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District

personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

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

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

Standards of Conduct and Consequences

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

District Policy for Discipline

Definitions

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

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

Detention – A form of student discipline that requires students to attend a before and/or after school setting which monitors and restricts student activity.

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

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

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact

with the student on a professional basis while acting within the scope of their assigned duties.

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

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

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

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

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

Discipline Policy Outline

Academic Dishonesty/Cheating

Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work. Copying from another student, or allowing another student to copy a student’s work using, or possessing a crib sheet, or looking into a book during a test is prohibited.

1st Offense – Zero (0) for test or assignment; notification of parents

2nd Offense – Zero (0) for test or assignment; notification of parents; Saturday detention

3rd Offense – Zero (0) for test or assignment and 3 day In-School Suspension (ISS); notification of parents.

Bus Misconduct

Any misconduct or speech committed by a student on transportation provided by or through the District.

1st Offense – Principal/Student conference, In-School-Suspension (ISS), 1-10 days Out-of School Suspension (OSS), possible removal from route.

2nd Offense – In-School-Suspension (ISS), 1-180 days Out-of School Suspension (OSS), possible removal from route.

Electronic Devices

Pagers, beepers, cell phones, smart watches and other electronic devices which interfere with educational process are not allowed to be in operation when school is in-session.

1st Offense – 2 days of In-School-Suspension (ISS)

2nd Offense – 5 days of In-School Suspension (ISS)

3rd Offense - 1-10 days Out-of School Suspension (OSS)

Extortion

Threatening or intimidating any person for the purpose of obtaining money or anything of value.

1st Offense – Principal/Student conference, In-School-Suspension (ISS), 1-10 days Out-of School Suspension (OSS)

2nd Offense - In-School-Suspension (ISS), 1-180 days Out-of School Suspension (OSS)

False Alarms

Tampering with emergency equipment, setting off false alarms or making false reports.

1st Offense – Principal/Student conference, In-School-Suspension (ISS), 1-10 days Out-of School Suspension (OSS)

2nd Offense - In-School-Suspension (ISS), 1-180 days Out-of School Suspension (OSS)

Gambling

The act of playing a game and consciously risking money or other stakes on its outcome.

1st Offense – Principal/Student conference, In-School-Suspension (ISS), 1-10 days Out-of School Suspension (OSS)

2nd Offense - In-School-Suspension (ISS), 1-180 days Out-of School Suspension (OSS)

Harassment

Harassment is inappropriate unwanted behavior which disturbs someone. To harass is to insult, grab, aggravate, frighten, tease, taunt, threaten, bully, and/or stalk. Harassment can make us feel uncomfortable, embarrassed, isolated and angry. Harassment is an act of discrimination based on prejudice. Harassment is mean, harmful, illegal, and doesn't belong in schools or anywhere else.

1st Offense – Principal/Student conference, In-School-Suspension (ISS), 1-10 days Out-of School Suspension (OSS).

2nd Offense – In-School-Suspension (ISS), 1-180 days Out-of School Suspension (OSS) or expulsion.

Insubordination

Unwillingness to submit to the requests of authority.

1st Offense –Principal Discretion

2nd Offense - 4-8 hours of detention time or 1-2 Saturday detentions or In-School Suspension (ISS)

3rd Offense – 2-5 days of Out-of-School Suspension (OSS)

Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material

Students may not possess or display, electronically or otherwise sexually explicit, vulgar or violent material including, but not limited to pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Student will not be disciplined for speech in situations where it is protected by law.

1st Offense – Confiscation. Principal/Student Conference, Detention, In-School Suspension (ISS)

2nd Offense – Confiscation. Detention, In-School Suspension (ISS), 1-180 days Out-of-School Suspension (OSS), or expulsion

Sexual Harassment

Unwelcome physical contact of a sexual nature or that is based on gender, race, color religion, sex national origin, ancestry, disability or any other characteristic as protected by law. Examples included but are not limited to touching, or fondling of the genital areas, breasts or undergarments, regardless of weather the touching occurred through or under clothing; or pushing or fighting based on protected characteristics.

1st Offense –In-School-Suspension (ISS), 1-10 days Out-of School Suspension (OSS) or expulsion.

2nd Offense --180 days Out-of School Suspension (OSS) expulsion.

Theft

Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.

1st Offense –In-School-Suspension (ISS), 1-180 days Out-of School Suspension (OSS), possible notification to law enforcement officials.

2nd Offense - 11-180 days Out-of School Suspension (OSS) or expulsion, possible notification to law enforcement officials.

Use of Disruptive Speech or Conduct

Conduct or speech (verbal, written or symbolic) which materially and substantially disrupts classroom work, in hallways, school activities, or school functions. This would also include sleeping in class or leaving classrooms without teacher's permission

1st Offense –Principal/Student Conference, In-School Suspension (ISS), Out-of-School Suspension (OSS)

2nd Offense –In-School Suspension (ISS), 1-180 days Out-of-School Suspension (OSS), or expulsion

Use of Obscene Language/Gestures

Any spoke or written use or display of words, which would be considered offensive by school and community standards.

1st Offense –Principal’s discretion

2nd Offense –4-8 hours of detention, or 1-2 Saturday detentions

3rd Offense – 5 days In-School Suspension (ISS)

4th Offense – 10 days In-School Suspension (ISS)

Vandalism

Willful damage, or attempt to cause damage, to real or personal property belonging to school, staff or students.

1st Offense –Principal/Student Conference, In-School Suspension (ISS), Out-of-School Suspension (OSS)

2nd Offense –In-School Suspension (ISS), 1-180 days Out-of-School Suspension (OSS), or expulsion

Verbal Abuse to Staff

Disrespectful verbal, written or symbolic language or gesture which is inappropriate to public setting directed at a staff member.

1st Offense –Principal/Student conference, In-School-Suspension (ISS), 1-10 days Out-of School Suspension (OSS)

2nd Offense – In-School-Suspension (ISS), 1-180 days Out-of School Suspension (OSS)

Verbal Abuse to Staff of a Threatening Nature

Disrespectful language to a staff member that is threatening in nature.

1st Offense –5-10 days of In-School-Suspension (ISS) or Out-of-School Suspension

2nd Offense - Long-term In-School-Suspension (ISS) or Out-of-School Suspension

3rd Offense – Recommended expulsion

Violations Against Personae

Assault/Battery- Student

Attempting to cause or causing injury to another intentional placing another in reasonable apprehension of imminent physical injury.

1st Offense – In School Suspension (ISS), 1-180 days Out-of School Suspension (OSS) or expulsion, possible notification to law enforcement officials, and documentation in the student’s discipline record.

2nd Offense – 11 – 180 days Out-of-School Suspension (OSS) or expulsion, possible notification to law enforcement officials, and documentation in the student’s discipline record.

Fighting – Class A

Mutual combat which both parties have contributed to the conflict either verbally or by physical action in which physical contact was made.

1st Offense – 1-3 days In-School Suspension (ISS)

2nd Offense – 5-10 days In-School Suspension (ISS) or Out-of-School Suspension (OSS)

3rd Offense – Recommended expulsion

Fighting – Class B

Minor physical altercation in which one or both parties have contributed either verbally or by physical contact.

1st Offense – 4 hours of detention or a Saturday detention

2nd Offense – 8 hours of detention or 2 Saturday detentions

3rd Offense – 5-10 day of Out-of-School Suspension (OSS)

Weapons

Students are forbidden to bring into school or onto school grounds or property any item(s) that are ordinarily considered to be a weapon. (Example: ammunition, knives, chain, metal knuckles, razors, fireworks, explosives, guns) Possession or use of a firearm as defined in [18 U.S.C. § 921](#) or any instrument or device defined in [§ 571.010, RSMo](#), or any instrument or device defined as a dangerous weapon in [18 U.S.C. § 930\(g\)\(2\)](#).

Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include, mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.

Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.

1st Offense – In School Suspension (ISS), 1-180 days Out-of School Suspension (OSS) or expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

2nd Offense –Expulsion, possible notification to law enforcement officials, and documentation in the student's discipline record.

Bullying, Hazing, and Cyberbullying S-185-S

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

Definitions

Bullying – Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts.

Cyberbullying – Bullying as but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own person technological resource.

Hazing- Any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of a membership in any groups, class, organization, club or athletic team including but not limited to, a grade level, student organization or school sponsored activity.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: Suzanne Young; syoung@bucklin.k12.mo.us

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

Reporting Bullying or Cyberbullying

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

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

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including

unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation

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

Retaliation

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

Consequences of Bullying, Cyberbullying, or Retaliation

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

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

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

Discipline

1st Offense – Principal/Student conference, In-School Suspension (ISS) , or 1-10 days of Out-of-School Suspension (OSS)

2nd Offense – In-School Suspension (ISS) or 1-180 days Out-of-School Suspension (OSS), or expulsion and possible documentation in a student's discipline record.

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

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

Report Form

The report form is located in the counselor's office and on the District's website.

Complaints or Concerns C-120-S

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

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District

written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

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

Name:	Dr. Craig Noah
Phone #:	660-695-3555/Fax: 660-695-3345
Email Address:	cnoah@bucklin.k12.mo.us

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name:	Suzanne Young
Phone #:	660-695-3225/Fax: 660-695-3410
Email Address:	syoung@bucklin.k12.mo.us

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

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

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

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

Name:	Dr. Craig Noah, Superintendent
-------	--------------------------------

Phone #: 660-695-3555
Email: cnoah@bucklin.k12.mo.us

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

Name: Suzanne Young
Phone #: 660-695-3225
Email: syoung@bucklin.k12.mo.us

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

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

Title IX C-131-S

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

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

Name: Dr. Craig Noah
Phone #: 660-695-3555
Email: cnoah@bucklin.k12.mo.us

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

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX

Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

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

Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice. Each student in grades 6 through 12 is assigned a hallway locker. Students are required to provide their own locks and either provide the building principal with a spare key to the lock or provide written notice of the combination code.

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination facts, credible information, or reasonable inferences based upon the facts and circumstances. Searches will be conducted in the presence of an adult witness.

Students are allowed the privilege of parking on school premises. The District has the authority to monitor vehicles and the parking lots of its campuses. The interior of a student's vehicle may be searched if the administration has reasonable suspicion that the search will reveal evidence that the student has or is violating school rules and/or the law.

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

Student Alcohol/Drug Abuse S-195-S

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

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

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

Student Alcohol and Drug Testing S-196-S

Throughout the nation, drug use and abuse among our youth are increasing. The Board of Education has a deep commitment to deter and prevent student drug use and to offer student activities in a safe, secure, drug-free school setting.

Due to concerns about the health and safety of students, the District implements a drug testing program where students in grades 6-12 are required, as a condition of participating in extracurricular and co-curricular activities, to consent to random drug screening. The applicable form is at the end of this handbook.

Students who test positive for drugs or who otherwise violate the screening process may be suspended or excluded from extracurricular and co-curricular activities. The sanctions of this policy relate solely to limiting the opportunity of any student found to be in violation of this policy to participate in extracurricular and co-curricular activities. If the Student Code of Conduct is violated with respect to drugs, tobacco, and alcohol, the student will be subject to the consequences of the discipline policy. The violation will also be counted as a violation of this policy.

Each student choosing to participate in extracurricular activities, co-curricular activities and/or park on school property will have access to this policy on our school website. Students may request a parking permit after the consent form to random student drug testing has been completed and upon providing proof of a valid driver's license. This policy is undertaken in furtherance of the government's responsibilities, under a public school system, as guardian and tutor of children entrusted to our care.

Definitions

Co-curricular Activities – Activities in which students participate inside or outside of the classroom as a result of being enrolled in a school-offered class.

Drugs – The synthetic or generic equivalent or derivative drugs that are illegal under federal, state or local laws including, but not limited to, marijuana, alcohol, heroin, hashish, cocaine, hallucinogens, depressants and stimulants not prescribed for the user. This includes steroids and steroid derivatives or related substances that are not prescribed by a physician or are prescribed by a physician for uses not authorized by the manufacturer of the drug.

Extracurricular Activities – Extracurricular activities, defined within the confines of this procedure, are: ---- all MSHSAA-sanctioned activities, and any other extracurricular activities that the District offers outside of those sanctioned. Participation in extracurricular activities is a privilege, not a right.

Negative Test Result – A toxicological test result that is considered to demonstrate the absence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

Positive Test Result – A toxicological test result that is considered to demonstrate the presence of an illegal drug or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test. This term may alternatively be referenced as a “positive,” a “positive test” or a “positive result.”

Random Testing – Students covered by this procedure will be subject to random selection for testing. In implementing the procedure, each participating student will be assigned a number. On testing day, a predetermined number of said students will be selected using a table of random numbers. If a student selected in this manner is absent, the next proceeding number will be selected.

Drug Testing Policy

Students will be drug tested for, but not limited to, marijuana metabolites, cocaine metabolites, amphetamines and opiate metabolites. Testing will be administered by urinalysis. Prior to entering the testing site, the student will be given an identification number by a school official. When called by the test administrator of the screening service, the student will proceed to the testing site and present the identification number to the test administrator, who will record that number on the test recording form.

The test administrator will ask the student to remove any hat and outer garments (if any) and place the contents of the pockets on the testing table. The student will be allowed to return any non-containers to his/her person. The student will be asked to select a collection cup, open the cup and empty the contents on the testing table. The testing administrator will accompany the student to the restroom where the student will be instructed to place the collection cup on a ledge or counter and then wash his/her hands.

The test administrator will have placed blue dye into each toilet in the restroom and will have taped off all but the sink prior to student testing or as the student is washing. When the student has finished drying his/her hands, the test administrator will instruct the student to step into the restroom and void into the collection cup. The student will also be asked not to flush the toilet or use any faucet. The test administrator will step out of the restroom area until the student completes the void. The student places the collection cup on a prearranged flat surface and exits the restroom area.

When the testing administrator re-enters the restroom, he/she will check the collection cup to determine if there was a sufficient amount of specimen to test, if the specimen had an appropriate temperature, and that there were no foreign color or odor to the specimen. If any of the above takes place, the test administrator will reject the specimen and collect a second specimen.

If the specimen is acceptable for testing, the student will be asked to wash his/her hands and stand by the entrance of the restroom (keeping the specimen in his/her sight). The test administrator will open a screening test device and place it in the specimen. When the test administrator completes the screening process, the student will be permitted to leave the testing area, unless the initial screen indicates the presence of a drug included on the school District's testing agenda.

Positive Test Results

If a specimen is positive, proper collection procedures are followed, and the specimen will be shipped for a second screening. Periodically, the school District may request a non-positive specimen be sent to the laboratory for confirmation of accuracy of the testing process. The designated school official will release the results of the confirmation test to the appropriate principal. If the second test is negative, no further action is taken. If the results of the second screening are positive, the student is subject to the violations and consequences as specified herein.

The principal will meet with the parents to obtain their permission to forward the parent's name, ID# and contact # to the Medical Review Officer (MRO). The MRO will contact the parent/guardian of the student, and the student, to arrange a meeting to discuss the test results. The parent/guardian will be asked to bring any medications the student is currently taking in order to determine if there is a legitimate medical reason to explain the presence of the positive drug in the student's specimen.

Confidentiality

Upon receiving results from the laboratory, the screening service will send a report to the activities director, who will transmit the report to the appropriate school principal. The activities director/ principal will share the results with the student's parent/guardian. The activities director/principal will inform the coach or sponsor about any positive results. No other person shall have access to the testing results. For purposes of the random drug testing process, an identification number that will identify each student is assigned by the drug testing company. The results are kept in confidential files separate from a student's permanent education records and those files will be destroyed upon the student's graduation from school. All other reports are kept in a secure location.

Tampering with Specimen

If the test administrator notes any tampering with the specimen, that specimen will automatically be considered a positive test result and the student will provide a second specimen. While under the supervision of the test administrator, the student shall be provided water and must produce a specimen within 90 minutes. If the second specimen is tampered with, the student will be subjected to the consequences listed herein just as if the test had been reported as positive from the screening laboratory.

- *First Offense: The participant will be suspended from participating in all extracurricular activities for at least 25 calendar days. If the student enters into a substance abuse education program the 25+ days may be reduced, but*

*will be at least 14 days. In the event that a participant in this situation quits the team, all awards and letters will be forfeited and any suspension will be carried over to the next season in which the student participates. In the event that the team qualifies for post-season activities, all suspensions will be continued. *Note- A participant may be expelled from the team for a first offense.*

- Second Offense: The participant will be suspended from participating in all extracurricular activities for 365 days, which may be reduced to 180 days if they undergo a full substance abuse assessment and follow through with treatment as recommended by the certified substance abuse treatment provider.*
- Third Offense: A third positive test results in permanent loss of extracurricular privileges but may be reduced to 365 days if the participant completes a residential substance abuse treatment program.*

Drug and alcohol offenses are served cumulatively for the entire school year in all activities.

Participants who are suspended from participating in extracurricular activities for a positive drug test are allowed to practice.

Weapons in School S-200-S

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

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for at least one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

A+ Program S-130-S

A+ Program Description

The District is a proud participant of the Missouri A+ Program. As a designated school, the District graduates are eligible for the A+ designation, which qualifies them to receive A+ monies from the state to be used for tuition to any public community college or public vocational technical school in Missouri. Several four-year colleges and universities accept A+ credentials and funding as well. Some private, career/technical schools are also A+ eligible. In addition, more four-year institutions are offering incentives for students who meet the A+ criteria.

A+ Program Requirements

To participate in the A+ program, a student must meet all requirements. The student must be a U.S. citizen or permanent resident and have attended an A+ designated high school for two (2) consecutive years prior to graduation. The student must graduate with a non-weighted, GPA of at least 2.5 on a 4.0 scale and have maintained at least a 95% attendance record in grades 9-12. In addition, the student must have performed 50 hours of unpaid mentoring and/or tutoring at a District school under District supervision coordinated through the A+ office. Up to 25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

More information about the A+ program may be accessed through on the District website under the counselor's tab or by contacting the high school counselor.

Guidance and Counseling Services

In an effort to meet the educational, developmental and emotional needs of the individual student, the Bucklin R-II School District employs a full time guidance counselor. The guidance counselor provides weekly classroom lessons for grades PK-5. Counseling services are available to any student in grade and their parents upon request. Parents wishing to speak with the guidance counselor regarding concerns about their child's progress and achievement should contact the school at 660-695-3225 to schedule an appointment. Parents are also encouraged to contact the school counselor if they have any concerns regarding their child. In addition, the Bucklin R-II School District employs a school-based social worker to provide contractual counseling services. Parents who would like to request that their child receive counseling services through the school guidance counselor or school-based social worker please contact the school principal.

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education

Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website:

<https://sites.google.com/a/bucklin.k12.mo.us/counselor-connection/assessments>

The assessment plan can be requested by contacting Central Office. .

Linn County Area Career Technical Center (LCACTC)

Students will ride the bus provided both to and from LCACTC **unless prior** written permission is obtained from the Career Center first and then BHS. This permission is obtained on a one (1) day only basis. If allowed to drive no other student has permission to ride with that person. ALL students attending LCACTC will sign and agree to the rules of the contract which they and their parents or guardians sign.

Teaching About Human Sexuality I-120-S

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. Students in 6th grade through 12th grade will be provided training regarding sexual abuse that is trauma-informed and developmentally appropriate. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their student from any part of human sexuality instruction or sexual abuse training. All curriculum materials used in the District's human sexuality instruction and sexual abuse training are available for review prior to its use in instruction. This curriculum applies only to grades 9 through 12 in the Health class.

Grading and Reporting System

Student Grades/Grading Scale

PERCENTAGE	LETTER GRADE	SCALE
96-100	A	4.00
90-95	A-	3.67
87-89	B+	3.33
83-86	B	3.0
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
59 and below	F	0.00

Grade Cards and Parent Teacher Conferences

Grade cards will be issued at the end of each nine-week grading period.

Progress reports will be issued every four weeks. Parents are encouraged login to TeacherEase Parent Portal on a regular basis.

High School grade checks are done on a weekly basis. Notifications will be sent via ParentSquare if a child is found to be ineligible for activities the following week.

Parents are urged to become well acquainted with members of the school staff and to confer as frequently as necessary with teachers, the counselor and administration. Therefore, parents are required to pick up their child's first quarter grade cards in person at the school and attend a scheduled parent teacher conference. A parent teacher conference night is established yearly to accommodate parents who work during the day. If parents do not pick up first quarter grade cards, they will be held until parents contact the school and make arrangements to pick them up. Fourth quarter grade cards are sent home the last day of school.

Each quarter the honor roll will be published in the *district's Facebook page and sent out in parent communication outlets.*

Graduation Requirements I-190-S

A student must meet the following requirements in order to graduate:

1. Complete a total of **28** credits, including credits required by the State Board of Education.
 2. Pass proficiency exams concerning American History, American Institutions, American Civics, and the Missouri and U.S. Constitutions.
 3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the State of Missouri, including local governments, the U.S. government and the electoral process.
 4. Have earned credit in the Bucklin R-II School District's educational program between the ninth and twelfth grades.
 5. Have taken all required end-of-course (EOC) exams.
 6. Have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking.
- Students transferring from other Missouri school districts or charter schools, private or parochial schools, home schools, unaccredited schools, and schools in other states or countries will have their credits transferred in accordance with guidance from the Department of Elementary and Secondary Education (DESE).
 - The District will waive the requirement to pass proficiency exams concerning American history, American institutions, American civics, and the Missouri and U.S. Constitutions for students who transfer from another state if they can document the successful completion of a course of instruction in the institutions,

branches and functions of state government, including local governments, the U.S. government and the electoral process. Such instruction must have been completed in grades nine through twelve.

Subject Area	Units of Credit
English Language Arts	4.0
Social Studies	3.0
Mathematics	3.0
Science	3.0
Fine Arts	1.0
Practical Arts	2.0
Physical Education	1.0
Health Education	.5
Personal Finance	.5
Electives	10.0
Total Credits	28

NOTE: Students must be enrolled in a minimum of six units of credit each academic year of attendance. Exceptions can be made only for a senior who has been granted early graduation.

Early Graduation

Students who have met all credit and graduation requirements may make a formal written request to the Superintendent and Board of Education to graduate early. This request must be submitted at least 5 days in advance of a regular Board of Education meeting in order to be considered for the upcoming meeting. Approved early graduates will be treated as BHS Alumni can't participate in future activities. (ie. Prom (Unless invited as guest), Senior Trip, Graduation Exercises, etc.)

Graduation for Students Eligible for Services under the IDEA

Students eligible for services under the Individuals with Disabilities Education Act (IDEA) who will have completed four years of high school at the end of a school year may participate in the graduation ceremony and all related activities of the student's graduating class if:

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and
2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

The student and the student's parent/guardian will be provided written notice of this policy at the annual IEP meeting prior to or during the student's fourth year of high school.

Admission Upon Transfer Requirements

The Bucklin R-II School District will accept credit for any student who has been attending a school accredited by a state department of education or North Central Association of Colleges and Schools. Grade placement for such transfer students will be based upon the sending school's recommendation. The counselor and school personnel will evaluate students attending schools that are not accredited by a state department of education or North Central Association of Colleges and Schools. Information from testing and classroom performance will be used to place students according to their ability to perform on standardized achievement test, intelligence test and how they actually perform on classroom assignments.

Withdrawal from School

Withdrawal from school without good reasons is discouraged and may be approved only after a conference with a student and his/her parents. All school-owned books, materials, supplies and equipment are to be returned to school officials at the time of withdrawal. Lunch charges, library fines, dues, etc. must be paid in full before withdrawal is complete.

Section 504 I-125-S

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

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures

Manual may be reviewed in the office of the Superintendent during regular school hours on dates the District is in session. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

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

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

The Bucklin R-II School District is involved with two special education cooperatives; Brookfield Early Childhood Special Education Cooperative and the Northeast Missouri (NEMO) Special Education Cooperative to assure that student's special education needs are fully met. The professional staff that delivers special education services are certified and trained to work with a wide range of students with specific disabilities.

This plan may be reviewed Tuesday – Friday (7:30 am – 4:00 pm) in the office of the Superintendent. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through on-line options may take up to six credits per semester.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://www.bucklin.k12.mo.us/district-information/mocap-information> and District Policy.

Technology F-265-S

Cell Phone Guidelines

Development in cell phone technology in recent years has resulted in enhanced communication opportunities. However, the use of cell phones in schools poses increasing risks of school disruptions, bullying, criminal activity, and academic dishonesty. Therefore, cell phones are not to be used during the school day. Elementary students are not permitted to bring cell phone or personal electronic devices to school.

Phones may be confiscated and available only for the parent/guardian to pick up if they are brought to school by an elementary student, or are a disruption, a nuisance item, or otherwise violate the student code of conduct.

Technology Devices and Acceptable Use Policy

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

Technology Devices

Books, Chromebooks, Chargers, Equipment, and Supplies

Textbooks, Chromebooks, iPads, and supplementary reference books are provided by the school District for a \$20 deposit (Chromebooks and iPads only) to students.

Textbooks and Chromebooks and iPads are assigned to students on an individual basis, while additional reference books are supplied through the school library media center. Students will be held responsible for school-owned textbooks, Chromebooks, iPads,

reference materials, etc. A charge will be assessed to students damaging, destroying or misplacing school property.

Personal Electronic Equipment

The personal use of electronic music players is not permitted during the regular school day. Such devices include portable audio players, headsets/phones, two-way radios, MP3 players, IPOD'S, cell phones, Gameboys, Nintendo DS, infrared lasers, AirPods, wireless headphones, earbuds, etc. Therefore, such items SHOULD NOT be brought to school. The ONLY exception where electronic music players would be allowed is on a school field trip or as deemed appropriate by the Principal. The teachers, administration, staff or school District will not accept any responsibility concerning the loss, theft, return, etc., of any such personal items students bring to school or on a field trip. Personal electronic devices are not to be used to perform school work, as students are provided with a school-issued device on which to perform educational work.

Acceptable Use

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

Unacceptable Use

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

User Agreements

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

Safety and Cybersecurity

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

Library Media Center

The school library is for the use of the students for reference materials and to check out books and videos. Reference books, (example: Dictionaries, almanacs, etc.) may be checked out for research purposes. Library books will be checked out for two weeks at a time. They may be renewed, unless the item is on reserve.

Missouri State High School Activities Association (MSHSAA) Activities

The District complies with all MSHSAA guidelines. The MSHSAA Handbook for the current school year can be located here: <https://www.mshsaa.org/>
All students participating in extracurricular activities governed by MSHSAA are expected to review the handbook and become familiar with the guidelines and rules.

District Sponsored Extra-curricular Activities and Clubs I-210-S

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. The District’s Athletic Handbook is located on the District’s Coop website and all students and parents participating in extracurricular activities are expected to review and become familiar with the provisions of the Handbook.

Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate.

All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Elementary Field Trip Guidelines

Elementary students PreK-5 will be allowed one field trip during the school year if funding is available. The purpose of field trips is to offer extended opportunities to students that they may not have known existed and to expose them to learning experiences that cannot be duplicated inside the classroom. Field trips are designed to be educational in nature and not just a day off from school. Students are expected to bring a disposable sack lunch on the field trip unless stated otherwise. Parents who wish to attend field trips may be required to undergo a background check as required by law, if the parent is acting as a volunteer for the District. Parents are not allowed to ride the bus and must provide their own transportation. Students are required to stay with their class at all times during a field trip. Parents who attend a field trip may sign their child out, at the end of the field trip experience if they choose to take their child with them. Younger SCHOOL AGE SIBLINGS will not allowed to attend school field trips.

Parties/Celebrations

Birthday Treats

Birthday treats are permitted for all classes PreK-5th grade. Treats may be sent with the child or brought by parents. Please be sure that all treats follow the health and wellness policy and food allergy policy. Please notify the teacher in advance, especially if the parent plans to bring the treats to the class.

Classroom Parties

Parents will receive specific information from the classroom teacher to assist with notification and preparation for classroom parties.

The following general guidelines for parents serving as room parents apply.

- Room parents will be selected at the beginning of the year, and will be responsible for coordinating the class parties.
- Room parents are not to arrive more than 30 minutes prior to the party time to set up.
- Room parents will prepare games, fun activities and treats for the students.
- ONLY purchased treats may be sent with the child or brought by parents. Please be sure that all treats follow the health and wellness policy and food allergy policy.
- Room parents are responsible for maintaining classroom order during the party.
- Room parents are responsible for helping clean up after the party.
- While we encourage parents to attend special events and parties in our school, it is equally as important that parents leave at the end of the party or event so that the classroom can return to its normal routine for the remainder of the day.

Supply Lists

Supply lists are located on the District website.

Student Parking

Students are required to obtain a parking permit, fill it out and return the permit slip to receive a tag for their vehicle in order to park on campus.

District Policy Information

English Language Learners I-150-S

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

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

Information on District programs such as AP classes, Special Education, extracurricular activities, and others can be found on the District website.

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

Name:	Dr. Craig Noah, Superintendent
Phone #:	660-695-3555
Email:	cnoah@bucklin.k12.mo.us

Physical Examinations and Screenings S-146-S

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

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

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

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

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

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

including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact: The Superintendent

All District policies can be located on the District's website at:
<https://egs.edcounsel.law/bucklin-r-ii-school-district-policies/>

School Nutritional Program F-290-S

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

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

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

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

This institution is an equal opportunity provider.

Student Transfers S-120-S

1. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual

discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.

2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Tobacco-Free Policy C-150-S

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

Firearms and Weapons F-235-S

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

Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date:

*Students 18 years of age or older may sign this release form for themselves.

The faculty of the District strives to communicate and work together with the parents and guardians of our students. Email is one tool that promotes convenient, two-way communication between families and teachers. Though the District network is secure, we cannot guarantee that an email sent from the District server will remain secure once it leaves our system. When teachers or administrators receive email from outside sources, the identity of the person cannot always be easily discerned.

Therefore, permission must be granted by the parent/guardian to allow teachers or administrators to use email for a communication. To remain compliant with the Family Educational Rights and Privacy Act (FERPA), email will not be used to send grading, attendance, discipline information of students, or other personally identifiable information without permission to do so. The District also encourages parents to access the District's parent portal, a secure measure, to check your child's school information and progress.

I, Parent/Guardian of (please print) _____, provide to my child's school and to the District permission to email academic, attendance, discipline, or other personally identifiable information to the email address(es) listed below. I understand that by giving this permission, there is no guarantee that the information will be fully secure and do not hold the District liable for any inappropriate release of student information that may violate the FERPA regulations as a result of any email communication. Should your email address change, please contact the District.

Name of Student (please print:)

Email Address(es):

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date:

*Student Technology Usage Agreement**Students (for ages 6 and above)*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy, my access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal action.

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy, access privileges may be revoked. I also understand that any violation of the policy is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

I acknowledge that I have been given access and reviewed the 2022-2023 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

*Students 18 years of age or older may sign this release form for themselves.

