Kearney
School District

Elementary Student Parent/Guardian Handbook

425 W. Washington St.
Kearney, MO 64060

816-628-4116

Adopted by the Board of Education: July 1, 2023

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Mission C-110-S

The mission of the Kearney School District is: Reaching beyond success to develop individuals of character.

School Board Members G-100-S

Darlene Bailey, President	Bree Switzer, Vice President
Len Broughton	Meredith Cole
John Kern	Nic Vasquez
Susan Woehrman	Becky Burkemper, Secretary

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 and Contact Information

Dogwood Elementary (K-5)
Laura Gonzalez, Principal
1400 Cedarwood Parkway
Kearney, MO 64060
Phone: 816-903-1400
Fax: 816-628-0016

Kearney Elementary (K-5)
Mitch Masker, Principal
902 S. Jefferson
Kearney, MO 64060
Phone: 816-628-4113
Fax: 628-4132

Hawthorne Elementary (K-5)
Chauncey Rardon, Principal
1815 S. Jefferson
Kearney, MO 64060
Phone: 816-628-4114

Southview Elementary (K-5)
Rebecca Parks, Principal
7 S. Campus
Kearney, MO 64060
Phone: 816-628-4652

LENS (3-5)
Rebecca Parks, Principal
2215 S. Campus
Kearney, MO 64060
Phone: 816-628-4798

KIDS' CLUB – Holly Wilmes
628-4650

Superintendent Information

Emily Miller
millere@ksdr1.net
816-628-4116

All public notices may be accessed here: Public Notices.

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Welcome Letter

Dear Bulldog Student and Parent/Guardian,

Welcome to the 2023-2024 academic year in Kearney School District! I hope that you all had a wonderful summer relaxing and enjoying time with your friends and family. Our team of school and district leaders and support staff have been working diligently this summer to make the updates and upgrades that will ensure that every student has an outstanding educational experience.

The Student-Parent Handbook is a guide to our district's practices, guidelines, policies and procedures. It is assessed annually by a committee of administrators from our schools and central office, who are experts in helping to provide the highest quality educational experience for our students. We have set extremely high standards for our district, many of which are included in this handbook and in our Strategic Plan. Please take the time to familiarize yourself with all of the content in this handbook. The commitments and priorities our school district has made to our students are spelled out clearly. Understanding and abiding to expectations helps nurture a climate of excellence where learning thrives.

Our schools are defined by high-quality educational experiences and supported by a community of students, parents, faculty and staff. We work together to ensure that every student makes the growth they need to succeed in the 21st Century global economy. We are excited to partner with you to provide robust and comprehensive educational and extracurricular opportunities for each students.

On behalf of every member of Team KSD, thank you for your support of our schools, staff and - most importantly - our students. This is a truly remarkable community and it is an honor to be a part of this extraordinary public school system. I wish each of you a wonderful and productive school year!

Sincerely,

Dr. Emily Miller, Superintendent

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Academic Calendar I-100-S

2023-2024 Kearney School District Academic Calendar

Kearney School District
425 W Washington Street
Kearney MO 64060
Phone 816-628-4116 Fax 816-628-4074

July 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30	31					

August 2023

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September 2023

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October 2023

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November 2023

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December 2023

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31						

August 10-11	New Teacher In-Service
August 14-18	Professional Development
August 17	Open House
August 22	First Day of School
September 4	Labor Day
September 5	Professional Development
September 29	Homecoming
October 4	2 Hour Early Release
October 26	PTC
October 27	No School
November 1	2 Hour Early Release
November 22-24	Thanksgiving Break
December 6	2 Hour Early Release
December 25-January 5	Winter Break
January 8	Professional Development
January 9	School Resumes
January 15	No School - MLK Jr.
February 7	2 Hour Early Release
March 6	2 Hour Early Release
March 25-29	Spring Break
April 1	Professional Development
May 24	Last Day of School

End of Quarter and Mid Term Dates

October 20	End of First Quarter 42 Days
December 22	End of Second Quarter 40 Days
December 22	End of First Semester 82 Days
March 15	End of Third Quarter 47 Days
May 24	End of Fourth Quarter 44 Days
May 24	End of Second Semester 91 Days
	173 Student Days

January 2024

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February 2024

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March 2024

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April 2024

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May 2024

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June 2024

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30						

District Holidays

September 4	Labor Day
November 22-24	Thanksgiving Break
December 25-January 5	Winter Break
January 15	Martin Luther King Jr Day
February 19	Presidents Day
March 25-29	Spring Break
May 27	Memorial Day

Early Dismissal Dates

September 29	Half Day ~ Homecoming
December 22	Half Day ~ Winter Break
10/4, 11/1, 12/6, 2/7, 3/6	2 Hour Early Release
May 24	Half Day ~ Last Day of School

Professional Development Days

August 8-9	Staff Summer Institute
August 14-18	District PD Day
September 5	District PD Day
October 26	District PD Day
January 8	District PD Day
April 1	District PD Day

School Closed
Early Dismissal
School Resumes
No School - Teacher Contract Day
End of Quarter
New Teacher In-Service
Graduation

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Enrollment Process

In order to register a resident student, the parent, court-appointed legal guardian, military guardian or the student shall provide proof of residency or proof that a waiver has been requested as outlined below and shall complete all admission requirements as determined by Board policies, rules and procedures. Resident students who cannot provide adequate proof of residence may request a waiver in accordance with state law. Students who do not meet the residence requirements may apply for admission in accordance with state law regarding admission of nonresident students (see District Policy S-100-P). The Kearney School District does not allow tuition to be paid by non-resident students. If you have any questions or concerns, please contact the building secretary.

At least one (1) of the following criteria shall be used in determining student residency:

1. The student physically resides and is domiciled in the district. The domicile of a minor child shall be the domicile of a parent, military guardian or court-appointed legal guardian. A "power of attorney" document alone is insufficient to satisfy the "court-appointed legal guardian" requirement.

2. The student is otherwise proved to be legally domiciled within the district.

In order to satisfy the district's residency requirements, the student, parent, military guardian or court-appointed legal guardian must provide one (1) or more of the following items as proof of residency dated within 60 days upon initiating enrollment process:

1. Utility Bill/Agreement

2. Current Rental/Lease Agreement

3. Real Estate Contract

In addition to proof of residency, there is an enrollment link online at www.ksdr1.net under Enrollment. Students may not attend the same day they begin enrollment. Information needed for Enrollment to begin:

- Proof of Residency
- Completed Enrollment

The following is also necessary for enrollment and may be sent from the transferring school if necessary:

- Immunization Record
- Birth Certificate

All students entering Kindergarten, 3rd, 6th, 8th, and 10th grade are required to provide proof of residency before school begins. Proof must be based on documentation issued

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after June 1 of the current school year and dated within 60 days. The district reserves the right to request proof of residency at any time during a student's academic career.

Withdrawal from School

Parents of children who are leaving the District should notify the school a few days prior to the last day of attendance. Library materials, texts, technology devices and other school property should be returned before transfer is complete. He or she may also be required to pay for outstanding lunch balances, books or other equipment that is lost or damaged.

Attendance and Absence Procedures S-115-S

KSD exists to improve lives through education. The District seeks to enroll and educate all resident children in the community, as required by law. KSD provides educational programming for all students between the ages of 5 and 21. In addition, students as young as age 3 may qualify for and receive special education services. For more information about these special education services, please contact Director of Special Services Heather Guilkey at (816) 628-2653 or guilkeyh@ksdr1.net.

KSD is committed to the philosophy that every child should attend all day every day. Regular attendance and promptness are expected and essential for success in school. Studies show there is a direct connection between good attendance and good grades. Learning lost due to an absence can never be adequately replaced.

Attendance represents a critical component in the overall success of each student. We understand that sometimes it is necessary for a student to be absent, but we also know that absences should be kept to an absolute minimum. It is important that parents/guardians and the professional staff of KSD work together as partners.

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.

- A letter of communication may be mailed to the address currently on file in the district's SIS system if a student reaches ten days of absences or 70 class periods at KHS, 80 class periods at KMS/KJH and 60 class periods at Elementary Buildings.
- A letter of communication may be mailed to the address currently on file in the district's SIS system if a student reaches 15 days of absences or 105 class periods

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at KHS, 120 class periods at KMS/KJH and 90 class periods at Elementary buildings.

- A letter of communication may be mailed to the address currently on file in the district's SIS system if a student reaches 20 days of absences or 140 class periods KHS, 160 class periods at KMS/KJH and 120 class periods at Elementary buildings. In addition, the building administration may call a parent/guardian conference to discuss the student's attendance and well-being.
- A letter of communication may be mailed to the address currently on file in the district's SIS system if a student reaches 30 days of absences or 210 class periods at KHS, 240 class periods at KMS/KJH and 180 class periods at Elementary buildings. In addition, the Children's Division (CD) of the Department of Social Services will also be notified if the student is under the age of 17.
- If the student reaches ten days of absence without satisfactory parental contact, the student may then be dropped from the current attendance center. A student who is under the age of 17 may also be reported to the CD. If the student returns to the Kearney School District, he or she may be asked to provide proof of residence and other enrollment documents as needed.

Procedures for Reporting an Absence

Students who arrive at school after 9:00 a.m. or not at all are considered absent. Students entering school late must sign in at the office upon arrival. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

Parents/guardians are required to report via telephone any absences or tardiness to their child's school by 9:00 a.m. The school will attempt to contact parents/guardians in the event of non-communication. It is the parents'/guardians' responsibility to provide the correct contact information to their child's school. Physician notes and other official documentation may also be requested and turned in to your child's school office. This documentation is a good practice and highly encouraged.

Parents/guardians are encouraged to create a PowerSchool account to monitor grades and attendance electronically. Your child's school office staff can provide you with the necessary information to set up this account upon request.

Excused Absences

Parents or students must provide proper notification and documentation to the school for an absence to be excused. Excessive absences will result in written notice from the principal to the parents/guardians. It is the responsibility of the student to make up work with teacher support when a student is absent. The timelines for turning in make-up work will be determined with the teacher, with a minimum of one day for every day missed.

When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and

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the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused. Excused absences are allowed for:

- Illness of the student
- Medical appointments that cannot be scheduled outside the school day
- Serious illness or death of a family member
- Religious observances
- School-sponsored activities (e.g., field trips, athletics, competitions, etc.)
- Court appearances or other legal situations beyond the control of the family
- Emergency situations as approved by the principal
- Visits from a parent or guardian on active military duty who is on leave from, will be immediately deployed, or immediately returned with notification and approval of the principal
- Suspensions
- An absence which has been requested and approved in advance by the principal due to exceptional circumstances. In these situations, make-up work should be requested in advance of the absence and any tests, projects, or in-class assignments will be made up at the direction of the teacher.
- Funeral -
- Family Vacations -
- History of chronic health problems (provided that appropriate written documentation is filed with the attendance office)
- Parent Communicated Events, such as special occasions

The school administrators will reserve the authority to determine if an absence is excused.

Unexcused Absences
Absence for reasons other than the categories of excusable reasons, or that does not have the proper documentation for an excused absence as determined by the principal, will be considered unexcused. Excessive, unexcused absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

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. The District will count tardiness as an absence. All students are expected to be in class by the school's designated start time (8:35 a.m.). Students who arrive at school after 8:35 a.m. up to 9:00 a.m. are considered tardy to school. Students entering school late must sign in at the office upon arrival.

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All students should be in their classrooms before scheduled class time. Only in rare instances is tardiness excusable. Students arriving late to school (after 8:35 a.m.) must report to the attendance office and sign in before going to class with an admit slip. Excessive tardiness to school or to classes during the school day may result in ISS or additional disciplinary action, such as loss of privileges.

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. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Upon arrival to school grounds, students should remain on campus. Any student who leaves school grounds without their parent or guardian signing them out is considered truant. Students who need to leave school grounds must sign out through the office. Students, who leave the school building or grounds without authorization, fail to report to a class, or leave a class, may receive disciplinary consequences by an administrator.

Homework Requests Due to Absence
Students who have missed school due to illness may request homework by calling the office before 9:30 a.m. Homework will be ready for pickup or sent virtually after 3:00 p.m. Your cooperation is appreciated, as teachers will need adequate time to prepare homework assignments. Homework requested due to vacation absences will be available upon the student's return to school.

Leaving School Early
Parents must notify the attendance office should their child need to leave for an appointment. Parents or guardians must come directly to the front office and sign the student out of school. If a student returns before the end of the school day, the parent or guardian must sign in the student before returning to class. Parents/guardians must present photo ID to sign out their student.

Dress Code S-180-S
The Board of Education expects student dress and grooming to be neat, clean, and in good taste, so that each student may share in promoting a positive, healthy, and safe atmosphere within the District. Student dress and grooming are the responsibility of parents and students. However, when, in the judgment of the building administration, a student's appearance or mode of dress disrupts the educational process, constitutes a threat to health or safety, or is otherwise contrary to the school's objective to maintain a work/school environment which is free of offensive and hostile conduct, the student

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may be required to make modifications. Dress that detracts from the learning process or working environment is not permissible.

- Students are expected to wear clothing that covers all undergarments and private parts at all times.
- Bare midriffs, inappropriate tank tops and strapless attire are not to be worn.
- Shoes, boots or other types of acceptable footwear (house shoes or slippers are not acceptable) must be worn in the building.
- Non-prescription glasses/sunglasses are not to be worn inside the school building once the student enters until after the last bell of the day.
- Clothing must be worn according to the original design of the garment.
- Clothing and accessories with printed obscene or profane statements, pictures, or implications; statements indicating immoral, illegal, sexual, or violent behavior; statements advertising, promoting or picturing alcohol, tobacco, or drugs are prohibited.
- Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period to maintain safety standards.

Students who wear inappropriate and/or revealing clothing or accessories will be required to make modifications. Failure to comply may result in disciplinary action.

<u>Food Service Program F-285-S</u>

Breakfast

Breakfast is served on a daily basis at all elementary buildings. Menus are available on the District website.

Lunch

Lunch is served on a daily basis at all elementary buildings. Menus are available on the District website. The status of each student's lunch account is available from the secretary and on LINQ.

<u>Meal Charges</u>

Students

- A student may not accumulate more than ten unpaid meal charges
  - Charges can be made only on an emergency basis to a maximum of -$5.00.
- Students with a negative balance may not purchase à la carte items.
- Students may deposit cash or checks with the designated building secretary or make an on-line payment in order pay for school meals.
- Students will not be identified, singled out, shamed or punished by the District for the failure of their parents/guardians to pay for or provide meals, and the District will not withhold student records in violation of law.

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We encourage all families to complete a free and reduced-price school meal application to determine what level of support is available for their child. For additional information, find this application on our website or the LINQ parent portal. Paper applications will be available at school offices upon request.

LINQ Online Payment

The Kearney School District provides parents an easy way to make payments for their students. We have established a secure Web Site powered by LINQ at no cost to the School District. Our Web Site offers parents a convenient payment option when adding money to a student's food service account. Online payments can be made using VISA, MasterCard or Discover credit or debit card. A processing fee will be added to the total purchase. You may access the LINQ system by logging onto www.ksdr1.net & click onto Quick Links.

Lunch Balance Process for Students who Transfer, Drop, or Graduate

Parents/Guardians are responsible for their child's lunch balances throughout the school year. At times those balances may fall negative and staff may send reminders that lunch money is due. Lunch balances also may remain positive as students choose not to eat the school lunches. When a student transfers to another District, drops out or graduates from KSD they are responsible to reconcile their lunch accounts with the building administrative assistants whether that balance is negative or positive. KSD staff will make every effort to inform parents/guardians and students what their lunch activity consists of.

If money is owed to KSD at the time of transferring, dropping or graduating payment is expected.

If the student transferring has a sibling remaining in the District their balance may be transferred to that sibling. A parent/guardian or student may also designate their balance transferred to another student. Requests of this nature should be clearly stated.

If there is a balance remaining on the lunch account greater than ten dollars you may request a refund with the building administrative assistants. Refunds of less than ten dollars may not be issued. The deadline for this request is June 15th following each school year. The refund will commonly be issued by check, if the check is not cashed in 180 days it will become void. Refunds will not be processed automatically, a request from a parent/guardian or student is necessary. Any questions or concerns should be addressed to the building principals.

Free and Reduced Lunch Application

Students may be eligible for free or reduced price breakfast and lunch based on federal income guidelines. Free/Reduced lunch applications are available during the entire school year in the KES office any school day or online at www.ksdr1.net. Applications

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may be submitted at any time during the school year. In accordance with federal law, these applications, and a student's receipt of free or reduced price meals shall be kept strictly confidential.

Adult Visitors for Lunch
Adult guests with authorization from the parent or legal guardian may request to have lunch at school with adequate notice, preferably 24 hours in advance. Arrangements need to be made through the office, as each building has specific lunchroom guest procedures. Guests pay for their lunches in the office and receive a lunch voucher to use in the lunchroom. Guests may also bring outside food for themselves and their student.

Guests may not stay for any recesses following lunch, as this is a time important to the social growth of your child and can cause concerns from the parents of classmates. This is for your child's safety.

Pets
No pets are allowed at school unless the building principal has given permission.

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.

We strive to provide a safe environment for all students, including those with life threatening food allergies, to promote understanding of their needs to the wider school community, and provide guidelines that outline prevention strategies and treatment protocols that allow staff to respond to individual circumstances and provide necessary emergency treatment. Management of student allergies will be through a team approach, (e.g. parent or guardian, building administrator, nurse and classroom teacher).

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.

As allowed by District rules, each school is equipped with prefilled epinephrine auto-injectors, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life-threatening allergic reaction that may be triggered by a food allergy, insect bite, or drug

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allergy), the Epi-Pen will be used by the school nurse, or other trained staff member, and 911 will be notified.

The stock epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication on hand is found to be unavailable or flawed. At a minimum, District stock epinephrine remains in the Nurse's Health Room at all times.

Building-Wide and Classroom Approaches
All foods and beverages the district provides or makes available to students (not sold to) during the school day will meet or exceed the Smart Snacks nutrition standards. This includes, but is not limited to, foods and beverages provided or made available to students for classroom snacks, building-wide incentives, celebrations, holiday parties, etc., regardless of the source of the food.

Exemption: *Each Elementary building is allowed a maximum of one day per month for NON-Smart Snack food/beverage days. These items will only be provided by the District and/or PTO members. Parents/Guardians will be informed in advance of this type of event.* **Individual snacks must always be peanut and tree nut-free, including coconut. In addition, the product cannot be manufactured or processed in a facility that manufactures or processes nut products due to the risk of cross-contamination.**

Birthday Celebrations
For allergy precautions, class sets of cookies are available for purchase from the district's contracted food service or non-food items will be accepted for individual birthday celebrations.

Food Service
Southwest Food Excellence:
Phone: 816-628-3869
http://www.ksdr1.net/departments/food-service

Please refer to the building nurse with any questions on how to read a nutrition label and how to access the Smart Snack Calculator. A direct link can also be found on our website www.ksdr1.net.

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

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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 under the direction of a licensed school nurse.

Students with Health Conditions
Health information should be provided by the parent/guardian at time of enrollment. All health information is to be updated annually at the beginning of each school year and/or as needed with any changes during the school year.

Parent/Guardian should notify the school nurse and principal of any health concern that may require emergency services or interventions throughout the day, or interfere with the student's education process.

Students requiring medical accommodations (including, but not limited to, physical restrictions or limitations, dietary restrictions that require meal modifications, class schedule modifications for medical interventions) must submit a statement from their licensed medical provider stating the need for such accommodations.

Illnesses/Injuries
All of our policies and procedures are developed with the goal of providing a safe, healthy, nurturing, and responsive setting for young children. Providing a safe and healthy environment requires establishing policies and procedures for handling

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childhood illness. It is unlawful for any child to attend a public school of this state while afflicted with any contagious or infectious disease, or while liable to transmit such disease after having been exposed. We reserve the right by law to require your child to see a physician and be excluded from school so long as there is any liability of such disease being transmitted to other students.

When a child becomes seriously ill or hurt at school, parents are notified as soon as possible. Ill or injured students must be picked up within 30 minutes of notification. If the parent cannot be located, the emergency number is called. Emergency telephone numbers must be available and kept current. In the event of a serious accident or illness where the parent/guardian or other emergency contact individuals cannot be reached, an ambulance will be called, and the student will be transported to the nearest hospital emergency room, unless otherwise specified on the medical health enrollment form. When advisable, the student will be accompanied by a staff member. Additional staff will continue to attempt to reach the student's parent/guardian. Parent(s)/Guardian(s) are held responsible for any costs involved for medical transport and care.

A student should not be in attendance and may be sent home with any of the following:

- Temperature 100.0 degrees or greater
- Vomiting
- Diarrhea
- Difficulty breathing, rapid or slowed breathing that is uncontrolled
- Sore throat and/or trouble swallowing
- Symptoms related to possible communicable diseases:
    - ➥ Suspicious skin rashes
    - ➥ Suspicious open wounds
    - ➥ Redness of eyes or eyelids with intense itching/burning and thick or crusty drainage
    - ➥ Painful, reddened sore throat accompanied by enlarged lymph nodes
    - ➥ Constant cough accompanied by other symptoms
    - ➥ Severe coughing, including, but not limited to, high pitched breathing sounds, "barky-like" sounding cough, turning blue or red in the face
- Excessive drainage from ears, persistent earache, or ears that show symptoms when assessed with an otoscope
- Serious physical injury
- Symptoms of an acute illness/injury making it difficult for student to fully participate in learning:
    - ➥ Exhaustion (can't stay awake in class)
    - ➥ Pain that is difficult to control in the school environment

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    - ➥ Limited mobility related to an injury that has not been evaluated by a physician
- Students with live head lice or nits ¼ of an inch or less from scalp

Nurses assess students' symptoms and make the decision whether a student needs to be sent home based on current symptoms and the history of the student's situation. Students may return to school when free of above symptom(s) for 24 hours without any fever-reducing medication or other medication to relieve symptom(s). Children returning with any of the previous symptoms or illness will be excluded from the building immediately. This decision is at the discretion of the building nurse. Any questions regarding when to return to school should be discussed with the building nurse. A physician's note may be required for return in some cases of illness.

Students returning to school after injury or surgery, and who are thereby temporarily incapacitated (e.g. crutches, casts or slings), should present a physician release to return to school along with a statement of any modifications or accommodations that need to be made.

Health Screenings
Health screenings are intended to facilitate the identification of children with common problems as early as possible, when treatment is most effective, thus supporting educational achievement and allowing ample time for referral of children for diagnosis and treatment. The Health Services department follows screening guidelines that were developed in a collaborative effort between the Missouri Department of Elementary and Secondary Education (DESE), the Missouri Department of Health and Senior Services (DHSS), and the Missouri Association of School Nurses (MASN).

Hearing and vision screening will be conducted during the current school year, as time and resources permit. Screenings will be completed as recommended by the above entities on all kindergarten, first, third, fifth, seventh, ninth and eleventh grades; all new students; students receiving special services, and any student referred by a parent or teacher.

Re-screenings and follow-ups Will be completed when appropriateParent/Guardian will receive written notice for those students who failed a screening exam. Parent/Guardian can request screening results.

Parent/Guardian will be notified in advance of scheduled screenings. Parent/Guardian may exclude their child from any screening by notifying the school nurse in writing prior to scheduled screenings.

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Health Office
If you have any questions, please contact the building nurse

Administration of Medication S-135-S
The building nurse will provide all medication services. 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 by the parent/guardian and the following procedures will apply:

All Medications:

- The Authorization for Medication Administration form must be signed and provided along with each medication (prescription and over-the-counter)
- Medication is kept in the health room at all times with appropriate documentation
- All medications will be dispensed in the health room, unless authorization to self carry specific medications is obtained and recorded
- All medications must be delivered to the school nurse or building designee by parent/guardian
- All medications must be in a properly labeled container from the pharmacy or in the manufacturer's original packaging
- No medication will be given past the expiration date on the container
- The district will not administer any medication that is not regulated by the U.S. Food and Drug Administration
- Except for medications that are only used in an emergency situation, the district will not knowingly administer the first dose of any medication due to the potential for unknown reactions

Prescription Medications:

- Written instructions from a physician stating the name of student, current date, medication name, dosage to be given, and the times to be administered, or the medication label provided by the pharmacy with the physician's directions will be sufficient, so long as, the prescription has a current date with the student's name
- Pharmacies can provide an extra bottle with label for school doses upon parent request
- The first dose of any medication should be given at home whenever possible
    - ➥ Nurses can decide not to administer the first dose of a medication if, in their clinical judgment, it may compromise the safety of the student while attending school; in that instance, parents would be notified.
- Antibiotics need to be administered for a complete 24 hours before returning to school

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- Any prescription medications, including inhalers, that do not have a prescription label, need a written note from the prescribing physician with the appropriate instruction, student name, and current date

- Medication by Injection:

  If a student has a known health condition, such as allergies or diabetes that requires prescription medication administered by injection (e.g. epinephrine, glucagon or insulin) an Individual Healthcare Plan (IHP) and/or Emergency Action Plan (EAP) will be developed. The IHP and/or EAP should include the authorized prescriber's orders, parent authorization to administer the medication, report of student's related health history and identification of school personnel trained to administer the medication via injection. It is the parent's responsibility to ensure their student has access to emergency medication at school when it has been prescribed by a licensed physician. If a student exhibits symptoms of anaphylactic shock, EMS will be called. Epinephrine will be administered as indicated on the IHP or EAP or per district policy/procedure.

Non-Prescription Medication:

- Non-prescription medicine must be in the original container with administration guidelines included
  - ➥ Only the instructions written on the original container will be followed, unless a physician specifically provides a written order with different instructions for administering the medication

Emergency Medication

- As allowed by District rules, each school is equipped with an epinephrine auto-injector, more commonly known as an Epi-Pen. In the event of anaphylaxis (a life-threatening allergic reaction that may be triggered by a food allergy, insect bite, or drug allergy), the Epi-Pen will be used by the school nurse, or other trained staff member, and 911 will be notified. The stock epinephrine is available for students with no prior diagnosis of anaphylaxis or in cases of known anaphylaxis where personal medication on hand is found to be flawed. At a minimum, District stock epinephrine remains in the Health Room at all times.
- As allowed by District rules, all buildings are equipped with Naloxone (Narcan) nasal spray to be used during a life threatening opioid overdose.
- Stock emergency medications are not a replacement for a student's prescribed emergency medication. If a student is prescribed an emergency medication for any health condition, it is the parent's/guardian's responsibility to ensure the student has access to their medication at school.

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- Field Trips: Students' personal emergency medications must accompany the student on scheduled field trips. In accordance with the Missouri State Board of Nursing, these medications must be allowable to delegate administration to a non-health provider, such as a teacher. Parents/guardians are responsible for providing emergency medications to the school. If the emergency medication has not been provided or is expired, the student may not attend the field trip.

Standing Orders for Over the Counter Medications are available for use in the Health Office and approved by Adam Harrold, MD, Kearney School District Consulting Physician.
I hereby authorize the School Nurse or trained designees of Kearney R-1 School District to administer the following OTC medications as directed according to manufacturer's guidelines, provided the student has no contraindications or allergies to said medications. The following medications may be used for the indications stated:

1. A&D Ointment: skin protectant for minor burns, scrapes, cuts.
2. Aloe Vera Gel: sunburns, minor burns, skin irritations, insect bites, chafing, itching, dry skin.
3. Aquaphor: itching, dry, damaged, chafing skin; contact dermatitis.
4. Bactine: first aid antiseptic + pain reliever for minor cuts, scrapes, burns, skin irritations.
5. Caladryl Clear: pruritus, insect bites, skin irritations or rashes from poison ivy, poison oak, poison sumac.
6. Eye Wash (purified water solution): eye irritation or discomfort, removal of loose debris.
7. First Aid Cream (non-antibiotic): minor cuts, scrapes, burns.
8. LifeSavers Mints: irritated throat, dry mouth, minor cough, minor upset stomach.
9. Lotion/Skin Moisturizer (generic, fragrance-free, lanolin-free, for sensitive skin): itching, dry, chafing skin.
10. Mouth Rinse (alcohol-free, fluoride-free, dye-free): oral mouth rinse after vomiting or eating.
11. Orajel (or generic): oral pain relief, canker sores, teething pain.
12. Saline Solution: cleanse for minor cuts, scrapes, piercings; contact lenses.
13. Salt Water Gargle: sore, scratchy, irritated throat; canker sores.
14. Sting-Relief Swabs: itching, swelling, pain from insect stings or bites.
15. Vaseline (or petroleum jelly generic): dry/chapped skin or lips, sites of friction without erosion.
16. Cough Drops/Throat Lozenges: sore, scratchy, irritated throat; cough.

PLEASE NOTE:

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With any of the above medications, the labeling of the medication must be followed for indications, intervals, and dosing. Contraindications between this document and the package labeling shall be interpreted in favor of the manufacturer's labeling.

The School Nurse or trained designee shall determine the need for any medication. The District Nurse and/or School Nurse may train and delegate the administration of above medication by unlicensed personnel who are competent by knowledge and skill level to administer medications.

The School Nurse or designee is not obligated by this document to dispense medications where, in their judgment, such use would not be appropriate, despite the above-mentioned indications.

Board Approved Emergency Medications:
EPINEPHRINE will be administered in the event a student is thought to be experiencing an ANAPHYLACTIC REACTION.
NALOXONE (NARCAN) will be administered in the event a student is thought to be experiencing an OPIOID OVERDOSE.

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 discipline and/or remedial action in accordance with the discipline code, and 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. Satisfactory evidence of required immunizations must be on file before attending school. Immunization records or proof of a medical or religious exemption on an original Missouri Department of Health and Human Services card must be provided at time of enrollment and with any additional required immunizations as required by state law.

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The District will exclude all students from school who are not immunized or exempted as required by law.

Asbestos F-215-S

The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA) was enacted by Congress to determine the extent of, and develop solutions for, any problems schools may have with asbestos.

Asbestos has been used as a building material for many years. It is a naturally occurring mineral that is mined primarily in Canada, South Africa and Russia. Asbestos' properties made it an ideal building material for insulation, sound absorption, decorative plasters, fireproofing and a variety of miscellaneous uses. There have been over 3,000 different products made using asbestos materials. EPA began action to limit uses of asbestos products in 1973, and most uses of asbestos products as building materials were banned in 1978.

On May 11, 2021, KSD had its facilities re-inspected by a certified asbestos inspector (re-inspection by a certified inspector occurs every three years), as required by AHERA. The inspector located, sampled and rated the condition and hazard potential of all material in our facilities suspected of containing asbestos. The inspection and laboratory analysis records were turned over to a certified management plan writer to develop an asbestos management plan.

An asbestos management plan for our facilities has been developed which includes this notification note and a set of plans, procedures, and regular surveillance designed to minimize the disturbance of the asbestos-containing materials. A copy of the asbestos management plan is available for your inspection in our administrative offices during regular office hours. Inquiries regarding the plan should be directed to Director of Operations, 425 W. Washington Street, Kearney, MO 64060, (816) 628-4116.

KSD is implementing the asbestos management plan to ensure that your children and our employees have a healthy, safe environment in which to learn and work.

The Director of Operations will work with an accredited professional to create, maintain and update the district's asbestos management plans to keep them current with ongoing operations and maintenance, periodic surveillance, inspection, reinspection, and response action activities, as required by law. All buildings the district owns, leases or otherwise uses must be inspected for asbestos. The asbestos manager will coordinate an inspection for any building prior to use unless it is an emergency situation. In an emergency, the inspection will occur within 30 days of use. The asbestos manager will coordinate a re-inspection of all friable and non-friable known or assumed ACBM in each school building once every three years. All inspections will be done by an accredited inspector and conducted as required by law.

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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. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies. It is important that the parent/guardian read and understand the exclusions stated in the program. The District does not provide insurance for theft or student possession or damage to vehicles.

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://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 except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

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.

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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. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

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; athletic performance data; 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; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

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School Officials with a Legitimate Educational Interest
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Release of Records to Other Agencies or Institutions
The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

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. This form is included with electronic registration.

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

<u>Personnel Records E-190-S</u>

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide 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.

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- 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.

This information may be requested by contacting: the building principal.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

School & Parent/Guardian Involvement Plan for Title I Buildings

School Responsibilities

Strategies for involvement:

- Hold an annual meeting in the fall to inform parents/guardians of school's participation in Title I, explain Title I requirements, and explain parents'/guardians' right to be involved
- Involve parents/guardians in an organized, ongoing and timely way, in the planning, review and improvements of the program under Title I,

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including the school parent/guardian involvement plan and the development of the school-wide plan
- Develop a list of barriers that prevent parents/guardians and families from participating in school activities
- Suggest strategies to improve homework, attendance and discipline
- Evaluate and provide feedback to design strategies for more effective parent/guardian, family and community involvement
- Offer reading nights for parents/guardians and students
- Participate in parent/guardian-teacher conferences
- Provide newsletters for parents/guardians on reading strategies
- Conduct a parent/guardian survey annually. Results will be analyzed to measure the effectiveness of the plan and the program and to modify future practices

Parent/Guardian Responsibilities

- Parents/guardians will be invited to participate in school activities such as Open House, Parent/Guardian-Teacher Conferences, Parent-Teacher Organizations, parent/guardian nights, etc.
- Parents/guardians have the ability to access the school-wide calendar, PTO calendar, and student records online and at school
- Provide a family routine that supports learning, such as a set time for studying, bedtime, and other routines
- Encourage the love of learning, reading and writing at home
- Know what community resources exist and utilize them to meet family and children's needs
- Volunteer in their child's school and stay involved as a parent/guardian
- Participate, as appropriate, in decisions related to their children's education
- Stay informed about their child's education, ask questions related to their child's academic progress and communicate with school promptly by reading all notices received and respond as needed
- Attend Parent/Guardian-Teacher Conferences, parent/guardians meetings, and advisory groups
- Promote good school attendance and discourage absenteeism
- Encourage children to participate in learning activities that are offered

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

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The District's liaison for students who are homeless, migrant, English learners, or in foster care is:

Role/Title:	Assistant Superintendent of Academic Services
Address:	425 W. Washington Street, Kearney, MO 64060
Phone #:	816-628-4116
Email Address:	compliance@ksdr1.net

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.

All visitors should report to the office. If you have a meeting with the teacher, or you are here to volunteer, you will be given a visitor's pass to wear. We do check photo I.D.'s if we are not familiar with you or have not met you before; please note this is for everyone's protection.

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit at least 24 hours in advance.

Transportation Services F-260-S

Bus transportation is provided for all students. Students wanting to walk to and from school must provide written parental permission.

Parents must provide written authorization regarding a change in transportation. If the office does not have written parental authorization, we will require your child to ride his/her normal bus.

The bus barn also requests that if you plan other students to go home with your own child, contact them first to see if that is possible. The bus company has many buses that are full to capacity. You may need to make other transportation arrangements if that is the case. If your child experiences difficulties, please contact the bus barn, Tisa Wright, (816)628-9003.

All bus students and parents will be asked to read the Kearney Student Code of Conduct. It is important to reinforce these rules (listed below) with your child, as his/her safety will depend on an orderly bus. Bus drivers routinely report bus discipline problems to the principal. Serious or frequent problems will result in a suspension from riding the bus. Misbehavior on the bus is viewed as a serious infraction of school rules. For your child's safety, we must insist on all students' best behavior at all times on the bus.

1. When boarding the bus, students are to be seated and remain seated until

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arriving at their destination.
2. It is mandatory that the bus driver see a parent when a kindergartner or first grader is dropped off at stop. If no parent is seen the child will be returned to the school and you will be responsible for picking them up.
3. No pets or other animals in boxes, jars or other containers will be allowed on the bus.
4. Radios and other audio device will not be permitted on the bus unless the student is wearing headphones to listen to the music. The use of cell phones and taking pictures with camera phones will not be allowed on the bus. Non-compliance will result in disciplinary actions.
5. Students should remain quiet at all railroad crossings and there should be minimal noise while passing through towns.
6. NO EATING OR DRINKING ON THE BUS. Please do not send students on the bus with uneaten food. This is to protect any/all children with allergies from be exposed to certain foods.
7. Students are NOT to place their hands or any part of their body out of the windows.
8. No fighting or horseplay on the bus. Classroom conduct shall always be observed.
9. Each student WILL be held accountable for any damage and destruction of bus and personal property. This includes graffiti and seat destruction.
10. If a student (K-12) is to depart the bus at a place other than his/her regular stop, a written note from a parent MUST be signed by the building office and given to the driver prior to departing the school. Students will be returned to school if they have no note. No more than two (2) additional students may ride to a different address with other students. No Birthday Parties or sleepover transportation is permitted.
11. The driver will assign each K-12 student a seat on the bus.
12. The use of alcohol, tobacco, vapes or drugs is NOT permitted on the bus or at the bus stops. Non-compliance will result in disciplinary actions.
13. Obscene and unacceptable language, gestures and signs will not be tolerated and will result in disciplinary actions.
14. Students (ALL grades) must pass 10 feet in FRONT of the bus, establish eye contact with the driver before approaching the bus. Students are NEVER to walk behind the bus and are to stand a minimum of 10 feet back from the road while waiting for the bus to come to a complete stop.
15. Students are NOT to go to their mailbox until the bus has traveled away from the bus stop.
16. The school bus is an extension of the school day. All school rules and regulations which pertain to the students are applicable on the bus at all times.
17. Skateboards, and such, are NOT allowed on the bus. NO EXCEPTIONS.
18. Students may be videotaped while riding the school bus. The viewing of these tapes are subject to the guidelines set by the school district.
19. Instruments are to be taken to the seat with student and may be held or placed under the seat. Instruments WILL NOT be left with the driver or

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unattended in a seat and are not to be played on the bus. Large instruments must be transported by parents if the student is not able to load it by themself, hold it in their lap or fit it down the aisle of the bus.

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

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student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Reporting to Law Enforcement
It is the policy of the Kearney School District to report all crimes occurring on school grounds and/or during school activities to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with the law. The following acts, regardless of whether they are committed by juveniles, are subject to this reporting requirement:

1. First or second degree murder under § 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under § 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under § 566.040, .070, RSMo.
6. Forcible rape or sodomy under § 566.030, .060, RSMo.
7. Burglary in the first or second degree under § 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under § 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.

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.

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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.

Terms
Detention – Specified time period assigned by teacher/administrator to be served by student under supervision of professional staff.

Loss of Privileges (LOP) – An administrative assigned consequence. The student may lose the privilege of participating/attending activities including but not limited to athletic events, concerts, theatrical performances, programs, ceremonies, dances, assemblies, intramurals, computer/Internet access, driving/parking vehicle on school grounds, etc. The time period for LOP will be determined by administration.

In-School Suspension (ISS*)* – An administrative assigned disciplinary consequence where the student is removed from the student's daily class schedule but detained within a school setting during school hours. ISS assignment may go into effect as soon as the administrator has made a disciplinary decision based upon the policy. The student will not attend regular classes. Instead, the student will spend the school day in the designated ISS room on campus supervised by professional staff to complete assignments, quizzes, and tests. All work completed and turned in will receive full credit. A student who is assigned ISS may be held from participating in extracurricular practices, meetings, games, contests, or rehearsals as indicated by the Activities/Sponsor Handbook. If a student leaves school during the ISS assignment, he/she will be expected to make up the time missed the next day upon return. ISS is determined by hours of attendance. **A student may serve a cumulative of 10 days of ISS during a school year. Any infractions after that may result in OSS assignment(s).**

Any student who is referred to the office for violation of ISS rules may be suspended from school for a **minimum** of the remainder of that day and the next day. Any

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student who refuses to serve an ISS assignment may be assigned out of school suspension consequences. On both occasions, the student may receive zero credit on all tests, quizzes, projects and homework due during the time period he/she is suspended.

Out of school suspension (OSS) Short-Term – An Administrative assigned disciplinary consequence where a student is removed from school or class by the principal or the assistant principal not to exceed ten (10) school days. The suspension will go into effect as soon as the administrator has made a disciplinary decision based upon the policy. A student serving an out of school suspension will not be allowed on school property or to attend school activities during the suspension unless prior administrative approval has been obtained. A student suspended on Friday may not take part in weekend school activities. Makeup work during OSS is allowed, but is the responsibility of the student to secure. When a student is assigned OSS, the student is responsible for contacting the classroom teachers by telephone or email if necessary to access assignments as needed. Assignments are due the day the student returns to school. The student should also be prepared to take any missed or assigned tests on the day he/she is eligible to return to school. Students who have major assignments (i.e. final projects, research papers) due on the day of an OSS should make arrangements for those assignments to be turned in on that day.

Long-Term Suspension/Expulsion – Referred by the administration and executed by the Superintendent/his/her Designee/Board of Education, this suspension includes a period of time a student is removed from school exceeding ten (10) school days, but not to exceed one hundred and eighty (180) school days. After a hearing before the Board, or the committee of the Board, the student may be removed from school by the Board for a period of time exceeding one hundred and eighty (180) school days. A student serving long-term suspension/expulsion will not be allowed on school property or to attend school activities.

Expulsion – A student is removed from school by the Board of Education and is not eligible for further enrollment.

Due Process -- All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Board of Education policies and regulations on student suspension and student expulsion.

For In-School and short-term Out of School suspensions, should school be cancelled for any reason or a day(s) of missed ISS, any unserved suspension day(s) will automatically be re-assigned to the first day school is in session.

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KEARNEY R-I SCHOOL DISTRICT DISCIPLINE GUIDE 2023-2024

Board Approval Date March 15th, 2023

The Kearney R-1 School District's primary goal is to educate, not to discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individual and of the school. The school district will not tolerate any student stopping a teacher from teaching or another student from learning.

To maintain an atmosphere where teaching and learning is possible, the establishment of standards for acceptable behavior is imperative. That discipline is fair, impartial, and consistently applied is important in educating young people as to those behaviors that are acceptable. The standards of behavior promote the objectives of the school in ways appropriate to individuals' respective roles while at all times, recognizing and defending the rights of others. This code can be a part of the dual commitment of educational excellence that has come to characterize our concern for students.

Guidelines for consequences have been set forth as a result of a violation of the Student Discipline Policy. The "level" of the offense (e.g. first, second or third) will generally be based upon the total number of discipline referrals accumulated by a student for a particular type of conduct during the current school year. ***Offenses including but not limited to drugs, alcohol, pranks, weapons, vandalism, or acts of physical violence will accumulate through secondary school (grades 6-12).***

This is in keeping with the Kearney R-1 School District's aims: 1) Education is both a right and privilege; 2) This opportunity to education is guaranteed unless a student infringes on the rights or privileges of others; 3) An integral part of the educational process is recognition that one's liberties must be correlated with the rights of others. The discipline policy is designed for the orderly operations of the Kearney Schools. It is the purpose of this code to list offenses, which, if committed by a student, will result in the imposition of Loss of Privilege(s) and/or the maximum penalties listed. The following guidelines are published for your information and may be modified at the discretion of the building principal or assistant principals after review of all of the circumstances on a case-by-case basis. The principal or assistant principal has the authority to impose more discipline consequences than set forth in the guidelines if, in his/her judgment, the totality of the circumstances warrants such action. In addition, if appropriate under the circumstances, the principal or assistant principal may impose more severe disciplinary action if, in a short period of time or in a single event, a student engages in multiple conducts which violate the discipline rules. Finally, the principal or assistant principal may use discretion in the imposition of discipline when a student engages in a pattern of unacceptable conduct or otherwise displays a persistent refusal to comply with school rules. The Superintendent or his/her designee has the discretion to modify these guidelines if deemed necessary under all of the circumstances.

It should be noted that it is impossible to list every disciplinary situation that may arise. Therefore, the administration reserves the right to accelerate and/or modify the discipline guide listings and consequences based on the infraction(s) and/or intent of the student.

Students who engage in other misconduct not expressly covered by the foregoing standards but which is disruptive to school operations and detrimental to positive order and discipline may be subject to disciplinary action up to and including suspension and/or expulsion.

The Kearney R-1 School District complies with all aspects of **The Safe Schools Act of 1996** (section 8.1)

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1. ACADEMIC DISHONESTY /CHEATING/PLAGIARISM

ACT OF ACADEMIC MISCONDUCT IS THE ACT OF VIOLATING THE RULES OR REGULATIONS OF A SPECIFIC CLASS OR THE KEARNEY R-1 SCHOOL DISTRICT, INCLUDING BUT NOT LIMITED TO TAMPERING WITH GRADES OR OBTAINING/DISTRIBUTING ANY ACADEMIC MATTER TO WHICH THE STUDENT SHOULD NOT HAVE ACCESS. ACT OF CHEATING INCLUDES BUT IS NOT LIMITED TO: ALLOWING SOMEONE ELSE TO COPY ONE'S WORK; COPYING OR ATTEMPTING TO COPY FROM A TEST, EXAM, OR ASSIGNMENT OF ANOTHER STUDENT OR SOURCE; HAVING SOMEONE ELSE COMPLETE WORK FOR ANOTHER; USING OR ATTEMPTING TO USE UNAUTHORIZED MATERIALS, INFORMATION, NOTES, STUDY AIDS, ONLINE TRANSLATORS, OR OTHER DEVICES FOR A TEST, EXAMINATION OR ASSIGNMENT.

PLAGIARISM IS AN ACT OF ACADEMIC DISHONESTY. EXAMPLES OF PLAGIARISM INCLUDES BUT ARE NOT LIMITED TO: COPYING WORD FOR WORD WITHOUT QUOTATION MARKS OR ACKNOWLEDGING THE ORIGINAL SOURCE (INCLUDING COPYING AND PASTING FROM INTERNET SOURCES); USING KEY WORDS OR PHRASES WITHOUT QUOTATION MARKS OR ACKNOWLEDGING THE ORIGINAL SOURCE; USING ANOTHER AUTHOR'S THOUGHTS WITHOUT APPROPRIATELY DOCUMENTING THE SOURCE OF THE INFORMATION; TURNING IN SOMEONE ELSE'S WORK AS ONE'S OWN; GIVING INCORRECT INFORMATION ABOUT THE SOURCE OF A QUOTATION; CHANGING WORDS BUT COPYING THE SENTENCE STRUCTURE OF A SOURCE WITHOUT GIVING CREDIT. PLAGIARISM MAY/MAY NOT INCLUDE COLLABORATION. UNINTENTIONAL PLAGIARISM IS THE RESULT OF IMPROPERLY USING OR INACCURATELY CITING A SOURCE, WHILE INTENTIONAL PLAGIARISM IS DELIBERATE DISHONESTY.

ADDITIONAL FORMS OF ACADEMIC DISHONESTY INCLUDE BUT ARE NOT LIMITED TO: FALSIFICATION/FORGERY--CHANGING OR COUNTERFEITING/PRESENTING FALSE INFORMATION, ACT OF CLAIMING TO HAVE OBTAINED INFORMATION FROM A CERTAIN SOURCE, BUT SUCH SOURCE DOES NOT EXIST OR IS FICTITIOUS; UNAUTHORIZEDASSISTANCE—HELPING OR RECEIVING HELP FROM A CLASSMATE OR OTHERS TO COMMIT AN ACT OF ACADEMIC DISHONESTY; ALTERATIONOFFEEDBACK—CHANGING OR DESTROYING GRADES, SCORES OR MARKS ON AN ASSIGNMENT, EXAM OR REPORT.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Grades K-2 – LOP and Instructor Contacts Parent/Guardian Grades 3-5 – Instructor Refers to Administration for Review to Determine No Credit/Grade Deduction or Replacement Assignment for up to 100% Credit on Work in Question, Up to 1 Day In-School Suspension, Instructor Contact Parent/Guardian Immediately	Instructor Refers to Administration for Review to Determine No Credit/Grade Deduction or Replacement Assignment for up to 100% Credit on Work in Question, Up to 3 Day In-School Suspension, Instructor Contact Parent/Guardian Immediately	Instructor Refers to Administration for Review to Determine No Credit/Grade Deduction or Replacement Assignment for up to 100% Credit on Work in Question, Up to 3 Day In-School Suspension, Instructor Contact Parent/Guardian Immediately	Instructor Refers to Administration for Review to Determine No Credit/Grade Deduction or Replacement Assignment for up to 100% Credit on Work in Question, Up to 3 Day In-School Suspension, Instructor Contact Parent/Guardian Immediately
Second		Instructor Refers to Administration for Review to Determine No Credit/Grade Deduction or Replacement Assignment for up to 100% Credit on Work in Question, Up to 5 Day In-School Suspension, Instructor Contact Parent/Guardian Immediately	Instructor Refers to Administration for Review to Determine No Credit/Grade Deduction or Replacement Assignment for up to 100% Credit on Work in Question, Up to 5 Day In-School Suspension, Instructor Contact Parent/Guardian Immediately	Instructor Refers to Administration for Review to Determine No Credit/Grade Deduction or Replacement Assignment for up to 100% Credit on Work in Question, Up to 5 Day In-School Suspension, Instructor Contact Parent/Guardian Immediately

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2. ARSON

INTENTIONALLY DAMAGING OR ATTEMPTING TO DAMAGE ANY SCHOOL OR PERSONAL PROPERTY BY FIRE OR INCENDIARY DEVICE. FIREWORKS, FIRECRACKERS, AND TRASH CAN FIRES WOULD BE INCLUDED IN THIS CATEGORY IF THEY SERVE AS A CONTRIBUTING FACTOR TO A DAMAGING FIRE.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	10 Day Out of School Suspension, Contact Legal Authorities, Referred to Superintendent for Long Term Suspension	10 Day Out of School Suspension, Contact Legal Authorities, Referred to Superintendent for Long Term Suspension	10 Day Out of School Suspension, Contact Legal Authorities, Referred to Superintendent for Long Term Suspension	10 Day Out of School Suspension, Contact Legal Authorities, Referred to Superintendent for Long Term Suspension

3. ASSAULT

ATTEMPTING TO CAUSE INJURY TO ANOTHER; INTENTIONALLY PLACING ANOTHER IN REASONABLE APPREHENSION OF IMMINENT PHYSICAL INJURY; ACT OF INJURING ANOTHER PERSON. THIS INCLUDES BUT IS NOT LIMITED TO USING PHYSICAL FORCE, SUCH AS HITTING, STRIKING OR PUSHING, TO CAUSE OR ATTEMPT TO CAUSE PHYSICAL INJURY; PLACING ANOTHER PERSON IN APPREHENSION OF IMMEDIATE PHYSICAL INJURY; RECKLESSLY ENGAGING IN CONDUCT THAT CREATES A GRAVE RISK OR DEATH OR SERIOUS PHYSICAL INJURY; CAUSING PHYSICAL CONTACT WITH ANOTHER PERSON KNOWING THE OTHER PERSON WILL REGARD THE CONTACT AS OFFENSIVE OR PROVOCATIVE; OR ANY OTHER ACT THAT CONSTITUTES CRIMINAL ASSAULT.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Grades K-2 - Up to 10 days Out of School Suspension, Parent Conference Grades 3-5 - Up to 10 Days Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion	10 Day Out of School Suspension, Parent Conference, Report to Legal Authorities, Referred to Superintendent for Long Term Suspension/Expulsion	10 Day Out of School Suspension, Parent Conference, Report to Legal Authorities, Referred to Superintendent for Long Term Suspension/Expulsion	10 Day Out of School Suspension, Parent Conference, Report to Legal Authorities, Referred to Superintendent for Long Term Suspension/Expulsion
Second	Grades K-2 - Up to 10 Days out of school suspension, parent conference. Grades 3-5 - Up to 10 Days Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion	10 Day Out of School Suspension with Referred to Superintendent for Long Term Suspension/Expulsion, Report to Legal Authorities	10 Day Out of School Suspension with Referred to Superintendent for Long Term Suspension/Expulsion, Report to Legal Authorities	10 Day Out of School Suspension with Referred to Superintendent for Long Term Suspension/Expulsion, Report to Legal Authorities

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Third	Grades K-2 - Up to 10 Days Out of School Suspension, Parent Conference Grades 3 - 5 - Up to 10 Days Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion			

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4. AUTOMOBILE/VEHICLE MISUSE

USING MORE THAN ONE PARKING SPOT; PARKING IN A SPACE THAT WAS NOT ASSIGNED TO THE VEHICLE; PARKING OUTSIDE DESIGNATED PARKING SPACES; DRIVING CARELESSLY; DRIVING VEHICLE WHICH HAS A PARKING PERMIT THAT IS NOT REGISTERED TO THE VEHICLE THE DRIVER IS OPERATING; STUDENT WITH SUSPENDED PERMIT DRIVING/PARKING VEHICLE ON SCHOOL GROUNDS; PARKING IN HANDICAPPED AREAS, FIRE LANES, FACULTY/STAFF/VISITORS PARKING AREAS, LOADING ZONES, ALONG CURBS, IN AISLES OR AT THE END OF A ROW OUTSIDE A DESIGNATED SPACE; PARKING ON CAMPUS WITHOUT A CURRENT VALID KEARNEY HIGH SCHOOL PARKING TAG. (THE DEGREE OF SERIOUSNESS WILL BE CONSIDERED.)

A STUDENT'S VEHICLE REGISTRATION TAG MAY BE REVOKED FOR FAILURE TO DRIVE SAFELY, IMPROPER PARKING, FAILURE TO DISPLAY APPROPRIATE REGISTRATION TAG, OWING AN OBLIGATION, TRUANCY AND/OR TARDIES TO SCHOOL.

AN ADMINISTRATOR MAY REVOKE A STUDENT'S PRIVILEGE TO USE THE SCHOOL PARKING FACILITIES WITHOUT A REFUND AND/OR MAY HAVE A STUDENT'S VEHICLE TOWED AT THE OWNER'S EXPENSE FOR REPEATED PARKING VIOLATIONS. THE SCHOOL MAY ALSO HAVE A MOTOR VEHICLE REMOVED AT OWNER'S EXPENSE IF IT IS NECESSARY FOR THE SAFETY OF THE SCHOOL.

A STUDENT MAY NOT RECEIVE A REFUND IF HIS/HER PARKING TAG IS REVOKED FOR TRUANCY, EXCESSIVE TARDIES TO SCHOOL AND/OR FAILURE TO FOLLOW SCHOOL RULES. PARKING/DRIVING ON SCHOOL GROUNDS IS A PRIVILEGE, NOT A RIGHT. THE PARKING TAG IS PROPERTY OF KEARNEY HIGH SCHOOL.

AN ADDITIONAL FEE OF $40.00 MAY BE ASSESSED FOR ANY LOST OR DAMAGED PERMIT. ALL PERMITS MUST BE RETURNED UPON THE STUDENT'S WITHDRAWAL FROM KHS. STUDENTS/FAMILIES MAY NOT GIVE/SELL THE TAGS TO OTHER STUDENTS/PARTIES.

10th-12th GRADE STUDENTS ARE EXPECTED TO WEAR SEAT BELTS AT ALL TIMES WHILE DRIVING/RIDING IN VEHICLES ON SCHOOL GROUNDS.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First			**8TH/9TH GRADE STUDENTS ARE NOT ALLOWED TO PROVIDE MOTORIZED TRANSPORTATION TO/ FROM CAMPUS**	Move Vehicle/Warning/Issuance of Parking Violation Sticker/LOP
Second				Move Vehicle/Administrator Conference/Parent Contact/LOP
Third-Sixth				Move Vehicle/1 Day ISS/LOP
Seventh				Move Vehicle/LOP
Eighth and Thereafter				Vehicle Towed @ Owner's Expense/LOP

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5. BULLYING/HAZING/STUDENT AND/OR STAFF INTIMIDATION/CYBERBULLYING

BULLYING OCCURS WHEN ONE OR MORE PERSONS (1) EXPOSE(S) OTHER PERSON(S) TO NEGATIVE ACTIONS, AGGRESSION, INTIMIDATION AND/OR HARASSMENT, (2) THE NEGATIVE ACTION, AGGRESSION, INTIMIDATION AND/OR HARASSMENT OCCUR(S) REPEATEDLY OVER TIME AND CAUSE(S) A REASONABLE PERSON TO FEAR FOR HIS OR HER PHYSICAL SAFETY, PROPERTY, OR EMOTIONAL WELL-BEING, SUBSTANTIALLY INTERFERES WITH THE EDUCATIONAL PERFORMANCE, OPPORTUNITIES OR BENEFITS OF ANY STUDENT WITHOUT EXCEPTION; OR SUBSTANTIALLY DISRUPTS THE ORDERLY OPERATION OF THE SCHOOL

BULLYING INVOLVES A REAL OR PERCEIVED IMBALANCE OF POWER AND MAY CONSIST OF, BUT IS NOT LIMITED TO, INTENTIONAL PHYSICAL ACTIONS, INCLUDING VIOLENCE, GESTURES, THEFT OR PROPERTY DAMAGE; VERBAL, WRITTEN OR ELECTRONIC COMMUNICATION, INCLUDING NAME-CALLING, PUT-DOWNS, RACIAL JOKES OR COMMENTS, EXTORTION OR THREATS; OR THREATS OF REPRISAL OR RETALIATION FOR REPORTING SUCH ACTS.

BULLYING MAY ALSO INCLUDE CYBERBULLYING OR CYBER THREATS. CYBERBULLYING IS TRANSMISSION/POSTING HARMFUL OR CRUEL MESSAGE, TEXT, SOUND OR IMAGE USING THE INTERNET OR OTHER DIGITAL OR ELECTRONIC DEVICES. CYBER THREATS ARE ONLINE MATERIALS THAT THREATEN OR RAISE CONCERNS ABOUT VIOLENCE AGAINST OTHERS, SUICIDE OR SELF-HARM. EVEN WHEN CYBERBULLYING DOES NOT INVOLVE DISTRICT PROPERTY, ACTIVITIES FOR TECHNOLOGY RESOURCES, THE DISTRICT MAY IMPOSE CONSEQUENCES OR DISCIPLINE FOR THOSE WHO ENGAGE IN CYBERBULLYING IF THERE IS A SUFFICIENT NEXUS TO THE EDUCATIONAL ENVIRONMENT, THE BEHAVIOR MATERIALLY AND SUBSTANTIALLY DISRUPTS THE EDUCATIONAL ENVIRONMENT.

**NOTE: BULLYING/HAZING/STUDENT INTIMIDATION/CYBERBULLYING OCCURS EVEN WHEN ALL STUDENTS INVOLVED ARE WILLING PARTICIPANTS.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 1 Day In-School Suspension and/or LOP Administrator/ Counselor/Parent Conference	Up to 3 Day In-School Suspension and/or LOP	Up to 3 Day In-School Suspension and/or LOP	Up to 3 Day Out of School Suspension and/or LOP
Second	Up to 3 Day In-School Suspension, LOP Administrator/ Counselor/Parent Conference	3 Day Out of School Suspension, LOP	3 Day Out of School Suspension, LOP	3-5 Day Out of School Suspension, LOP, Refer to Guidance Department for Intervention Counseling
Third	Up to 5 Day In-School Suspension, LOP Administrator/Counselor/Parent Conference, Ongoing Meetings with Counselor	5-10 Day Out of School Suspension, Guidance Counselor Intervention, LOP	5-10 Day Out of School Suspension, Guidance Counselor Intervention, LOP	5-10 Day Out of School Suspension, Guidance Counselor Intervention, LOP

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6. BUS/SCHOOL TRANSPORTATION MISCONDUCT

REFUSING TO FOLLOW SCHOOL/BUS/TRANSPORTATION RULES; ENDANGERING THE SAFETY OF HIM/HERSELF AND/OR OTHERS. (BUILDING ADMINISTRATOR MAY TREAT SAID VIOLATION AS A SECOND, THIRD OR FOURTH LEVEL OFFENSE BASED ON INTENT AND SEVERITY.)

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Administrator/Parent Conference, loss of Privileges	Misconduct Slip to Be Signed by Parent, Returned to Driver before Student Allowed to Ride Again, Possible School Consequences as Determined by Administrator	Misconduct Slip to Be Signed by Parent, Returned to Driver before Student Allowed to Ride Again, Possible School Consequences as Determined by Administrator	Misconduct Slip to Be Signed by Parent, Returned to Driver before Student Allowed to Ride Again, Possible School Consequences as Determined by Administrator
Second	Up to 1 Day Off Bus, Loss of Privileges (Assigned Seating, etc.), Contact Parent	Up to 5 Day Suspension from Riding Bus and/or other Disciplinary Consequences	Up to 5 Day Suspension from Riding Bus and/or other Disciplinary Consequences, LOP	Up to 5 Day Suspension from Riding Bus and/or other Disciplinary Consequences, LOP
Third	Possible Removal from Bus Up to 3 Days, Loss of Privileges, Parent/Administrator Conference	Up to 10 Day Suspension from Riding Bus and/or other Disciplinary Consequences	Up to 10 Day Suspension from Riding Bus and/or other Disciplinary Consequences, LOP	Up to 10 Day Suspension from Riding Bus and/or other Disciplinary Consequences, LOP
Fourth	Progressive Days off Bus, Parent/Administrator Conference before Returning to Bus	Consequences Accelerated as Determined by the Administrator	Suspension from Riding the Bus for the Remainder of the School Year and/or Other Disciplinary Consequences, LOP	Suspension from Riding Bus for Remainder of School Year and/or Other Consequences, LOP

7. CAFETERIA/COMMONS VIOLATIONS

LEFT TRAYS, LITTERING, DISRUPTIONS, ETC. (CONSEQUENCES MAY BE ESCALATED DEPENDING ON INTENT)

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Student Conference, LOP, Restitution, Special Seating	Up to 1 Day In-School Suspension and/or LOP ****Throwing Food—Up to 10 Day Out of School Suspension, Removed from Commons @ Lunch Up to Remainder of Year, LOP**	Up to 1 Day In-School Suspension and/or LOP ****Throwing Food—Up to 10 Day Out of School Suspension, Removed from Commons @ Lunch Up to Remainder of Year, LOP**	Up to 1 Day In-School Suspension and/or LOP ****Throwing Food—Up to 10 Day Out of School Suspension, Removed from Commons @ Lunch Up to Remainder of Year, LOP**
Second	Possible Removal from Cafeteria Alternative Seating Assignment, LOP	1 Day In-School Suspension, Clean Area, LOP	1 Day In-School Suspension, Clean Area, LOP	1 Day In-School Suspension, Clean Area, LOP
Third	Up to 1 Day In-School Suspension, LOP	2 Day In-School Suspension, Clean Area, LOP	2 Day In-School Suspension, Clean Area, LOP	2 Day In-School Suspension, Clean Area, LOP
Fourth	Up to 3 Day In-School Suspension, LOP	Up to 3 Day Out of School Suspension, Removal from Commons Remainder of Year, LOP	Up to 3 Day Out of School Suspension, Removal from Commons Remainder of Year, LOP	Up to 3 Day Out of School Suspension, Removal from Commons Remainder of Year, LOP

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8. DISHONESTY

ANY ACT OF LYING, VERBAL OR WRITTEN, INCLUDING FORGERY SUCH AS FORGING A PARENT'S OR TEACHER'S NAME TO AN EXCUSE NOTE, PASS OR USING A FAKE PHONE CALL TO GAIN AN UNAUTHORIZED ABSENCE.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First & Thereafter	LOP, Nullification of Forged Document	Up to 3 Day In-School Suspension, LOP, Nullification of Forged Document	Up to 3 Day In-School Suspension, LOP, Nullification of Forged Document	Up to 3 Day In-School Suspension, LOP, Nullification of Forged Document

9. DISRESPECT TO PEER

ABUSIVE, PROFANE OR VULGAR LANGUAGE/PICTURE SPOKEN, WRITTEN, DRAWN, DISPLAYED OR GESTURED AND/OR THREATENING BEHAVIOR DIRECTED TO OR ABOUT PEER.
Grades K-5 – MAY INCLUDE PHYSICAL AGGRESSION TOWARDS ANOTHER STUDENT.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 1 Day In-School Suspension and/or LOP	Up to 3 Day In-School Suspension and/or LOP	Up to 3 Day In-School Suspension and/or LOP	Up to 3 Day In-School Suspension and/or LOP
Second	Up to 3 Day In-School Suspension, LOP	Up to 5 Day In-School Suspension, LOP	Up to 5 Day In-School Suspension, LOP	Up to 5 Day In-School Suspension, LOP
Third	Up to 3 Day Out of School Suspension, LOP	Up to 5 Day Out of School Suspension, LOP	Up to 5 Day Out of School Suspension, LOP	Up to 5 Day Out of School Suspension, LOP

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10. DISRESPECT TO STAFF

ABUSIVE, PROFANE OR VULGAR LANGUAGE SPOKEN, WRITTEN OR GESTURED AND/OR THREATENING BEHAVIOR DIRECTED TO OR ABOUT STAFF.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 1 Day Out of School	Up to 5 Day Out of School	Up to 5 Day Out of School	Up to 5 Day Out of School
Second	Up to 3 Day Out of School Suspension, LOP, Counselor Involvement	Up to 10 Day Out of School Suspension, LOP	Up to 10 Day Out of School Suspension, LOP	Up to10 Day Out of School Suspension, LOP
Third	Up to 5 Day Out of School	10 Day Out of School Suspension, LOP	10 Day Out of School Suspension, LOP	10 Days Out of School Suspension, LOP
Fourth	Up to 10 Day Out of School Suspension, Superintendent Review for Long Term Suspension	10 Day Out of School Suspension, Superintendent Review for Long Term	10 Day Out of School Suspension, Superintendent Review for Long Term	10 Day Out of School Suspension, Superintendent Review for Long Term

11. EXCESSIVE CLASSROOM/HALL DISRUPTIONS

BEHAVIOR THAT DISTRACTS OR KEEPS OTHERS FROM LEARNING. EXAMPLES ARE EXCESSIVE TALKING, NAME CALLING, THROWING OBJECTS, BEING ARGUMENTATIVE, SLEEPING, ETC.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	LOP, Contact Parent	Up to 1 Day In-School Suspension, LOP	Up to 1 Day In-School Suspension, LOP	Up to 1 Day In-School Suspension, LOP
Second	Up to 1 Day In-School Suspension, LOP Contact Parent	1-3 Day In-School Suspension, LOP	1-3 Day In-School Suspension, LOP	1-3 Day In-School Suspension, LOP
Third	Up to 1 Day Out of School	1 Day Out of School Suspension, LOP	1 Day Out of School Suspension, LOP	1 Day Out of School Suspension, LOP

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12. EXTORTION/GAMBLING

EXTORTION--THREATENING OR INTIMIDATING ANY PERSON FOR THE PURPOSE OF OBTAINING MONEY OR ANYTHING OF VALUE.
GAMBLING—BETTING ON AN UNCERTAIN OUTCOME, REGARDLESS OF STAKES; ENGAGING IN ANY GAME OF CHANCE OR ACTIVITY IN WHICH SOMETHING OF REAL OR SYMBOLIC VALUE MAY BE WON OR LOST. GAMBLING INCLUDES, BUT IS NOT LIMITED TO, BETTING ON OUTCOMES OF ACTIVITIES, ASSIGNMENTS, CONTESTS AND GAMES.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Administrator/Parent Conference, LOP	Up to 5 Day Out of School	Up to 5 Day Out of School	Up to 5 Day Out of School
Second	Up to 1 Day In-School Suspension and/or LOP	Up to 10 Day Out of School Suspension, Referred to Superintendent for Review	Up to 10 Day Out of School Suspension, Referred to Superintendent for Review	Up to 10 Day Out of School Suspension, Referred to Superintendent for Review

13. FALSE REPORT/ALARM/TERRORISTIC ACT—WRITTEN/VERBAL

TAMPERING WITH EMERGENCY EQUIPMENT, SETTING OFF FALSE ALARMS, MAKING FALSE REPORTS, COMMUNICATING A THREAT OR FALSE REPORT FOR THE PURPOSE OF FRIGHTENING, DISRUPTING OR CAUSING THE EVACUATION OR CLOSURE OF SCHOOL PROPERTY.
*NOTE: A BOMB THREAT IS A CLASS D FELONY AND WILL BE PROSECUTED.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 10 Day Out of School Suspension, Referred to Superintendent for LongTerm Suspension/Expulsion, Contact Legal Authorities	Up to 10 day Out of School Suspension, Referred to Superintendent for LongTerm Suspension/Expulsion, Contact Legal Authorities	Up to 10 day Out of School Suspension, Referred to Superintendent for LongTerm Suspension/Expulsion, Contact Legal Authorities	Up to 10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities
Second	10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities	10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities	10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities	10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities

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14. FALSIFYING OR FORGING SCHOOL DOCUMENTS OR RECORDS

TO ALTER OR MISREPRESENT FRAUDULENTLY.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Parent Contact, LOP	Up to 5 Day Out of School	Up to 5 Day Out of School	Up to 5 Day Out of School
Second	Up to 1 Day In- School Suspension	Up to 10 Day Out of School	Up to 10 Day Out of School	Up to 10 Day Out of School
Third	Up to 1 Day Out of School			

15. FIGHTING—ALTERCATION, PHYSICAL/VERBAL

MUTUAL COMBAT IN THAT BOTH PARTIES CONTRIBUTE TO A CONFLICT VERBALLY/WRITTEN AND/OR BY PHYSICAL ACTION . (All Grade Levels and Offenses Will Result in SuperintendentReview for LongTerm Suspension/Expulsion)

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 3 Day Out of School Suspension, LOP, Parent Conference, Report to Legal	Up to 5 Day Out of School Suspension, LOP, Parent Conference, Report to Legal	Up to 5 Day Out of School Suspension, LOP, Parent Conference, Report to Legal	Up to 5 Day Out of School Suspension, LOP, Parent Conference, Report to Legal Authorities
Second	Up to 5 Day Out of School Suspension, LOP, Parent Conference, Report to Legal Authorities	Up to 10 Day Out of School Suspension, LOP, Parent Conference, Report to Legal Authorities	Up to 10 Day Out of School Suspension, LOP, Parent Conference, Report to Legal Authorities	Up to 10 Day Out of School Suspension, LOP, Parent Conference, Report to Legal Authorities
Third	Up to 10 Day Out of School	10 Day Out of School Suspension,	10 Day Out of School Suspension,	10 Day Out of School Suspension,

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16. FIGHTING—INCITING

YELLING OR ENCOURAGING A CONFLICT.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	LOP, Contact Parent	Up to 3 Day In-School Suspension and/or LOP	Up to 3 Day In-School Suspension and/or LOP	Up to 3 Day In-School Suspension and/or LOP
Second	1 Day In-School Suspension,LOP Parent Conference, Meet w/ Counselor	Up to 3 Day Out of School Suspension and/or LOP	Up to 3 Day Out of School Suspension and/or LOP	Up to 3 Day Out of School Suspension and/or LOP
Third	1 Day Out of School Suspension			

17. FIREWORKS, SMOKE BOMBS, BOTTLE ROCKETS, WATER RELATED PRANKS, INCENDIARY DEVICES, STREAKING/DEPANTSING OR OTHER MEANS OF DISTURBANCE (PRANKS)

GRADES 10-12 DISCIPLINE BASED ON INTENT AND DEVICE.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 1 Day Out of School Suspension	Up to 10 Day Out of School Suspension; Suspension from All Extracurricular Activities for Up to 90 days.	Up to 10 Day Out of School Suspension; Suspension from All Extracurricular Activities for Up to 90 days.	Up to 10 Day Out of School Suspension; Suspension from All Extracurricular Activities for Up to 90 days.
Second	Up to 3 Day Out of School Suspension	Up to 10 Day Out of School Suspension	Up to 10 Day Out of School Suspension, LOP	10 Day Out of School Suspension, Suspension from All Extracurricular Activities for 90 School Days
Third	Up to 5 Day Out of School Suspension	10 Day Out of School Suspension, Referred to Superintendent for Further Review	10 Day Out of School Suspension, Referred to Superintendent for Further Review	10 Day Out of School Suspension, Referred to Superintendent for Further Review, Suspension from All Extracurricular Activities for 174 School Days

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18. HARASSMENT (NON-PHYSICAL)

THE USE OF MATERIAL OF A SEXUAL NATURE OR UNWELCOME VERBAL, WRITTEN OR SYMBOLIC LANGUAGE OR OTHER MATERIAL, OR A SEXUAL NATURE OR BASED ON GENDER, RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, DISABILITY OR ANY OTHER CHARACTERISTIC PROTECTED BY LAW. EXAMPLES OF ILLEGAL HARASSMENT INCLUDE, BUT ARE NOT LIMITED TO ANY OF THE FOLLOWING, BASED ON A PROTECTED CHARACTERISTICS: THE USE OR DISPLAY OF WRITTEN MATERIAL, GRAFFITI, PICTURES, OR ELECTRONIC PICTURES OR IMAGES, NAME CALLING, TEASING OR TAUNTING, RACIAL JOKES OR COMMENTS, INSULTS, DEROGATORY REMARKS OR SLURS, JOKES, GESTURES, THREATS, INTIMIDATION, HOSTILE ACTS, PHYSICAL ACTS OF AGGRESSION, THEFT OR DAMAGE TO PROPERTY, REQUESTS FOR SEXUAL FAVORS AND OTHER UNWELCOME SEXUAL ADVANCES, RACIAL JOKES OR COMMENTS, GRAFFITI; NAME CALLING; OR THREATENING, INTIMIDATING OR HOSTILE ACTS BASED ON A PROTECTED CHARACTERISTIC.

(REFER TO THE DISTRICT POLICIES C-130-P ON NON-DISCRIMINATION AND ANTI-HARASSMENT COMPLIANCE AND NOTIFY BUILDING ADMINISTRATOR IMMEDIATELY)

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 10 Day Out of School Suspension with Intervention by Counselor, LOP; Superintendent Review for Long Term Suspension	Up to 10 Day Out of School Suspension with Intervention by Counselor, LOP; Superintendent Review for Long Term Suspension	Up to 10 Day Out of School Suspension with Intervention by Counselor, LOP; Superintendent Review for Long Term Suspension	Up to 10 Day Out of School Suspension with Intervention by Counselor, LOP; Superintendent Review for Long Term Suspension
Second	10 Day Out of School Suspension, LOP; Superintendent Review for Long Term Suspension	10 Day Out of School Suspension, LOP; Superintendent Review for Long Term Suspension	10 Day Out of School Suspension, LOP; Superintendent Review for Long Term Suspension	10 Day Out of School Suspension, LOP; Superintendent Review for Long Term Suspension

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19. HARASSMENT (PHYSICAL)

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 PROTECTED BY LAW AND WHICH IS SUFFICIENTLY SEVERE OR PERVASIVE ENOUGH THAT IT UNREASONABLY ALTERS THE EDUCATIONAL ENVIRONMENT. EXAMPLES INCLUDE, BUT ARE NOT LIMITED TO, TOUCHING OR FONDLING OF THE GENITAL AREAS, BREASTS OR UNDERGARMENTS, REGARDLESS OF WHETHER THE TOUCHING OCCURRED THROUGH OR UNDER CLOTHING, OR PUSHING OR FIGHTING BASED ON PROTECTED CHARACTERISTICS.

(REFER TO THE DISTRICT POLICIES C-130-P ON NON-DISCRIMINATION AND ANTI-HARASSMENT COMPLIANCE AND NOTIFY BUILDING ADMINISTRATOR IMMEDIATELY)

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 10 Day Out of School Suspension with Intervention by Counselor, LOP; Superintendent Review for Long Term Suspension	Up to 10 Day Out of School Suspension with Intervention by Counselor, LOP; Superintendent Review for Long Term Suspension	Up to 10 Day Out of School Suspension with Intervention by Counselor, LOP; Superintendent Review for Long Term Suspension	Up to 10 Day Out of School Suspension with Intervention by Counselor, LOP; Superintendent Review for Long Term Suspension
Second	10 Day Out of School Suspension, LOP, Superintendent Review for Long Term Suspension	10 Day Out of School Suspension, LOP, Superintendent Review for Long Term Suspension	10 Day Out of School Suspension, LOP, Superintendent Review for Long Term Suspension	10 Day Out of School Suspension, LOP, Superintendent Review for Long Term Suspension

20. INAPPROPRIATE BEHAVIOR

FAILURE TO COMPLY WITH CLASSROOM/SCHOOL BUILDING PERSONNEL EXPECTATIONS; DISRUPTING THE EDUCATIONAL ENVIRONMENT .

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	LOP, Contact Parent	Up to 1 Day In-School Suspension,	Up to 1 Day In-School Suspension,	Up to 1 Day In-School
Second	Up to 1 Day In-School Suspension, LOP	Up to 3 Day In-School Suspension, LOP	Up to 3 Day In-School Suspension, LOP	Up to 3 Day In-School
Third	Up to 1 Day Out of School	Up to 1 Day Out of School	Up to 1 Day Out of School	Up to 1 Day Out of School
Fourth	Up to 3 Day Out of School	Up to 3 Day Out of School	Up to 3 Day Out of School	Up to 3 Day Out of School

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21. INSUBORDINATION

WILLFUL ACT OF REFUSAL TO COMPLY WITH SCHOOL OR DISTRICT GUIDELINES OR DIRECTIONS GIVEN BY A STAFF MEMBER, CONSTANTLY COMING TO CLASS WITHOUT NECESSARY SUPPLIES AND PREPARATION. (IN THE EVENT THAT INSUBORDINATION TAKES PLACE DURING A FIGHT/ASSAULT/BATTERY, CONSEQUENCES FOR THOSE VIOLATIONS WILL BE IMPOSED.)

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 1 Day In-School Suspension, LOP	Up to 1 Day In-School Suspension	Up to 1 Day In-School Suspension, LOP	Up to 1 Day In-School Suspension, LOP
Second	1 Day In-School Suspension, LOP Administrator/Parent Conference	1 Day In-School Suspension, LOP, Administrator/Parent Conference	1 Day In-School Suspension, LOP, Administrator/Parent Conference	Up to 3 Day In-School Suspension, LOP, Administrator/Parent Conference
Third	Up to 1 Day Out of School Suspension, Administrator/Parent Conference, Counselor Involvement	Up to 3 Day In-School Suspension, LOP	Up to 3 Day In-School Suspension, LOP	Up to 3 Day In-School Suspension, LOP
Fourth	Up to 3 Day Out of School Suspension, Administrator/Parent Conference	3 Day Out of School Suspension, LOP	3 Day Out of School Suspension, LOP	3 Day Out of School Suspension, LOP

22. LEAVING CLASSROOM WITHOUT PERMISSION

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	LOP, Contact Parent	Up to 1 Day In-School Suspension and/or LOP	Up to 1 Day In-School Suspension and/or LOP	Up to 1 Day In-School Suspension and/or LOP
	Up to 1 Day In-School Suspension, LOP Parent Contact	Up to 1 Day In-School suspension, and/or LOP	Up to 1 Day In-School Suspension and/or LOP	Up to 1 Day In-School Suspension and/or LOP

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23. MEDIA/COMMUNICATION DEVICE MISUSE

CAMERAS, VIDEO CAMERAS, VIDEO PHONES, AND/OR OTHER TYPES OF PHOTOGRAPH OR VIDEO RECORDING DEVICES ARE STRICTLY PROHIBITED FROM BEING USED IN LOCKER ROOMS, RESTROOMS, DRESSING ROOMS, OR ANY OTHER LOCATION WHERE STUDENTS OR STAFF MAY BE CHANGING CLOTHES OR HAVE SIMILAR EXPECTATIONS OF PERSONAL PRIVACY.

AUDIO/VISUAL RECORDING OF DISTRICT STAFF/STUDENTS IN THE CLASSROOM OR SCHOOL-RELATED EVENTS WITHOUT AUTHORIZATION IS PROHIBITED. THIS INCLUDES ACTS OF VIOLENCE, DISRUPTIONS TO THE SCHOOL ENVIRONMENT OR OTHER ACTS PROHIBITED BY THE DISTRICT'S STUDENT DISCIPLINE GUIDELINES.**Disciplinary Guidelines**

Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Violation Results in Confiscation of Item for Remainder of Day. Administration May Determine Consequences Depending on Intent	Confiscation of Device for Remainder of Day. Administration May Determine Consequences/LOP Depending on Intent	Up to 3 Day In-School Suspension; LOP	Up to 3 Day In-School Suspension; LOP
Second (K-9) **Subsequent (10-12)**	Confiscation of Device and Parent Pick Up	Confiscation of Device	Up to 3 Day Out-Of School Suspension; LOP	Up to 3 Day Out-Of School Suspension; LOP
Third and Thereafter (K-9)	Confiscation of Device, Parent Pick Up, Up to 1 Day In-School Suspension	Confiscation of Device, Up to 1 Day In-School Suspension		

24. NEGLIGENT BEHAVIOR

FAILURE TO EXERCISE THE DEGREE OF CARE CONSIDERED REASONABLE UNDER THE CIRCUMSTANCES, RESULTING IN AN UNINTENDED INJURY TO ANOTHER PARTY.

Disciplinary Guidelines

Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	LOP, Contact Parent	Up to 3 Day In-School Suspension, LOP	Up to 3 Day In-School Suspension, LOP	Up to 3 Day Out of School Suspension, LOP
Second	Up to 1 Day In-School Suspension, LOP, Contact Parent	Up to 3 Day Out of School Suspension, LOP	Up to 3 Day Out of School Suspension, LOP	Up to 5 Day Out of School Suspension, LOP
Third	Up to 1 Day Out of School Suspension, LOP	5-10 Day Out of School Suspension, LOP	5-10 Day Out of School Suspension, LOP	Up to 10 Day Out of School Suspension, LOP

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25. PHYSICAL CONTACT (INAPPROPRIATE)/THREAT OF VIOLENCE TO A STAFF MEMBER

UNWELCOME PHYSICAL CONTACT WITH STAFF MEMBER (INCLUDES BUT NOT LIMITED TO SEXUAL MISCONDUCT OR PHYSICAL CONTACT WITH STAFF WHO IS ATTEMPTING TO BREAK UP A CONFLICT.)

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 10 Day Out of School Suspension, Possibly Referred to Superintendent for Review, Contact Legal Authorities	Up to 10 Day Out of School Suspension, Referred to Superintendent for Review, Contact Legal Authorities	Up to 10 Day Out of School Suspension, Referred to Superintendent for Review, Contact Legal Authorities	Up to 10 Day Out of School Suspension, Referred to Superintendent for Review, Contact Legal Authorities

26. PROFANITY/VULGARITY/ABUSIVE

WRITTEN, PICTURED, PHOTOGRAPHED, SPOKEN OR GESTURED IN THE SCHOOL BUILDING, ON THE SCHOOL GROUNDS OR WHILE ON A SCHOOL SPONSORED ACTIVITY.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 1 Day In-School Suspension LOP	Up to 3 Day In-School Suspension, LOP	Up to 3 Day In-School Suspension and/or LOP	Up to 3 Day In-School Suspension and/or LOP Consequences Accelerated by the Administrator
Second	Up to 3 Day In-School Suspension	Consequences Accelerated by the Administrator	Consequences Accelerated by the Administrator	Consequences Accelerated by the Administrator

27. PUBLIC DISPLAY OF AFFECTION

DISPLAY OF OVERT AFFECTION ON SCHOOL GROUNDS/SCHOOL TRANSPORTATION/SCHOOL ACTIVITY.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Conference, Parent Contact	Warning, Parent Contact	Reprimand and Parent Conference	Counsel
Second	Up to 3 Day In-School Suspension, LOP, Parent Contact	Consequences Accelerated as Determined by Administrator, LOP	Consequences Accelerated as Determined by Administrator, LOP	Send to Office and Up to 1 Day In-School Suspension, LOP

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28. REMOVAL FROM AN EXTRACURRICULAR EVENT FOR INAPPROPRIATE BEHAVIOR.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
Any Offense	May Result in Exclusion from Attendance at Future School Events and/or Suspension from School	May Result in Exclusion from Attendance at Future School Events and/or Suspension from School	May Result in Exclusion from Attendance at Future School Events and/or Suspension from School	May Result in Exclusion from Attendance at Future School Events and/or Suspension from School

29. 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.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Confiscation, Administrative/Student Conference, and/or Up to 3 Day Out of School Suspension	Confiscation, Administrative/Student Conference, and/or Up to 3 Day Out of School Suspension	Confiscation, Administrative/Student Conference, and/or Up to 3 Day Out of School Suspension	Confiscation, Administrative/Student Conference, and/or Up to 3 Day Out of School Suspension
Second	Confiscation, Up to 5 Day Out of School Suspension	Confiscation, Up to 5 Day Out of School Suspension	Confiscation, Up to 5 Day Out of School Suspension	Confiscation, Up to 5 Day Out of School Suspension
Third	Confiscation, Up to 10 Day Out of School Suspension	Confiscation, Up to 10 Day Out of School Suspension	Confiscation, Up to10 Day Out of School Suspension	Confiscation, Up to 10 Day Out of School Suspension

30. SEXUAL ACTIVITY

ACTS OF SEX OR SIMULATED ACTS OF SEX INCLUDING, BUT NOT LIMITED TO, INTERCOURSE OR ORAL OR MANUAL STIMULATION.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Principal/Student Conference, Up to 10 Day Out of School Suspension, Referred to Superintendent for Further Review	Principal/Student Conference, Up to 10 Day Out of School Suspension, Referred to Superintendent for Further Review	Principal/Student Conference, Up to 10 Day Out of School Suspension, Referred to Superintendent for Further Review	Principal/Student Conference, Up to 10 Day Out of School Suspension, Referred to Superintendent for Further Review
Second	10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion	10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion	10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion	10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion

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31. SUBSTANCE ABUSE/USE/POSSESSION/UNDER THE INFLUENCE ALCOHOL/DRUGS, OTHER DRUGS e.g., narcotics, chemicals or controlled substances), **OR POSSESSION OF DRUG PARAPHERNALIA** (e.g., bongs, bowls, pipes, rolling papers, clips)

STUDENTS WILL NOT POSSESS, USE OR BE UNDER THE INFLUENCE OF ANY ALCOHOLIC BEVERAGE, UNAUTHORIZED DRUG, NARCOTIC SUBSTANCE, UNAUTHORIZED INHALANTS, CONTROLLED SUBSTANCES, ILLEGAL DRUGS, COUNTERFEIT SUBSTANCES, OVER-THE-COUNTER DRUGS, HERBAL PREPARATION OR IMITATION DRUG OR HERBAL PREPARATION, "BATH SALTS" INCLUDING BUT NOT LIMITED TO "IVORY WAVE" AND "CLOUD NINE", AND IMITATION CONTROLLED SUBSTANCES ON SCHOOL PREMISES, IN THE IMMEDIATE VICINITY, AT SCHOOL OR CLUB ACTIVITIES, OR DURING TRANSPORTATION TO AND FROM ACTIVITIES. ACCORDING TO MISSOURI LAW, ANY INDIVIDUAL CAUGHT IN POSSESSION OF OR PARTICIPATING IN THE SALE OF ILLEGAL DRUGS WITHIN A 2,000 FOOT RADIUS OF THE PROPERTY OF ANY SCHOOL BUILDING IS SUBJECT TO INCREASED FELONY CHARGES AND RESULTING PENALTIES.

THE USE, POSSESSION OR TRANSFER OF ANY DRUG-RELATED PARAPHERNALIA SUCH AS BUT NOT LIMITED TO BONGS, BOWLS, PIPES, ROLLING PAPERS, CLIPS, VAPE AND/OR ACCESSORIES/PARAPHERNALIA IS ALSO PROHIBITED. MATERIALS/SUBSTANCES MAY BE CONFISCATED BY ADMINISTRATION AND TURNED OVER TO LAW ENFORCEMENT OFFICIALS.IT IS IMPOSSIBLE TO LIST EVERY SUBSTANCE ABUSE SITUATION AND/OR SCENARIO, AND IT SHOULD BE NOTED THAT A REVIEW OF ALL THE CIRCUMSTANCES WILL BE MADE ON A CASE-BY-CASE BASIS BEFORE CONSEQUENCES MAY BE ASSIGNED.

"Under the influence" means any level of impairment and includes even the odor of alcohol or illegal substances on the breath of a student; it also includes being impaired by reason of the abuse of any material used as a stimulant.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 1 Day Out of School Suspension, LOP, Parent Conference, Conference with Counselor as needed	**Use/Possession:** 10 Day Out of School Suspension, Contact Legal Authorities OR 5 Day Out of School Suspension and 5 Day In-School Suspension, Contact Legal Authorities, and Documented Completion of a Drug/Alcohol Evaluation Conducted by a School Approved Agency, LOP	**Use/Possession:** 10 Day Out of School Suspension, Contact Legal Authorities OR 5 Day Out of School Suspension and 5 Day In-School Suspension, Contact Legal Authorities, and Documented Completion of a Drug/Alcohol Evaluation Conducted by a School Approved Agency, LOP	**Use/Possession:** 10 Day Out of School Suspension, Contact Legal Authorities OR 5 Day Out of School Suspension and 5 Day In-School Suspension, Contact Legal Authorities, and Documented Completion of a Drug/Alcohol Evaluation Conducted by a School Approved Agency, LOP
Second	Up to 3 Day Out of School Suspension, LOP, Parent Conference, Referral to Division of Family Services	10 Day Out of School Suspension with Referred to Superintendent for Long Term Suspension, Contact Legal Authorities	10 Day Out of School Suspension with Referred to Superintendent for Long Term Suspension, Contact Legal Authorities	10 Day Out of School Suspension with Referred to Superintendent for Long Term Suspension, Contact Legal Authorities, LOP
Third	Up to 5 Day Out of School Suspension, LOP, Parent Conference, Referral to Division of Family Services	10 Day Out of School Suspension with Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities	10 Day Out of School Suspension with Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities	10 Day Out of School Suspension with Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities, LOP

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32. SUBSTANCE DISTRIBUTION/SALE/PURCHASE/TRANSMISSION/TRANSFER/OR OBTAINING DRUGS OR ALCOHOL

STUDENTS WILL NOT DISTRIBUTE, SELL, PURCHASE, TRANSFER, TRANSMIT OR OBTAIN ANY ALCOHOLIC BEVERAGE, UNAUTHORIZED DRUG, NARCOTIC SUBSTANCE, OVER-THE-COUNTER DRUG, HERBAL PREPARATION OR IMITATION DRUG OR HERBAL PREPARATION, UNAUTHORIZED INHALANTS, CONTROLLED SUBSTANCES, ILLEGAL DRUGS, COUNTERFEIT SUBSTANCES, "BATH SALTS" INCLUDING BUT NOT LIMITED TO "IVORY WAVE" AND "CLOUD NINE", AND IMITATION CONTROLLED SUBSTANCES ON SCHOOL PREMISES, IN THE IMMEDIATE VICINITY, AT SCHOOL OR CLUB ACTIVITIES, OR DURING TRANSPORTATION TO AND FROM ACTIVITIES. ACCORDING TO MISSOURI LAW, ANY INDIVIDUAL CAUGHT IN POSSESSION OF OR PARTICIPATING IN THE SALE OF ILLEGAL DRUGS WITHIN A 2,000 FOOT RADIUS OF THE PROPERTY OF ANY SCHOOL BUILDING IS SUBJECT TO INCREASED FELONY CHARGES AND RESULTING PENALTIES. THE SALE, DISTRIBUTION OR TRANSFER OF DRUG-RELATED PARAPHERNALIA SUCH AS BUT NOT LIMITED TO BONGS, BOWLS, PIPES, ROLLING PAPERS, CLIPS, VAPE AND/OR ACCESSORIES/PARAPHERNALIA IS ALSO PROHIBITED. MATERIALS/SUBSTANCES MAY BE CONFISCATED BY ADMINISTRATION AND TURNED OVER TO LAW ENFORCEMENT OFFICIALS. IT IS IMPOSSIBLE TO LIST EVERY SUBSTANCE ABUSE SITUATION AND/OR SCENARIO, AND IT SHOULD BE NOTED THAT A REVIEW OF ALL THE CIRCUMSTANCES WILL BE MADE ON A CASE-BY-CASE BASIS BEFORE CONSEQUENCES MAY BE ASSIGNED.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
Any Offense	Up to 10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities	Up to 10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities	Up to 10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities	10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities, LOP

33. SUBSTANCE INTENDED TO GIVE THE APPEARANCE OR LIKENESS OF DRUGS/NARCOTICS/ DRUG PARAPHERNALIA POSSESSION/USE/DISTRIBUTION/SALE/PURCHASE/TRANSMISSION/TRANSFER/OBTAINING OR CONSUMPTION

STUDENTS WILL NOT DISTRIBUTE, SELL, PURCHASE, TRANSFER, TRANSMIT OR OBTAIN ANY SUBSTANCE INTENDED TO GIVE THE APPEARANCE OR LIKENESS OF ALCOHOLIC BEVERAGE, UNAUTHORIZED DRUG, NARCOTIC SUBSTANCE, OVER THE COUNTER DRUG, HERBAL PREPARATION OR IMITATION DRUG OR HERBAL PREPARATION, UNAUTHORIZED INHALANTS, CONTROLLED SUBSTANCES, ILLEGAL DRUGS, COUNTERFEIT SUBSTANCES, "BATH SALTS" INCLUDING BUT NOT LIMITED TO "IVORY WAVE" AND "CLOUD NINE", AND IMITATION CONTROLLED SUBSTANCES ON SCHOOL PREMISES, IN THE IMMEDIATE VICINITY, AT SCHOOL OR CLUB ACTIVITIES, OR DURING TRANSPORTATION TO AND FROM ACTIVITIES. ACCORDING TO MISSOURI LAW, ANY INDIVIDUAL CAUGHT IN POSSESSION OF OR PARTICIPATING IN THE SALE OF ILLEGAL DRUGS WITHIN A 2,000 FOOT RADIUS OF THE PROPERTY OF ANY SCHOOL BUILDING IS SUBJECT TO INCREASED FELONY CHARGES AND RESULTING PENALTIES. PARAPHERNALIA SUCH AS BUT NOT LIMITED TO BONGS, BOWLS, PIPES, ROLLING PAPERS, CLIPS, VAPE AND/OR ACCESSORIES/PARAPHERNALIA IS ALSO PROHIBITED. IT IS IMPOSSIBLE TO LIST EVERY SUBSTANCE ABUSE SITUATION AND/OR SCENARIO, AND IT SHOULD BE NOTED THAT A REVIEW OF ALL THE CIRCUMSTANCES WILL BE MADE ON A CASE-BY-CASE BASIS BEFORE CONSEQUENCES MAY BE ASSIGNED. MATERIALS/SUBSTANCES MAY BE CONFISCATED BY ADMINISTRATION AND TURNED OVER TO LAW ENFORCEMENT OFFICIALS.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 10 Day Out of School Suspension, Contact Legal Authorities, LOP	Up to 10 Day Out of School Suspension, Contact Legal Authorities, LOP	Up to 10 Day Out of School Suspension, Contact Legal Authorities, LOP	Up to 10 Day Out of School Suspension, Contact Legal Authorities, LOP
Second	10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities, LOP	10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities, LOP	10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities	10 Day Out of School Suspension, Referred to Superintendent for Long Term Suspension/Expulsion, Contact Legal Authorities, LOP

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34. TARDY TO CLASS

REPORTING LATE TO CLASS WITHOUT A PASS AFTER THE TARDY BELL HAS RUNG.
GRADES 10-12 -- REPORTING UP TO 5 MINUTES LATE TO CLASS WITHOUT A PASS AFTER THE TARDY BELL HAS RUNG.*
**(IF A STUDENT IS MORE THAN 5 MINUTES TARDY TO CLASS, STUDENT MAY BE CONSIDERED TRUANT.)*
GRADES 8-12 – FIRST 4 TARDIES PER CLASS PER SEMESTER MAY RESULT IN NO ADMINISTRATIVE DISCIPLINARY ACTION. ON 5TH TARDY AND THEREAFTER PER CLASS PER SEMESTER, DISCIPLINARY CONSEQUENCES MAY BE ASSIGNED BY AN ADMINISTRATOR.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First-Fourth		Consequences Determined by Classroom Instructor	Consequences Determined by Classroom Instructor	Consequences Determined by Classroom Instructor
Fifth		Up to 1 Day In-School Suspension, and/or LOP	Administrator Conference and Parent Contact; LOP	Administrator Conference and Parent Contact; LOP
Sixth and Thereafter		Up to 2 Day In-School Suspension and/or LOP	Up to 3 Day In-School Suspension, LOP	Up to 2 Day Out of School Suspension and/or LOP

35. TARDY TO SCHOOL

GRADES 10-12 – A TARDY TO 1ST HOUR CLASS IS RECORDED FOR ANY STUDENT WHO ARRIVES BETWEEN 7:30-8:00 AM.
GRADES 10-12 STUDENTS WHO ARRIVE TO SCHOOL AFTER THE 7:30 AM TARDY BELL SHOULD SIGN IN AT THE OFFICE UPON ARRIVAL AND OBTAIN A PASS TO CLASS FROM THE OFFICE SECRETARY. THE FIRST 4 UNEXCUSED TARDIES PER SEMESTER MAY RESULT IN NO ADMINISTRATIVE DISCIPLINARY CONSEQUENCES. ON THE 7TH TARDY AND THEREAFTER PER SEMESTER, DISCIPLINARY CONSEQUENCES WILL BE DETERMINED BY THE ADMINISTRATION.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First-Third		No Administrative	No Administrative Action	No Administrative Action
Fourth		Parent Contact, Administrative Conference, LOP	No Administrative Action	No Administrative Action
Fifth		Administrative Conference, LOP	Administrator Conference and Parent Contact; LOP	Administrator Conference and Parent Contact; LOP
Sixth and Thereafter		Up to 3 Day In-School Suspension, LOP	Up to 3 Day In-School Suspension, LOP	Up to 2 Day Out of School Suspension and/or LOP

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36. TECHNOLOGY MISCONDUCT

USE OR ATTEMPTED USE OF TECHNOLOGY RESOURCES IN A DISRUPTIVE, MANIFESTLY INAPPROPRIATE OR ILLEGAL MANNER IMPAIRS THE DISTRICT'S MISSION, SQUANDERS RESOURCES, AND SHALL NOT BE TOLERATED. USERS MUST ADHERE TO DISTRICT POLICIES, REGULATIONS, PROCEDURES, AND GUIDELINES FOUND IN F-265-P and F-265-S. THIS INCLUDES BUT IS NOT LIMITED TO ATTEMPT TO GAIN UNAUTHORIZED ACCESS TO A TECHNOLOGY SYSTEM OR INFORMATION; TO USE DISTRICT TECHNOLOGY TO CONNECT TO OTHER SYSTEMS IN EVASION OF THE PHYSICAL LIMITATIONS OF THE REMOTE SYSTEM; TO COPY DISTRICT FILES WITHOUT AUTHORIZATION; TO INTERFERE WITH THE ABILITY OF OTHERS TO UTILIZE DISTRICT TECHNOLOGY; TO SECURE A HIGHER LEVEL OF PRIVILEGE WITHOUT AUTHORIZATION; TO INTRODUCE COMPUTER "VIRUSES," "HACKING" TOOLS, OR OTHER DISRUPTIVE/DESTRUCTIVE PROGRAMS ONTO OR USING DISTRICT TECHNOLOGY; OR TO EVADE OR DISABLE A FILTERING/BLOCKING DEVICE. USING AN ELECTRONIC DEVICE TO RECORD, PUBLISH OR DISPLAY AUDIO OR VISUAL IMAGES OF DISTRICT STAFF OR OTHER STUDENTS ON DISTRICT PROPERTY, SCHOOL BUS OR AT A SCHOOL-RELATED EVENT WITHOUT AUTHORIZATION IS PROHIBITED. THE PROHIBITED CONDUCT INCLUDES SUCH THINGS AS AUDIO OR VISUAL RECORDINGS OF DISTRICT STAFF IN THE CLASSROOM WITHOUT AUTHORIZATION; ACTS OF VIOLENCE; DISRUPTIONS TO THE SCHOOL ENVIRONMENT OR OTHER ACTS PROHIBITED BY THE DISTRICT'S STUDENT DISCIPLINE GUIDELINES. THE USE OF AN ELECTRONIC DEVICE TO RECORD, PUBLISH OR DISPLAY AUDIO OR VISUAL IMAGES OF DISTRICT STAFF, STUDENTS OR OTHER PERSONS TAKEN IN A LOCATION WHERE THE PERSON HAS A REASONABLE EXPECTATION OR PRIVACY SUCH AS A RESTROOM, LOCKER ROOM OR OTHER LOCATION IN OR AROUND SCHOOL PREMISES IS STRICTLY PROHIBITED.

STUDENTS MUST HAVE A SIGNED USER AGREEMENT ON FILE BEFORE ACCESSING THE INTERNET.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 5 Day Out of School suspension, LOP, Superintendent Review for Possible Further Disciplinary Action, Law Enforcement Authorities May Be Notified	Up to 10 Day Out of School suspension, LOP, Superintendent Review for Possible Further Disciplinary Action, Law Enforcement Authorities May Be Notified	Up to 10 Day Out of School suspension, LOP, Superintendent Review for Possible Further Disciplinary Action, Law Enforcement Authorities May Be Notified	Up to 10 Day Out of School suspension, LOP, Superintendent Review for Possible Further Disciplinary Action, Law Enforcement Authorities May Be Notified
	****For Proxy/Virtual Private Network (VPN) Site Violation**	****For Proxy/Virtual Private Network (VPN) Site Violation**	****For Proxy/Virtual Private Network (VPN) Site Violation**	****For Proxy/Virtual Private Network (VPN) Site Violation**
First	3 Day In-School Suspension/LOP	3 Day In-School Suspension/LOP	3 Day In-School Suspension/LOP	3 Day In-School Suspension/LOP
Second	3 Day Out of School Suspension/LOP	3 Day Out of School Suspension/LOP	3 Day Out of School Suspension/LOP	3 Day Out of School Suspension/LOP
Third	Up to 10 Day Out of School Suspension/LOP, Referred to Superintendent for Further Review	Up to 10 Day Out of School Suspension/LOP, Referred to Superintendent for Further Review	Up to 10 Day Out of School Suspension/LOP, Referred to Superintendent for Further Review	Up to 10 Day Out of School Suspension/LOP, Referred to Superintendent for Further Review

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37. THEFT

STEALING OR KNOWINGLY POSSESSION STOLEN SCHOOL OR PERSONAL PROPERTY. CONSEQUENCES MAY BE ESCALATED FOR INCIDENTS INVOLVING THEFT OF $500 OR MORE (UNDER MISSOURI LAW, CHAPTER 570, SECTION 570.030 "STEALING AND RELATED OFFENSES"—ANY OFFENSE WHICH THE VALUE OF PROPERTY OR SERVICES IS AN ELEMENT IS A CLASS FELONY IF THE VALUE OF THE PROPERTY OR SERVICES IS $500 OR MORE BUT LESS THAN $25,000)

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 1 Day Out of School Suspension, LOP, Parent Conference, Restitution	Up to 5 Day Out of School Suspension, LOP, Restitution, May Contact Legal Authorities	Up to 5 Day Out of School Suspension, LOP, Restitution, May Contact Legal Authorities	Up to 5 Day Out of School Suspension, LOP, Restitution, May Contact Legal Authorities
Second	Up to 3 Day Out of School Suspension, LOP, Parent Conference, Restitution	Up to 10 Day Out of School Suspension, Superintendent Review for Long Term Suspension, Contact Legal Authorities, LOP, Restitution	Up to 10 Day Out of School Suspension, Superintendent Review for Long Term Suspension, Contact Legal Authorities, LOP, Restitution	Up to 10 Day Out of School Suspension, Superintendent Review for Long Term Suspension, Contact Legal Authorities, LOP, Restitution
Third	**Lunch Room Theft:** First = LOP, Restitution, Parent	**Lunch Room Theft:** First = Up to 2 Day In-School	**Lunch Room Theft:** First = Up to 2 Day In-School	**Lunch Room Theft:** First = Up to 2 Day In-School

38. THREAT – WRITTEN/VERBAL ASSAULT

(All Grade Levels and Offenses 1-3 Will Result in Superintendent Review for Long Term Suspension/Expulsion)

VERBAL, WRITTEN, PICTORIAL OR SYMBOLIC LANGUAGE/GESTURE THAT CREATES A REASONABLE FEAR OF INTENT TO CAUSE PHYSICAL INJURY OR PROPERTY DAMAGE TO AN INDIVIDUAL OR GROUP. AN ADMINISTRATOR MAY REQUEST AN EVALUATION AND COMMUNICATION FROM A MENTAL HEALTH PROFESSIONAL PRIOR TO STUDENT'S RETURN TO SCHOOL.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 1 Day Out of School Suspension, LOP, Guidance Counselor Intervention, May Report to Legal Authorities	Up to 5 Day Out of School Suspension, LOP, Guidance Counselor Intervention, May Report to Legal Authorities	Up to 5 Day Out of School Suspension, LOP, Guidance Counselor Intervention, May Report to Legal Authorities	Up to 5 Day Out of School Suspension, LOP, Guidance Counselor Intervention, May Report to Legal Authorities
Second	Up to 3 Day Out of School Suspension, LOP, Guidance Counselor Intervention, May Report to Legal Authorities	Up to 10 Day Out of School Suspension, LOP, Guidance Counselor Intervention, May Report to Legal Authorities	Up to 10 Day Out of School Suspension, LOP, Guidance Counselor Intervention, May Report to Legal Authorities	Up to 10 Day Out of School Suspension, LOP, Guidance Counselor Intervention, May Report to Legal Authorities
Third	Up to 5 Day Out of School Suspension, LOP, Report to Legal Authorities	10 Day Out of School Suspension, Report to Legal Authorities	10 Day Out of School Suspension, Report to Legal Authorities	10 Day Out of School Suspension, Report to Legal Authorities

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39. TOBACCO/NICOTINE

USE OR POSSESSION -- IT IS ILLEGAL FOR ANY PERSON UNDER THE AGE OF 18 TO POSSESS OR USE TOBACCO. IN ALL CASES, THE ADMINISTRATOR WILL CONFISCATE TOBACCO FROM ANY STUDENT, REGARDLESS OF AGE, AND ASSIGN APPROPRIATE DISCIPLINARY CONSEQUENCES. DEVICES THAT DISTRIBUTE NICOTINE, COUNTERFEIT OR MISREPRESENTED PACKAGING WHICH LOOKS LIKE TOBACCO, TOBACCO POUCHES OR TOBACCO PRODUCTS MAY BE CONSIDERED AS POSSESSION.

ELECTRONIC CIGARETTES MAY BE BATTERY POWERED AND OFTEN CONTAIN LIQUID NICOTINE FROM TOBACCO PLANTS. STUDENTS ARE PROHIBITED IN ENGAGING IN THE SELLING, USING, POSSESSING OR DISPENSING TOBACCO, NARCOTICS, DRUGS, CONTROLLED SUBSTANCES, INHALANTS, OR BEING UNDER THE INFLUENCE OF ANY OF THE AFOREMENTIONED OR IN POSSESSION OF DRUG, VAPING DEVICES OR ELECTRONIC CIGARETTE PARAPHERNALIA INCLUDING BUT NOT LIMITED TO CHARGERS.

STUDENTS ARE NOT ALLOWED TO USE ELECTRONIC CIGARETTES, VAPING DEVICES AND/OR ITS PARAPHERNALIA IN SCHOOL, ON SCHOOL GROUNDS OR WHILE ATTENDING A SCHOOL ACTIVITY. STUDENTS IN POSSESSION OR USING ELECTRONIC CIGARETTES, VAPING DEVICES AND/OR PARAPHERNALIA ARE SUBJECT TO IMMEDIATE CONFISCATION OF THE ITEM(S)/MATERIAL(S) AND MAY FACE APPROPRIATE DISCIPLINARY CONSEQUENCES.

"UNDER THE INFLUENCE" MEANS ANY LEVEL OF IMPAIRMENT AND INCLUDES EVEN THE ODOR OF ALCOHOL OR ILLEGAL SUBSTANCES ON THE BREATH OF A STUDENT; IT ALSO INCLUDES BEING IMPAIRED BY REASON OF THE ABUSE OF ANY MATERIAL USED AS A STIMULANT.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Possession/Use—Up to 3 Day Out of School Suspension, LOP	Possession/Use—3 Day Out of School Suspension, LOP, Completion of Tobacco/Nicotine Video	Possession/Use—3 Day Out of School Suspension, LOP, Completion of Tobacco/Nicotine Video	Possession/Use—3 Day Out of School Suspension, LOP, Completion of Tobacco/Nicotine Video
Second	Up to 5 Day Out of School Suspension, LOP	5 Day Out of School Suspension, LOP	5 Day Out of School Suspension, LOP	5 Day Out of School Suspension, LOP
Third	10 Day Out of School Suspension, LOP, Refer to Superintendent for Further Review	10 Day Out of School Suspension, LOP, Refer to Superintendent for Further Review	10 Day Out of School Suspension, LOP, Refer to Superintendent for Further Review	10 Day Out of School Suspension, LOP, Refer to Superintendent for Further Review

40. TRUANCY

ABSENT FROM SCHOOL OR CLASS WITHOUT KNOWLEDGE AND CONSENT OF PARENT/GUARDIAN, ADMINISTRATOR OR CLASSROOM TEACHER. (HIGH SCHOOL: INCLUDES LEAVING BUILDING WITHOUT PERMISSION—MAY RESULT IN MAXIMUM PENALTY)

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 1 Day In-School Suspension, LOP	Up to 1 Day In-School Suspension and/or LOP	Up to 1 Day In-School Suspension and/or LOP	Up to 1 Day In-School Suspension and/or LOP, No Credit for Class Periods Missed
Second	Up to 3 Day In-School Suspension, LOP	Up to 3 Day In-School Suspension, LOP, No Credit for Class Periods Missed	Up to 3 Day In-School Suspension, LOP, No Credit for Class Periods Missed	Up to 3 Day In-School Suspension, LOP, No Credit for Class Periods Missed
Third	Up to 5 Day In-School Suspension, LOP	Up to 5 Day In-School Suspension, LOP, No Credit for Class Periods Missed	Up to 5 Day In-School Suspension, LOP, No Credit for Class Periods Missed	Up to 5 Day In-School Suspension, LOP, No Credit for Class Periods Missed

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41. UNAUTHORIZED ENTRY

ENTERING FACILITY, OFFICE, LOCKER OR OTHER AREA THAT IS LOCKED OR RESTRICTED FROM GENERAL PUBLIC; ENTERING OR ASSISTING ANY OTHER PERSON TO ENTER A DISTRICT FACILITY THROUGH AN UNAUTHORIZED ENTRANCE; ASSISTING UNAUTHORIZED PERSONS TO ENTER A DISTRICT FACILITY THROUGH ANY ENTRANCE.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 5 Day Out of School Suspension, LOP, May Contact Legal Authorities	Up to 5 Day Out of School Suspension, LOP, May Contact Legal Authorities	Up to 5 Day Out of School Suspension, LOP, May Contact Legal Authorities	Up to 5 Day Out of School Suspension, LOP, May Contact Legal Authorities
Second	Up to 10 Day Out of School Suspension, LOP, Contact Legal Authorities	Up to 10 Day Out of School Suspension, LOP, Contact Legal Authorities	Up to 10 Day Out of School Suspension, LOP, Contact Legal Authorities	Up to 10 Day Out of School Suspension, LOP, Contact Legal Authorities
Third	10 Day Out of School Suspension, LOP, Contact Legal Authorities, Superintendent Review for Long Term Suspension	10 Day Out of School Suspension, LOP, Contact Legal Authorities, Superintendent Review for Long Term Suspension	10 Day Out of School Suspension, LOP, Contact Legal Authorities, Superintendent Review for Long Term Suspension	10 Day Out of School Suspension, LOP, Contact Legal Authorities, Superintendent Review for Long Term Suspension

42. VANDALISM/DESTRUCTION OF PROPERTY

WILLFUL OR MALICIOUS ABUSE/DAMAGE, DESTRUCTION, OR ATTEMPT TO CAUSE DAMAGE TO SCHOOL OR PERSONAL PROPERTY. CONSEQUENCES MAY BE ESCALATED FOR INCIDENTS INVOLVING DAMAGES OF $500 OR MORE.

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	Up to 1 Day In-School Suspension, Restitution, LOP, Administrator/Parent Conference	Up to 5 Day Out of School Suspension, Restitution, LOP, May Contact Legal Authorities	Up to 5 Day Out of School Suspension, Restitution, LOP, May Contact Legal Authorities	Up to 5 Day Out of School Suspension, Restitution, LOP, May Contact Legal Authorities
Second	Up to 3 Day In-School Suspension, Restitution, LOP, Administrator/Parent Conference	Up to 10 Day Out of School Suspension, Restitution, LOP, Superintendent Review for Long Term Suspension, May Contact Legal Authorities	Up to 10 Day Out of School Suspension, Restitution, LOP, Superintendent Review for Long Term Suspension, May Contact Legal Authorities	Up to 10 Day Out of School Suspension, Restitution, LOP, Superintendent Review for Long Term Suspension, May Contact Legal Authorities
Third	Up to 5 Day In-School Suspension, Restitution, LOP, Administrator/Parent Conference, Restitution			

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43. WEAPONS – 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) OR BOARD POLICY S-200-P.

WEAPONS PROHIBITED BY LAW, POSSESSION OR USE OF ANY WEAPON PROHIBITED BY LAW AT SCHOOL OR AT SCHOOL ACTIVITIES, INCLUDING:

- A BLACKJACK, CONCEALABLE FIREARM, FIREARM, FIREARM SILENC.ER, EXPLOSIVE WEAPON, GAS GUN, KNIFE, KNUCKLES, MACHINE GUN, PROJECTILE WEAPON, RIFLE, SHOTGUN, SPRING GUN, AND SWITCHBLADE KNIFE AS DEFINED IN §571.010, RSMo
- A FIREARM AS DEFINED IN 18 U.S.C. 921
- A DANGEROUS WEAPON AS DEFINED IN 18 U.S.C 930(G)(2)

A WEAPON SHALL BE DEFINED AS:

- ANY INSTRUMENT, TOOL, DEVICE, OR PROJECTILE USED OR DESIGNED TO BE USED TO THREATEN OR ASSAULT, WHETHER FOR ATTACK OR DEFENSE. A WEAPON MAY INCLUDE, BUT IS NOT LIMITED TO, NORMAL SCHOOL SUPPLIES, HOUSEHOLD ITEMS, TOOLS OR OTHER MATERIALS WHEN USED TO THREATEN OR ASSAULT
- ANY OBJECT DESIGNED TO LOOK LIKE OR TO IMITATE A WEAPON PROHIBITED UNDER THIS POLICY INCLUDING A TOY, REPLICA, LOOK-ALIKE OR OTHER ITEM WHICH MIGHT BE PERCEIVED AS A WEAPON
- A POCKET KNIFE WITH A BLADE OF 4 INCHES OR LESS IN LENGTH. (POCKET KNIVES WITH LONGER BLADES AND OTHER KNIVES ARE PROHIBITED IN "WEAPONS PROHIBITED BY LAW")

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	10 Day Out of School Suspension, Contact, Legal Authorities, Refer to Superintendent for Review as per **Safe Schools Act** including Referral for Long Term Suspension/Expulsion	10 Day Out of School Suspension, Contact, Legal Authorities, Refer to Superintendent for Review as per **Safe Schools Act** including Referral for Long Term Suspension/Expulsion	10 Day Out of School Suspension, Contact, Legal Authorities, Refer to Superintendent for Review as per **Safe Schools Act** including Referral for Long Term Suspension/Expulsion	10 Day Out of School Suspension, Contact, Legal Authorities, Refer to Superintendent for Review as per **Safe Schools Act** including Referral for Long Term Suspension/Expulsion

44. WEAPONS – 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) OR BOARD POLICY S-200-P.

WEAPONS PROHIBITED BY LAW, POSSESSION OR USE OF ANY WEAPON PROHIBITED BY LAW AT SCHOOL OR AT SCHOOL ACTIVITIES, INCLUDING:

- A BLACKJACK, CONCEALABLE FIREARM, FIREARM, FIREARM SILENCER, EXPLOSIVE WEAPON, GAS GUN, KNIFE, KNUCKLES, MACHINE GUN, PROJECTILE WEAPON, RIFLE, SHOTGUN, SPRING GUN, AND SWITCHBLADE KNIFE AS DEFINED IN §571.010, RSMo
- A FIREARM AS DEFINED IN 18 U.S.C. 921

A DANGEROUS WEAPON AS DEFINED IN 18 U.S.C. 930(G)(2)

A WEAPON SHALL BE DEFINED AS:

- ANY INSTRUMENT, TOOL, DEVICE, OR PROJECTILE USED OR DESIGNED TO BE USED TO THREATEN OR ASSAULT, WHETHER FOR ATTACK OR DEFENSE. A WEAPON MAY INCLUDE, BUT IS NOT LIMITED TO, NORMAL SCHOOL SUPPLIES, HOUSEHOLD ITEMS, TOOLS OR OTHER MATERIALS WHEN USED TO THREATEN OR ASSAULT
- ANY OBJECT DESIGNED TO LOOK LIKE OR TO IMITATE A WEAPON PROHIBITED UNDER THIS POLICY INCLUDING A TOY, REPLICA, LOOK-ALIKE OR OTHER ITEM WHICH MIGHT BE PERCEIVED AS A WEAPON

Disciplinary Guidelines				
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**	**Grades 10-12**
First	10 Day Out of School Suspension, Contact, Legal Authorities, Refer to Superintendent for Review as per **Safe Schools Act** including Referral for Long Term Suspension/Expulsion	10 Day Out of School Suspension, Contact, Legal Authorities, Refer to Superintendent for Review as per **Safe Schools Act** including Referral for Long Term Suspension/Expulsion	10 Day Out of School Suspension, Contact, Legal Authorities, Refer to Superintendent for Review as per **Safe Schools Act** including Referral for Long Term Suspension/Expulsion	10 Day Out of School Suspension, Contact, Legal Authorities, Refer to Superintendent for Review as per **Safe Schools Act** including Referral for Long Term Suspension/Expulsion

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45. WEAPONS – POSSESSION OR USE OF AMMUNITION OR A COMPONENT OF A WEAPON

A WEAPON SHALL BE DEFINED AS:

- ANY INSTRUMENT, TOOL, DEVICE, OR PROJECTILE USED OR DESIGNED TO BE USED TO THREATEN OR ASSAULT, WHETHER FOR ATTACK OR DEFENSE. A WEAPON MAY INCLUDE, BUT IS NOT LIMITED TO, NORMAL SCHOOL SUPPLIES, HOUSEHOLD ITEMS, TOOLS OR OTHER MATERIALS WHEN USED TO THREATEN OR ASSAULT
- ANY OBJECT DESIGNED TO LOOK LIKE OR TO IMITATE A WEAPON PROHIBITED UNDER THIS POLICY INCLUDING A TOY, REPLICA, LOOK-ALIKE OR OTHER ITEM WHICH MIGHT BE PERCEIVED AS A WEAPON

Disciplinary Guidelines			
Offense	**Grades K-5**	**Grades 6-7**	**Grades 8-9**
First	10 Day Out of School Suspension, Contact, Legal Authorities, Refer to Superintendent for Review as per **Safe Schools Act** including Referral for Long Term Suspension/Expulsion	10 Day Out of School Suspension, Contact, Legal Authorities, Refer to Superintendent for Review as per **Safe Schools Act** including Referral for Long Term Suspension/Expulsion	10 Day Out of School Suspension, Contact, Legal Authorities, Refer to Superintendent for Review as per **Safe Schools Act** including Referral for Long Term Suspension/Expulsion/LOP

Reporting Concerns for Staff/Student Safety

Students, parents, and staff members are expected to report all dangerous or potentially dangerous situations/events directly to an administrator. Any circumstance or situation where a student may be harmed include, but are not limited to threats, harassment, acts of violence, drug activity, or weapons. Such acts should be reported (1) directly to an administrator, (2) directly to a teacher or staff personnel, (3) school resource officer.

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 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, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device or computer. 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.

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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 coordinators are as follows:

Dogwood Elementary –	Laura Gonzalez, Principal Phone: 816-903-1400
Hawthorne Elementary –	Chauncey Rardon, Principal Phone: 816-628-4114
Kearney Elementary-	Mitch Masker, Principal Phone: 816-628-4113
Southview Elementary-	Rebecca Parks, Principal Phone: 816-628-4652
LENS-	Rebecca Parks, Principal Phone: 816-628-4798

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.

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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.

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

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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.

See the Report Form on the next page.

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You may submit this form online here.

Your Email Address: _____

What is your last name? _____

What is your first name? _____

What type of behavior is happening? (check all that apply)

- ☐ Cyber bullying behavior: texting, messaging, or posting hurtful words, etc.
- ☐ Emotional bullying behavior: spreading rumors, leaving people out, etc.
- ☐ Sexual bullying behavior: unwanted touching and/or comments about your body.
- ☐ Verbal bullying behavior: name calling, teasing, rude comments, insults, threats, or put downs.
- ☐ Physical bullying behavior: hitting, kicking, pushing, tripping others, stealing, etc.
- ☐ Other

Please described what type of bulling behavior happened below.

Name the students involved in the bullying behavior.

When did it start? _____

Where is the problem happening? At school (specific locations)? Outside of school? Both?

Were there any witnesses? What are their first and last names?

How did you respond when this happened?

- ☐ Passive: I walked away and ignored the person/people.
- ☐ Assertive: I told the person/people to stop.
- ☐ Aggressive: I yelled at the person.
- ☐ I did something else.

What do you see as a solution to this situation?

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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:

Role/Title:	Assistant Superintendent of Human Resources
Phone #:	816-628-4116
Email Address:	compliance@ksdr1.net

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:

Role/Title:	Superintendent
Phone #:	816-628-4116
Email Address:	millere@ksdr1.net

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.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and

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Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	**Complaints filed with the Department** 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. **What is a complaint?**

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

2. **Who may file a complaint?**

   Any individual or organization may file a complaint.

3. **How can a complaint be filed?**

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. How will appeals to the Department be investigated?

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The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

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

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

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:

Role/Title:	Assistant Superintendent of Human Resources
Phone #:	816-628-4116
Email Address:	compliance@ksdr1.net

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:

Role/Title:	Superintendent
Phone #:	816-628-4116
Email Address:	millere@ksdr1.net

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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:

Role/Title:	Assistant Superintendent of Human Resources
Address:	425 W. Washington Street, Kearney, MO 64060
Phone #:	816-628-4116
Email Address:	compliance@ksdr1.net

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.

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Student Searches S-175-S
Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice, including the use of trained law enforcement canines

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.

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 authority. 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.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline. If you have questions or want to discuss the use of medical marijuana, please contact the District Nurse..

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

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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 not less than 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

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. The assessment plan is as follows:

The District will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy. In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

The District will implement the components of The Missouri Assessment Program which assesses students' progress in grades 3 through 5 toward mastery of the Missouri Learning Standards which are the educational standards in Missouri. The Grade-Level Assessment is a yearly standards-based test that measures specific skills defined for each grade by the state of Missouri.

The assessment plan is available here: http://www.ksdr1.net/academic-services/

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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.

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 parents 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 Monday – Friday (7:30 am – 3:30 pm) in the office of the Director of Special Programs at 425 W. Washington, Kearney, Missouri 64060, 816-628-2653. 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

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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).

This plan may be reviewed Monday – Friday (7:30 am – 3:30 pm) in the office of the Director of Special Programs at 425 W. Washington Street, Kearney, Missouri 64060, 816-628-2653. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S
The District may offer online opportunities through a third party for credit recovery. In addition, online courses may be offered through a third party provider if the District does not offer a course or for students who need flexible schedules. The courses will be aligned with Missouri Learning Standards and facilitated by Missouri certified teachers. Online classes may or may not align with the Kearney calendar and students who choose to participate in online courses must adhere to the online vendor calendar. The requirements for the enrollment and approval process are outlined in District Policy.

For more information regarding online courses, students should consult with his/her building counselor.

<u>Technology F-265-S</u>
Cell Phone Guidelines
Students are not to use their own personal cell phones unless given permission.

Technology Devices and Acceptable Use Policy

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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
Students are discouraged from bringing personal items to school including iPods or any MP3 players, CD players, pagers, phones, camera phones, cameras, hand-held video games, etc. If personal items are brought to school, they are to remain in a secure location such as a locker or backpack. The District is not responsible for these items if they are broken, lost or stolen.

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 annually during registration in order to access District technology.

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

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using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

Grading and Reporting System

KSD elementary schools use standards referenced grading. Students are given a score in reference to their level of mastery on grade level priority standards.

First quarter elementary report cards will be distributed at fall parent teacher conferences. Report cards for quarters 2, 3, 4 will be sent home at the end of the quarter.

The KSD Academic Services page can be referenced for priority stands and other academic information.

http://www.ksdr1.net/academic-services/

Parent-Teacher Communication Chain

As a staff, we recognize the importance of maintaining positive communication between home and school. If the issue or question involves your student and classroom situations such as homework, assignments, actions in the room taken by the teacher, etc. please contact the teacher first. You can do this by email, in writing, or over the phone. Please allow the teacher 48 hours to respond to your message.

If the issue or question involves the functioning of the building, a discipline issue occurring in the office, or if you have already contacted the teacher and feel that you did not get satisfactory results, please contact the principal. This, too, can be done by email, phone or in writing. Please allow the building principal 24 hours to respond to your message.

Parent-Teacher Conferences

Communication between school and home is beneficial for all students. The district schedules conferences at the end of the first quarter. Parents are urged to attend in order to help support student success both academically and socially. Additional conferences can be held throughout the year at the request of the parent or the teacher. Appointments are needed for these conferences and can be scheduled by contacting the teacher or by calling the school office.

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

The Activities/Athletic Handbook and corresponding forms are located here:
https://www.ksdr1.net/activities/forms-links/

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the SchoolMessenger system to notify students and parents/guardians. Announcements will also be made on the Kearney School District and KSD school websites, on the KSD Facebook page (@KSDBulldogs) and Twitter account (@KearneyMOEdu), and the following local news media outlets: 41

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Action News, KMBC, Fox 4 and KCTV-5. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made via SchoolMessenger 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.

Arrival and Dismissal Procedures S-165-S
The building is open to students at 8:20 a.m. Students should not arrive prior to 8:20 a.m. as there will be no supervision. Bus riders are allowed into the building at 8:20 a.m. when breakfast begins. The tardy bell rings at 8:35 a.m. All students should be in class at this time. If you choose to bring your children to school, please observe these hours. Classes do start promptly at 8:40 a.m. We will begin dismissing students at 3:25 p.m.

Students are required to go home immediately after school. They cannot remain outside on school grounds or linger because of traffic safety. Note: All students will be required to go home as usual unless written communication to the office is received from the parent or guardian prior to 2:00 p.m. Please do not send an email to the teachers to notify of a change in transportation. Teachers are not always able to check emails before the end of the day.

Before/After School Care Program
Dogwood Elementary, Hawthorne Elementary, Kearney Elementary and Southview Elementary will house the before and after school programs. Contact the Director of Kids Club for more information.

Deliveries
Deliveries for students at school will not be accepted.

Student Belongings
Students are not to bring personal items to school including recess equipment, trading cards, yo-yo's, etc. The District is not responsible for these items if they are broken, lost or stolen. Also refer to F-265-S for prohibited Technology Devices.

Parties/Celebrations
PTO holiday parties are scheduled two times during the school year. Please refer to section on District Guidelines on Food Allergies. Please check the calendar for exact dates of the parties.

If you wish for your child to pass out party invitations at school, every student in the classroom, or in the alternative, every student of the same gender in the classroom, must receive one. If you are inviting only a few friends, the invitations must be delivered

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outside of the school setting. This avoids hurt feelings and undue emotional stress here at school.

Supply Lists
The supply lists may be found here: http://www.ksdr1.net/back-to-school/

Field Trips
Parents may be asked to pay transportation and/or admission fees. Students must ride the bus to the field trip. They will not be allowed to ride back to school or be checked out by anyone other than a parent/guardian.

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 Gifted Education, 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 of Coordinator:	Assistant Superintendent of Academic Services
Phone #:	(816) 628-4116
Email:	koppj@@ksdr1.net

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.

No nonemergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

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.

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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: Director of Communications and Community Relations.

All District policies can be located at: https://egs.edcounsel.law/kearney-r-i-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

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District Wellness Plan F-290-P
KSD is invested in the health and wellbeing of our students and staff. Through our school wellness committee, we provide information to teachers, staff, students and families that is useful in improving the health and academic success of our students. The purpose of the committee is to bring together representatives from the school and community who can help address issues facing the health and well-being of our children and youth. The school wellness committee is also a way to show how the District's wellness policies are implemented at the building level enabling the health priorities and activities put in place to truly reflect the needs and interests of our community. We believe our schools can be powerful places to make behavioral and lifestyle changes to affect students and staff for life.

To aid our community in supporting a healthy lifestyle in our schools, we strongly encourage healthier options and activities for school celebrations, snacks, fundraisers, recognitions, and parties rather than rewarding with food items. Some suggestions:

Fundraisers	**Recognition**	**Snack Ideas**
Bookfair	Trophy	Have Southwest Food Excellence* host your party
Bottled water sales	Plaque	Sugar-free pudding
Calendar sales	Extra privileges	Sugar-free-Jell-O
Candle sales	Photo recognition	Baked whole grain chips
Ceramic sales	Commending letter or note	Baked whole grain chips w/salsa
Car wash	Extra recess	Fresh pre-packaged fruit
Auction/raffle	Outdoor class	Reduced-fat popcorn
Community assistance projects	Listening to music while working	Frozen fruit tubes
Gift wrap	Field trip	Fresh pre-packaged veggies
Utility and sports bags	Extra school supplies	Unsweetened applesauce
Kearney bulldog gear	Cell phone privileges	Whole-grain crackers
Coupon books	Recognition ribbons	Cheese sticks/wedges
Grocery store fundraiser	School drive named after a student	Raisins
Gift cards	"Free choice" at the end of the day	Unsweetened fruit bowls
Walk-a-Thon	Extra PE	Dried fruit (banana chips, cranberries, etc.)
Bowl-a-Thon	Sidewalk decorating	Low-fat pretzels

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Fun runs	Gift cards/discounts/certificates	Animal crackers
Flower sales	Kearney bulldog gear	Sherbet
Recycle (ink cartridges, cell phones)	Movie pass	Lean turkey bites
Jewelry sales	Step counter	Low-fat yogurt and frozen yogurt
Cookbook sales	Token or star awards	Graham crackers with apple butter
Funfair/carnival	Teacher helper	Berries with low-fat whipped topping
Temporary tattoos	Sporting event tickets	Veggies with hummus dip
Bumper stickers	Park outing	Veggie chips

Please ensure all food items follow our District's Food Allergy and Anaphylaxis Guidelines.

* Southwest Food Excellence (SFE) is available to provide food for individual or group celebrations. Additionally, they will assure adherence to the District's Food Allergy and Anaphylaxis Guidelines and offer an assortment of food choices. Please visit the District's website under Southwest Food Excellence (SFE) to sign up and determine the cost. In order to assist students in learning the value and enjoyment of physical activity as an ongoing part of a healthy lifestyle, Kearney School District offers its facilities after hours to the community to encourage physical activity in all types of weather. Additionally, we discourage withholding physical activity or recess as a form of student discipline or punishment.

Student Transfers S-120-S
The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District

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will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.

2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.

3. 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.

4. 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.

Trauma-Informed Schools Initiative
The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed.

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, vape products, 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, is strictly prohibited 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.

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