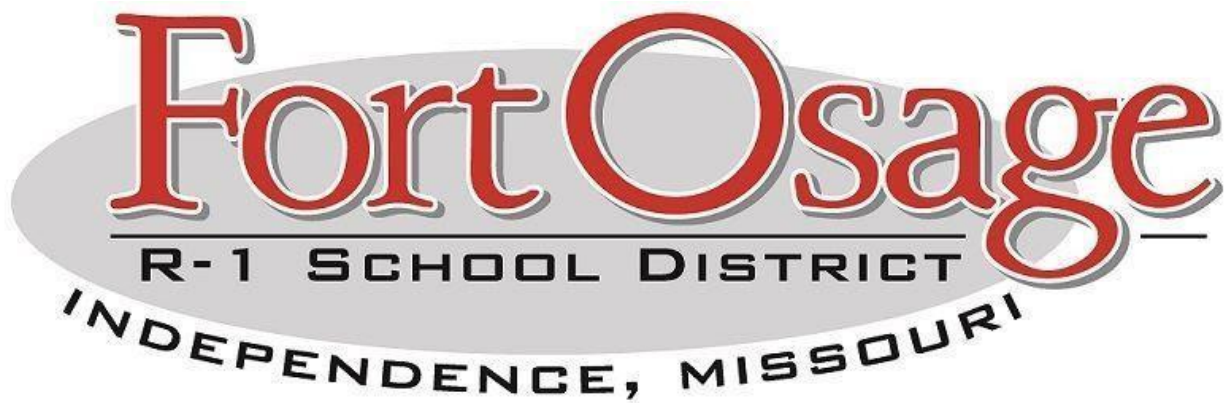


**Fort Osage R-I  
School District  
25102 E. US Hwy 24  
Independence, MO 64056  
(816) 650-7000**

**PreK – 6<sup>th</sup> Grade  
Student/Parent Handbook**

**2025-2026**



**Adopted by the Board of Education: August 12, 2025**

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### Mission C-110-S

The mission of the Fort Osage R-I School District is: Together with parents and the community we prepare all students to be successful in life.

### School Board Members G-100-S

Mr. Chris Gross, President  
Mrs. Stephanie Watson, Vice-President  
Mr. Floyd Hawkins, Member  
Mr. Tim Brown, Member  
Mr. Dustin Schnakenberg, Member  
Mr. David ShROUT, Member  
Mrs. Gwen Hefner, Member

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

**Fort Osage R-I School District website:** [www.fortosage.net](http://www.fortosage.net) Follow the District on Facebook, Twitter, YouTube, and Instagram. The mailing address for all schools is:  
2101 N. Twyman Road Independence, MO 64058  
District Hours: 7:00 a.m. – 4:30 a.m. (may vary)  
Phone Number: (816)650-7000

### *Early Childhood Center and Elementary Schools*

#### **Woodland Early Childhood Center**

Physical Address: 1419 North Whitney Independence, MO 64058  
Phone: (816) 650-7480  
Fax: (816) 650-7485  
School Hours: 8:10 a.m. – 3:00 p.m.  
Office Hours: 7:45 a.m. – 3:45 p.m.

#### **Blue Hills Elementary**

Physical Address: 1911 N. Blue Mills Road Independence, MO 64058  
Phone: (816) 650-7440

Fax: (816) 650-7445  
School Hours: 9:05 a.m. – 3:56 p.m.  
Office Hours: 8:30 a.m. – 4:30 p.m.  
Early Release Hours: 9:05am - 12:45pm

**Buckner Elementary**

Physical Address: 013 S. Sibley St. Buckner, MO 64016  
Phone: (816) 650-7300  
Fax: (816) 650-7305  
School Hours: 8:30 a.m. – 3:21 p.m.  
Early Childhood School Hours (A.M. Program): 8:30 a.m. – 11:30 a.m.  
Early Childhood School Hours (P.M. Program): 12:21 p.m. – 3:21 p.m.  
Behavior Program (Modified Day): 8:30 a.m. – 2:20 p.m.  
Office Hours: 7:45 a.m. – 3:45 p.m.  
Early Release Hours: 8:30am - 12:10pm

**Cler-Mont Elementary**

Physical Address: 19009 Susquehanna Ridge Independence, MO 64056  
Phone: (816) 650-7350  
Fax: (816) 650-7355  
School Hours: 8:30 a.m. – 3:21 p.m.  
Early Childhood School Hours (A.M. Program): 8:30 a.m. – 11:30 a.m.  
Early Childhood School Hours (P.M. Program): 12:21 p.m. – 3:21 p.m.  
Early Childhood School Hours (Full-Day Program): 8:30 a.m. – 3:21 p.m.  
Office Hours: 8:00 a.m. – 4:00 p.m.  
Early Release Hours: 8:30am - 12:10pm

**Elm Grove Elementary**

Physical Address: 18000 E. Kentucky Road Independence, MO 64058  
Phone: (816) 650-7400  
Fax: (816) 650-7405  
School Hours: 9:05 a.m. – 3:56 p.m.  
Office Hours: 8:30 a.m. – 4:30 p.m.  
Early Release Hours: 9:05am - 12:45pm

**Fire Prairie Upper Elementary**

Physical Address: 24810 US-24, Independence, MO 64058  
Phone: (816) 650-7158  
Fax: (816) 650-7166  
School Hours: 8:15 a.m. – 3:06 p.m.  
Office Hours: 7:30 a.m. – 3:45 p.m.  
Early Release Hours: 8:15am - 11:55am

**Indian Trails Elementary**

Physical Address: 24300 E. Bundschu Independence, MO 64056  
Phone: (816) 650-7645

Fax: (816) 650-7694  
School Hours: 8:30 a.m. – 3:21 p.m.  
Office Hours: 8:00 a.m. – 4:00 p.m.  
Early Release Hours: 8:30am - 12:10pm

### **Lewis and Clark Academy**

Physical Address: 24801 E. US 24 Highway Independence, MO 64058  
Phone: (816) 650-7708  
Fax: (816) 650-7712  
School Hours: 7:30 a.m. to 12:30 p.m.  
Office Hours: 7:30 a.m. to 3:00 p.m.  
Early Release Hours: 8:30am - 12:10pm

The Department of Elementary and Secondary Education's District and Building Report Cards are available [here](#).

The District's Homeless Liaison is the Assistant Superintendent of Educational Services, Emily Cross and can be reached at 816-650-7014 or [homeless@fortosage.net](mailto:homeless@fortosage.net).

[The District's Foster Care Liaison is the Social Worker, Deepa Miller and can be reached at 816-650-7230 or fostercare@fortosage.net.](#)

The District's Migrant and English Learners Liaison is Chris Gabriel and can be reached at 816-650-7700 or [cgabriel@fortosage.net](mailto:cgabriel@fortosage.net).

### **Fort Osage R-I District Offices**

Mailing Address: 2101 N. Twyman Rd, Independence, MO 64058  
Physical Address: 25102 E. US 24 Highway, Independence, MO 64056

#### **Assistant Superintendent, Educational Services**

Mrs. Emily Cross email: [emcross@fortosage.net](mailto:emcross@fortosage.net)

#### **Administrative Assistant**

Mrs. Kelly Payne email: [kpayne@fortosage.net](mailto:kpayne@fortosage.net)

Phone: (816) 650-7014

Fax: (816) 650-3888

#### **Executive Director, Educational Services**

Mr. Chris Gabriel email: [cgabriel@fortosage.net](mailto:cgabriel@fortosage.net)

#### **Administrative Assistant**

Mrs. Claudia Rodriguez email: [crodriguez@fortosage.net](mailto:crodriguez@fortosage.net)

Phone: (816) 650-7016

Fax: (816) 650-3888

#### **Executive Director, Student Support Services**

Dr. Leigh Gruber email: [lgruber@fortosage.net](mailto:lgruber@fortosage.net)

#### **Administrative Assistant**

Ms. Lisa Mohr email: [lmohr@fortosage.net](mailto:lmohr@fortosage.net)

Phone: (816) 650-7011

Fax: (816) 650-3888

**Assistant Superintendent, Human Resources**

Dr. Karen Hile email: [khile@fortosage.net](mailto:khile@fortosage.net)

**Administrative Assistant**

Mrs. Debbie Peterson email: [dpeterson@fortosage.net](mailto:dpeterson@fortosage.net)

Phone: (816) 650-7004

Fax: (816) 650-3888

**Executive Director, Human Resources**

Ms. Tiffany Purinton email: [tpurinton@fortosage.net](mailto:tpurinton@fortosage.net)

**Administrative Assistant**

Mrs. Janelle Gray email: [jgray@fortosage.net](mailto:jgray@fortosage.net)

Phone: (816) 650-7017

Fax: (816) 650-3888

**Assistant Superintendent, Finance & Operations**

Dr. Steve Morgan email: [smorgan@fortosage.net](mailto:smorgan@fortosage.net)

**Administrative Assistant**

Mrs. April Billingsley email: [abillingsley@fortosage.net](mailto:abillingsley@fortosage.net)

Phone: (816) 650-7006

Fax: (816) 650-3888

**Director, Transportation**

Mrs. Teresa Mahurin email: [tmahurin@fortosage.net](mailto:tmahurin@fortosage.net)

Phone: (816) 650-7200

Fax: (816) 650-7198

**Director, Fort Discovery**

Ms. Allyssa Ferguson email: [aferguson@fortosage.net](mailto:aferguson@fortosage.net)

Phone: (816) 650-7651

Fax: (816) 650-3888

**Director, Food Services**

Mrs. Stacie Waller email: [swaller@fortosage.net](mailto:swaller@fortosage.net)

Phone: (816) 650-7206

Fax: (816) 650-7208

**Director, Technology**

Mrs. Debbie Smith email: [dsmith@fortosage.net](mailto:dsmith@fortosage.net)

Phone: (816) 650-7777

Fax: (816) 650-7097

**Director, Facilities**

Mr. Branden Tucker email: [btucker@fortosage.net](mailto:btucker@fortosage.net)

Phone: (816) 650-7211

Fax: (816) 650-7214



**Director, Business Services**

Mrs. Stacey Holzwarth email: [sholzwarth@fortosage.net](mailto:sholzwarth@fortosage.net)

Phone: (816) 650-7006

Fax: (816) 650-7028

**Director, Public Relations**

Mrs. Stephanie Smith email: [ssmith@fortosage.net](mailto:ssmith@fortosage.net)

Phone: (816) 650-7019

Fax: (816) 650-3888

**Superintendent**

Dr. Jason Snodgrass email: [jsnodgrass@fortosage.net](mailto:jsnodgrass@fortosage.net)

**Administrative Assistant**

Mrs. Amy Buntin email: [abuntin@fortosage.net](mailto:abuntin@fortosage.net)

Phone: (816) 650-7002

Fax: (816) 650-3888

**Academic Calendar I-100-S**

The 2025-2026 Academic Calendar can be found here:

<https://www.fortosage.net/parentsstudents/2025-2026-student-calendar>

**Attendance and Absence Procedures S-115-S***Expectations for Attendance*

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

*Procedures for Reporting an Absence**Excused Absences*

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

Parents are expected to report a student's absence within one hour of the start of the school day on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. 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. 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 or 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.

### *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. The District may unenroll any student who has twenty or more consecutive unexcused absences. It is the responsibility of the student to make up work with teacher support when a student's absence is unexcused. The timelines for turning in make-up work will be determined by the teacher.

### *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.

### *Truancy*

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved as excused. The District may assign disciplinary measures for truancy. Students who are truant are encouraged to make-up

the work to aid learning as described above. Families are entitled to appeal assigned consequences to the Superintendent or designee.

### Dress Code S-180-S

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

#### *Dress Code Expectations*

Shirts and shoes must be worn. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected.

#### *Dress Code Prohibitions*

Clothing or accessories with any of the following are not permitted:

1. Profane, obscene, or otherwise inappropriate language.
2. Words, symbols or images that promote illegal, sexual, or violent behavior.
3. Advertisements or promotion of alcohol, tobacco, or drugs.
4. Language or symbols that promote gangs.

#### *Additional Dress Code Information*

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

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

### Food Service Program F-285-S

The school food service program is available to all K-12 students. Bringing lunch from home is permitted. Payment for lunches may be made daily, or money can be placed on his/her account through Meal Pay at [www.mealpayplus.com](http://www.mealpayplus.com) if you prefer your child did not carry lunch money each day. Milk or juice is included in the cost of the hot lunch. Milk or juice may be purchased by children who bring their lunch. Students may purchase extra milk or juice. Excessive meal charges may result in an alternative meal. This information can be found on the food service page of our website under food service

policy. <https://www.fortosage.net/parentsstudents/draft-food-service-page>

Students are not to leave campus for lunch.

#### *Breakfast*

Breakfast \$1.60

Reduced Breakfast Price \$0.30

Adult Breakfast \$2.50

Extra Milk or Juice \$0.50

#### *Lunch*

Lunch \$2.40

Reduced Priced Lunch \$0.40

Adult Lunch \$3.25

Extra Milk or Juice \$0.50

#### *Free and Reduced Lunch Application*

Free and reduced-price lunches are provided for students who qualify. Applications for free and reduced-price lunches are available on the District's website and in the building office. Lunch applications must be completed after July 1 of each year. The previous year's benefit carries over for a short period of time.

#### *Adult Visitors for Lunch*

Parents are welcome to eat lunch with their child, however, they must sign in at the office and obtain a visitor's pass.

Parents/guardians may drop off food at the building office for their student(s). At meal time, the student will be permitted to pick the food up from the office or it will be delivered to the student.

#### 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 non-academic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

#### *Building-Wide and Classroom Approaches*

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider

as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The health room has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

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

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

### *Individual Approaches*

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires 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 school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may not be physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

### *Illnesses/Injuries*

School attendance is very important, but students who come to school when they are ill tend

to take longer to recover and also run the risk of infecting other students and staff. To reduce the spread of illness your cooperation adhering to the following guidelines is necessary:

- For your child's health he/she may **NOT** attend after school activities or school the following day if sent home for: fever, vomiting, or diarrhea.
- Students should remain home until their 100.4 degree or higher fever, vomiting, or diarrhea FREE for 24 hours before returning to school. This includes no fever reducing or anti-diarrhea medication taken for 24 hours.
- Do **NOT** give ill children ASPIRIN or salicylate products, due to the direct link of Reye's Syndrome
- Students should remain home for **24 hours** after taking the first dose of antibiotic for an infection.
- If your child has had surgery or a major injury, the health room needs a release from the doctor or surgeon for him/her to return to school and activities.

Parents are responsible for calling the school office for attendance, even if the student is sent home ill due to the various reasons children miss school.

### *Head Lice*

If a child is found to have live head lice the parent(s)/guardian will be notified immediately and advised of appropriate treatment options. Lice eggs observed in a child's hair are not considered viable if they are greater than 1/4 inch from the scalp. Information will be provided to parents/guardians regarding necessary procedures to be taken in the home to ensure that the head lice are eradicated. Parents will be provided with information about follow-up treatment. The health room staff will examine any child who is possibly infested with viable and/or live head lice or eggs within 1/4 inch of the scalp and may recommend that the child be removed or returned to school.

### *Health Screenings*

Vision screenings for students in 1<sup>st</sup> & 3<sup>rd</sup> grade(s) will be conducted annually. Parents will be notified and provided the opportunity to consent to any additional health screenings.

### *Health Office*

If you have any questions, please contact the Healthroom.

<b>Building:</b>	<b>Healthroom Office info</b>
Woodland Early Childhood	Main line: 816-650-7480
Blue Hills Elementary	Main line: 816-650-7443
Buckner	Main line: 816-650-7308

Cler-Mont	Main line: 816-650-7354
Elm Grove	Main line: 816-650-7404
Indian Trails	Main line: 816-650-7148
Fire Prairie	Main line: 816-650-7165

### Administration of Medication S-135-S

It shall be the policy of the Board of Education that the giving of medicine to students during school hours shall be discouraged and restricted to necessary medication that cannot be given on an alternative schedule. The Board of Education recognizes that some students may require medication for chronic or short-term illness/injury during the school day to enable them to remain in school and participate in their education.

Some students do require medication to be given at school. The health room staff is prepared to assist; however, the following is required:

1. For safety of students, **ALL** medication is to be brought to the health room by a parent or adult. Students are **NOT** to carry or keep medication in classrooms, exceptions to students grades 9-12 with an approved FOSD Over-the-Counter Permission to Carry Form (High School Only).
2. **MOST** medication (even over-the-counter such as Tylenol, Motrin, Advil) **REQUIRES** a physician's signature or prescription – forms are available in the health room or on-line at [www.fortosage.net](http://www.fortosage.net) under: Parents/Students tab, Health Services.
3. Certain over the counter medications may be administered by the health room to 5th - 12th grade students with parental permission. The administration of these medications are meant for limited short term use and may be revoked at the discretion of the health staff.
4. Prescription medication should be in a current dated, pharmacy labeled container.
5. All over-the-counter medication must be in a **new unopened container** (i.e. bottle, bag, or box). Baggies, envelopes, or punch-out cards are not acceptable.
6. Dosage: only amounts provided by the manufacturer or physician will be given. Smallest dose will be given first to see if effective. (For children under 12 years: Pediatric or Children dose ONLY, no adult dose unless with a doctor's note)
7. Health room staff will not give students aspirin (salicylates) products.
8. A "Medication Permission Form" will need to be signed and completed by parent/legal guardian and kept on file.

9. First doses will not be administered at school.

10. The pharmacy will provide an extra bottle for school upon parent request. Please bring only the medication needed at school, do NOT bring the entire prescription.

The School District retains the right to reject requests for administering medications. Only medication approved by the Food and Drug Administration will be given with parent and physician consent. The dosage must be in acceptable ranges found in pharmaceutical reference books. The parent/guardian of the student must assume responsibility for informing the health room personnel of any changes in the student's health or medication.

All student-occupied buildings in this District are equipped with rescue medications. The school nurse, school resource officer, director of safety and security, assistant director of safety and security, or another employee trained and supervised by the school nurse may administer these medications when they believe, based on training, that a student is having a serious or life-threatening reaction or episode. A prescription or written permission from a parent/guardian is not necessary to administer these medications in an emergency situation.

Epinephrine, naloxone, asthma-related medications and rescue medications will be administered only in accordance with written protocols provided by an authorized prescriber. Naloxone (brand name Narcan) is available without a prescription and will be administered by nurses and other trained employees to students suspected of having an opioid-related drug overdose. The Board will purchase an adequate supply of prefilled syringes and rescue medications based on the recommendation of the health services team, who will be responsible for maintaining adequate supplies based on previous use levels and replacing expired syringes and medications.

The school principal or designee will maintain a list of students who cannot, according to their parents/guardians, receive epinephrine, naloxone or asthma-related rescue medications. A current copy of the list will be kept with the medications at all times.

#### 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 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 or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

## Student Insurance S-140-S

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

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 building office/registrar where the student attends school. Requests to amend education records may be directed to the building office/registrar where the student attends school 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.

### *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 1<sup>st</sup> 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: the student's name, parent's name; address, telephone listing; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; athletic performance; dates of attendance; degrees and awards received; the most recent previous school 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.

#### *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.

#### *Military and Higher Education Access*

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

#### *Release*

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

#### *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 2020

## Personnel Records E-190-S

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

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

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

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

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

## 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.

The Schoolwide Program Plan is available on the District website.

The School Parent and Family Engagement Plan may be found on the District website.

## 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.

The District's liaison for students who are homeless is:

Name: Assistant Superintendent Educational Services  
Phone #: 816-650-7013  
Email Address: [homeless@fortosage.net](mailto:homeless@fortosage.net)

The District's liaison for students who are in foster care is:

Name: Social Worker  
Phone #: 816-650-7014  
Email Address: [fostercare@fortosage.net](mailto:fostercare@fortosage.net)

The District's liaison for students who are migrant or English Learners is:

Name: Executive Director of Educational Services  
Phone #: 816-650-7700  
Email Address: [cgabriel@fortosage.net](mailto:cgabriel@fortosage.net)

## 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. The website features the ability to translate information into more than 100 languages.

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

Name: Executive Director of Educational Services  
Phone #: 816-650-7700  
Email Address: [cgabriel@fortosage.net](mailto:cgabriel@fortosage.net)

### Visitor Procedures C-155-S

All visitors to school property, in District-sponsored transportation, or events on or off District property must demonstrate appropriate, respectful, and civil behavior as good role models for the District's students. Abusive conduct, whether verbal, nonverbal, or physical, is prohibited. This includes, but not limited to, threats, whether overt or implicit; disruptive, coercive, intimidating, violent, or harassing behavior. Abusive conduct can include use of profanity or personal insults, including attacks on a person's race, gender, national origin, religion, or disability; and can occur in conversations (in-person or over the phone) or over any means of written communication.

If the above-described conduct occurs, it must be immediately reported to the Building Principal, Superintendent, or other appropriate District personnel. If possible and appropriate, the report and any investigation will be kept confidential. False reports and retaliation against a person who reports such conduct is prohibited.

For student purposes, all visitors MUST use the main entrance, report to the office, and sign in and out upon arrival and departure. Proof of identification will be required upon request. No one will be allowed to enter the hallways or classrooms without permission from the office and a visitor's pass. Generally, classroom observations during instructional time can be disruptive and are prohibited unless approved in advance by the principal after consultation with the teacher. 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 to school property or events must demonstrate appropriate behavior as good role models for the District's students. Visitors who engage in disruptive conduct or exceed the scope of permission granted may be considered trespassers and subject to arrest and prosecution.

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 2 days in advance.

### *Volunteers*

The Fort Osage R-I School District welcomes parent and community volunteers in our schools. In order to volunteer in the District, individuals must obtain a satisfactory criminal background check and be approved by the school principal. Whether a background check is satisfactory is in the sole discretion of the Superintendent or designee. All District volunteers must abide by all policies and rules of the District. Volunteer assignments are made at the discretion of the building and district administrators and may be unilaterally terminated at any time by the District. If you are interested in volunteering at your student's school, please contact the school office for background check information.

**Woodland Early Childhood Center**

The Fort Osage School District will be providing bus transportation **ONLY** for the Early Childhood Special Education programs during the school year. Please let the office know of any changes in transportation. The secretary teachers will be responsible for arranging the bus transportation for students to and from preschool classes. Please allow five school days for any changes in transportation. **Families will be limited to four changes per semester.**

Parents of children enrolled in the Title I Preschool Program are responsible for transporting their child to and from the facility. Please let your child's teacher know of any changes in transportation. Missouri law, effective August 28, 2006, says your child **must** be in a **booster seat** if they are ages **4-7 years old**, unless they are 80 pounds or 4'9" tall. **Booster seats must be** in the **back seat** of vehicles. If you need a carseat, please see the building principal for possible resources.

***Students who consistently arrive late, or are consistently picked up late will be dropped from the Title 1 Preschool Program.***

Children cannot be dropped off for class more than 5 minutes before the beginning of class. Children **MUST** be picked up within 5 minutes after the end of class. Please contact your child's teacher if different arrangements must be made.

**Transportation and Abandoned Student Guidelines PK-6:**

The following guidelines have been developed to accommodate placement of students whenever a parent, guardian, or authorized adult is not available to meet a student after school at an assigned bus stop.

1. If an authorized adult does not meet a kindergarten student at an assigned bus stop or if a student in grades 1-6 cannot get into the house, the student will be transported to the Fort Discovery at the school and appropriate fees will be charged for the child's care (approximately \$25 per incident).
2. Parents and/or emergency contacts will be notified and the child will need to be picked up IMMEDIATELY.
3. Parent(s) and/or guardian(s) will be contacted following the incident, by telephone and/or in writing (letter to be delivered by the child's school bus driver via the student).
4. If abandonment is a persistent problem, the appropriate local authority may be contacted to meet the bus and take responsibility for the abandoned child. A child neglect (hotline) complaint may be filed on behalf of the student with the Missouri Children's Division.
5. Each time a student is abandoned after the initial hotline incident has occurred, item four may be repeated.

Initial school bus routes will be approved by the Board on or before the end of October of each year, and the final report no later than June. Bus routes will be determined for the purposes of safety and efficiency.

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

The District considers unacceptable any conduct that tends to impair the morale, safety or good conduct of students. Unacceptable conduct includes, but is not limited to:

1. Eating or drinking while riding the school bus.
2. Arriving late at the bus stop. The bus cannot wait past its regular schedule for those who are tardy. However, students should be at the bus stop no earlier than 5 minutes before the arrival of the bus.
3. Getting on or off the bus at incorrect stops.
4. Refusing to cooperate with reasonable requests of the driver.
5. Refusing to stay seated, turning around in the seat or refusing to sit in an assigned seat.
6. Extending head, arms, hands or feet, or objects outside the bus.
7. Creating unnecessary noise, including excessive or loud talking.
8. Tampering with equipment or other forms of deliberate vandalism. Anyone causing damage to vehicles will be expected to pay for the cost of repairs and will lose riding privileges until it is paid.
9. Horseplay or fighting on the bus or at the bus stop.
10. Throwing items of any kind inside, into or out of the vehicle.
11. Abusing the driver verbally or physically.
12. Bringing insects or animals on the bus, with the exception of service animals.
13. Bringing glass items or containers on the bus.
14. Causing any action that interferes with the safe operation of the vehicle.
15. Refusal to accept a written school bus misconduct notice or giving false information and/or name to driver.
16. Large items must be in a case or backpack and carried on student's lap.

### 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 but not limited to transportation and parking privileges, suspension/revocation of District network privileges and/or internet and computer access, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

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

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

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

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

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

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

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

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

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

### *Standards of Conduct and Consequences*

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

### *District Policy for Discipline*

#### *Definitions*

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

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

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

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

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

*Need to know* – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

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

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

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

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

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

<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any

	other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	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 of 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 in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.

Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	<p>A) Possession or use of a firearm as defined in <a href="#">18 U.S.C. § 921</a> or any instrument or device defined in <a href="#">§ 571.010, RSMo</a>, or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p>

	C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.

Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

### 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, computer, or pager. 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.

*Anti-bullying Coordinator* – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: School Principal and can be reached at 816-650-7000 or call the school office.

#### *Reporting Bullying or Cyberbullying*

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

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

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.



### *Investigation*

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

### *Retaliation*

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

### *Consequences of Bullying, Cyberbullying, or Retaliation*

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

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

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

### *Public Notice*

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.
3. Instruct school counselors, school and licensed social workers,

mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.

4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

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

### *Report Form*

The District's complaint form is available in the building office and on the District's website at: [www.fortosage.net](http://www.fortosage.net)

### 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:

Title: Assistant Superintendent of Human Resources  
Phone #: (816) 650-7000  
Email Address: [compliance@fortosage.net](mailto:compliance@fortosage.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:

Title: Executive Director of Human Resources

Phone #: (816) 650-7000

Email Address: [alternatecompliance@fortosage.net](mailto:alternatecompliance@fortosage.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 Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> <ol style="list-style-type: none"><li>1. What is a complaint under ESSA?</li><li>2. Who may file a complaint?</li><li>3. How can a complaint be filed?</li></ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"><li>4. How will a complaint filed with the LEA be investigated?</li><li>5. What happens if a complaint is not resolved at the local level (LEA)?</li></ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"><li>6. How can a complaint be filed with the Department?</li><li>7. How will a complaint filed with the Department be investigated?</li><li>8. How are complaints related to equitable services to nonpublic school children handled differently?</li></ol>
<b>Appeals</b> <ol style="list-style-type: none"><li>9. How will appeals to the Department be investigated?</li><li>10. What happens if the complaint is not resolved at the state level (the Department)?</li></ol>	

### **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)?**

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?**

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.

Concerns or Complaints Regarding Federal Programs C-125-S

The District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal law regarding the ESEA governed programs. Any concerns or complaints that the District may have violated these laws should be reported to the District's Compliance Officer for immediate investigation so that the District may successfully address the issue. The District's Compliance Officer will be responsible for investigating and addressing all specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA. A complaint not resolved at the District level may be appealed to the Missouri Department of Elementary and Secondary Education.

<https://dese.mo.gov/quality-schools/federal-programs/parent-family-engagement>  
<https://ed.sc.gov/policy/federal-education-programs/esea-title-ii-part-a1/parents-right-to-know-requirement/>

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:

Title: Assistant Superintendent of Human Resources

Phone #: (816) 650-7000  
Email Address: [compliance@fortosage.net](mailto:compliance@fortosage.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:

Title: Executive Director of Human Resources  
Phone #: (816) 650-7000  
Email Address: [alternatecompliance@fortosage.net](mailto:alternatecompliance@fortosage.net)

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

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

#### Title IX C-131-S

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

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

Name: Assistant Superintendent of Human Resources  
Address: 25102 E. US Hwy 24, Independence, MO 64056  
Email Address: [compliance@fortosage.net](mailto:compliance@fortosage.net)  
Phone #: (816) 650-7000

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:

Title: Executive Director of Human Resources  
Address: 2101 N. Twyman Rd., Independence, MO 64058  
Email Address: [alternatecompliance@fortosage.net](mailto:alternatecompliance@fortosage.net)  
Phone #: (816) 650-7000

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that

results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

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

### Student Searches S-175-S

Desks, lockers, and other District property provided for student use are subject to periodic and random inspections without notice.

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

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 school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

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



Any drug/alcohol offense may result in one or more of the following:

Administrator/Student conference, detention, in-school suspension, 10 day out of school suspension with referral to the Superintendent for 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 Assistant Superintendent of Finance & Operation.

### Weapons in School S-200-S

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

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

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for 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 District's assessment plan is available at:

<https://sites.google.com/fortosage.net/curriculum-management-fosd/assessment/assessment-fosd>

### Reading Intervention/Improvement Plans I-110-S

All students are expected to read on grade level by the end of the third grade. Reading on grade level by the end of the third grade is a significant predictor for graduating from high school. The District annually administers reading assessments for all students in grades Kindergarten through six, including screening for dyslexia, unless otherwise specified in a student's Individual Education Plan (IEP). In accordance with the administrative procedures established by the District, any student who is identified as reading a year below grade level in grades Kindergarten through six, will have an individual reading intervention/improvement plan that defines the strategies to be implemented to improve achievement. In addition, summer school may be offered or required.

### 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. More information about the District's Health Curriculum is available at: <https://sites.google.com/fortosage.net/curriculum-management-fosd/home>.

### Section 504 I-125-S

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

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Director of Student Support Services, (816) 650-7011, [special@fortosage.net](mailto:special@fortosage.net). 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, 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 provides 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, mental retardation, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

Parents/guardians may inspect or review 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. Parents/guardians may request an 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/guardians may 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 (8:00 am – 4:30 pm) in the office of the Director of Student Support Services, (816) 650-7000, [specialed@fortosage.net](mailto:specialed@fortosage.net). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### Virtual/Online Courses I-160-S

The District offers online classes for students for acceleration, credit recovery, and options for students who need flexible schedules. The District partners with Launch (<https://fueledbylaunch.com/>) to provide this coursework for students. The courses are taught by Missouri teachers, are aligned with the Missouri State Learning Standards, and follow the same semester calendar as face-to-face classes. The requirements for the enrollment and approval process are outlined in District Policy. Students may take up to the number of credits per semester as determined by the administration based on the

student's best educational interests.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://www.fortosage.net/parentsstudents/missouri-course-access-and-virtual-school-program-mocap> and District Policy.

### Technology F-265-S

The Superintendent or designee will delegate responsibility for the District's technology system to a school employee. In addition, the District may contract with one or more vendors to assist in the overall operation of the technology system of the District. The District's technology system shall be considered a closed forum to the extent allowed by law. The technology resources of the District may only be utilized by individuals authorized by the District. Students, employees and Board members are required to sign a User Agreement prior to utilization of the technology resources of the District and personal technology devices.

Users do not have an expectation of privacy in utilizing any District technology resources. Users of District technology are subject to necessary review of data accessed or stored on District technology and technology equipment, as allowed by law. The District will utilize a content filter system to help prevent minors from accessing inappropriate information and the District will retain data stored electronically as required by law. In accordance with law, the content filter system will be used to protect against access to visual depictions that are obscene, harmful to minors, or child pornography. The District will monitor the online activity of students in compliance with the Children's Internet Protection Act (CIPA).

### Student Display or Use of Electronic Personal Communications Devices

For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

### **Prohibited Display or Use**

Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

### **Disciplinary Procedures**

Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct.

### **Exceptions**

Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
  - A Section 504 Plan
  - An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
  - The Americans with Disabilities Act (ADA), as amended
  - The Rehabilitation Act of 1973, as amended
  - The Civil Rights Act of 1964
  - The Equal Educational Opportunities Act of 1974 for English language learners
- 
- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
  - For educational purposes, when explicitly authorized by building leadership in a manner consistent with this policy.

#### *Technology Devices and Acceptable Use Policy*

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network. While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

This is in regard to wifi hotspots, that are available on a limited basis. The FCC requires applicants to maintain/update their acceptable use policies (AUPs) to clearly state that off-premises use must be primarily for an educational purpose. AUP must state that the use must be “integral, immediate, and proximate to the education of students.”

#### *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*

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network based activities which are classroom or workplace related. Behaviors which may result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for commercial purposes, or to engage in political activity. 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. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

### *Network Etiquette and Privacy*

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information

is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.

6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

### *User Agreements*

Parents and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (See User Agreement form in this handbook.) All students who return the Technology User Consent Form will be assigned an e-mail account through Google Apps for Education. This account will be considered the student's official District e-mail address until such time as the student is no longer enrolled with the District.

### *Safety and Cybersecurity*

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

All District users are personally responsible for the protection of password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work and shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law.

### *Artificial Intelligence in Education*

Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

### *Third Party Software Applications and Web-Based Services*

The District utilizes computer software applications and web-based services operated not by the District but by third parties. These include Google Apps for Education, SeeSaw, Pearson SuccessNet, and similar educational programs. A complete list of the programs with the privacy policy for each can be found on the District's website: [Approved Technology List](#). In order for students to use these programs and services, certain personal information – generally the student's name and email address – must be provided to the third-party operator.



Technology use in the District is governed by federal laws and regulations including:

#### Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. These programs must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. The law permits the District to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the third party operator. The Acceptable Use Policy Form allows the District to act as an agent for parents in the collection of personal information within the school context. The Acceptable Use Policy Form constitutes consent for your student and/or the District to provide personal information to third party operators. No personal student information is collected for commercial purposes. The District's use of student personal information is solely for education purposes. For more information on COPPA, please visit: <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>.

#### Building Information

##### *Grading and Reporting System*

The Fort Osage School District uses a standards-based grading system to monitor student mastery of learning goals for each subject. Standards-based grading is a strategy used in schools and districts across the country because it allows teachers, students, and parents to closely monitor students' attainment of specific skills. This information is more helpful than a summary letter grade because it clearly identifies areas of strength and concern.

In order to make this type of system a reality, foundational components have been developed at all grade levels. Teachers collaborate and agree on prioritized standards for every course and grade level, and then work together to create scoring scales that clearly articulate what students need to know and what they should be able to do to be successful with the prioritized standards. These scales are shared with students and parents so there are no surprises about what success looks like or where a student is on his or her learning journey toward proficiency. Teachers align activities, assignments, and assessments to scoring scales to ensure that instruction and assessments are at the appropriate level of understanding required by the standards. Relevant and meaningful learning experiences are a priority as students are presented with many opportunities to apply their new learning in the real world.

Rather than receive letter grades in each subject for Kindergarten through 3<sup>rd</sup> grade, Fort Osage students receive a score of 1-4 for each standard to identify the student's current level of mastery. These scores are directly aligned to the scoring scales and they are intended as a progress report toward the end of the year achievement goal. A score of 3 is considered a 'Proficient' level of mastery, and a score of 4 indicates the student has gone above and beyond grade level expectations. Parents should not be concerned when their student scores a 1 or 2, early in the year, because the student will have additional opportunities to achieve mastery as the year goes on.



Beginning in 4<sup>th</sup> grade, students will receive a letter grade in addition to the 1-4 score indicating standard mastery. At 4<sup>th</sup> grade students will earn a letter grade in both ELA and Math. The letter grade will be a summary score of both mastery of standard and work/life skills. In 5<sup>th</sup> and 6<sup>th</sup> grade students will earn a letter grade in all subjects except electives.

### Extra-curricular Activities and Clubs I-210-S

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. Unless special arrangements have been made with the principal, a student is required to attend school on the day of an activity in order to participate. All extracurricular activities are supervised by District employees and the expected code of conduct for students remains the same as during the standard school day. Additional guidelines for specific groups, including activities sanctioned by the Missouri State High School Activities Association (MSHSAA), may be outlined at the beginning of the year and/or season. Competitive, interscholastic activities may have evaluation procedures that eliminate some students from participation. When students are not selected for participation, communication will occur in a personal and respectful way.

Each District school offers a variety of extra-curricular activities and club opportunities. Students and parents/guardians may contact the school office for a current list of opportunities, eligibility information, and meeting information.

### 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 Blackboard Parent Communication System to notify students and parents/guardians. Announcements will also be made on the District's website, Facebook, Twitter, and Instagram accounts, and on local TV and radio stations. Please do not call the administration or radio/TV stations for this information.

### *Alternate Methods of Instruction*

When there is a closure, families will receive communication from the District letting them know if an AMI day plan will be followed. This is a virtual learning day for students.

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

keep students safe.

### Before/After School Care Program

The District operates the “Fort Discovery” before and after school program at the elementary level (K-4). More information about this program is available at:

<https://www.fortosage.net/programs/fort-discovery>

### Deliveries

Deliveries should be made to the office and essential items will be delivered by school staff to students in classrooms. Delivery of non-school related items (i.e. flowers, etc.) are not allowed at school.

### District Policy Information

#### 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 students 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.

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

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

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

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

If a parent/guardian would like to request the review of any of the above materials, please contact the school office.

All District policies can be located at:

<https://egs.edcounsel.law/fort-osage-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 (including gender identity and sexual orientation), 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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

### 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 childcare, educational, safety, health, or welfare needs of the student, or to address overcrowding in a school. 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. The final decision regarding a student transfer rests with the District administration. The District 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 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.

#### Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

### Signature and Form Requirements in Online Enrollment

- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

*Email Consent/Permission Form*

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

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

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

Name of Student (please print:)

Email Address(es):

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date:

*Students (for ages \_\_\_ and above)*

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action. I also understand and agree students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

Student Signature:

Student Name (please print):

Student ID: \_\_\_\_\_ Grade: \_\_\_\_ Date: \_\_\_\_\_

*Parent Technology Usage Agreement Permission Form*

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. As the parent/guardian, I also understand and agree students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date:

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



Student/Parent Handbook Acknowledgment

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature:

Parent/Guardian Name:  
(please print)

Date:

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