

# **Lafayette County C-1 School District**



## **Middle School Student/Parent Handbook**

**807B West 31<sup>st</sup> Street  
Higginsville, Missouri 64037**

660-584-7161

**Adopted by the Board of Education: July 1, 2025**

**Updated: July 14, 2025**

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### Mission C-110-S

The mission of the Lafayette County C-1 School District is: to ensure the highest level of achievement for every member of the school community. This will be accomplished by a highly qualified staff using the best instructional practices. The District will provide a safe environment including an ongoing system of assessments, support, and character development.

Middle School Mission Statement  
Igniting Potential, Inspiring Excellence

Husker Acronym:

Honorable

Upstanding

Supportive

Kind

Equipped

Respectful

### *Character Education Traits for Lafayette County C-1*

Respect ... Responsibility ... Citizenship ... Compassion ... Self-Esteem ... Tolerance ...  
Integrity ... Accountability

### School Board Members G-100-S

Benton Williams – President

Steve Dyer – Vice President

Kali Erdman

Eric Lockard

Gina Kouril - Treasurer

Don Kennedy

Barb Nolte

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

## School Building Information and Contact Information

807B West 31st Street  
Higginsville, MO 64037  
Phone: (660) 584-7161  
Fax: (660) 584-6080

Lafayette County C-1 Central Office	660-584-3631
Lafayette County C-1 High School	660-584-3661
Lafayette County C-1 Middle School	660-584-7161
Grandview Elementary	660-584-7127
Bus Barn	660-584-2766
School District Website	<a href="http://www.huskersk12.org">www.huskersk12.org</a>

## DISTRICT ADMINISTRATION

Aaron Knipmeyer	Superintendent
Hanna Francy	Director of Special Services
Lindsey Munson	Superintendent Secretary
Tania Pessetto	Accountant
Susan Otero	Director of Special Services Secretary

## MIDDLE SCHOOL FACULTY & STAFF

Ainsworth, Carrie	Support Staff
Conner, Daniel	Counselor
Basye, JK	Athletic Director
Bell, Christa	Library & Media Specialist
Bell, Scott	Technology Director
Brand, Colby	Social Studies
Brand, Janine	Gifted Education
Brock, Adam	Vocational, Agriculture
Brown, Angie	School Based Social Worker
Chaney, Courtney	Vocational, Agriculture
Cook, Sarah	Choir/Vocal
Crow, Amanda	Special Services
Elliott, Mary	Custodian
Stockman, Jon	Physical Ed/Health
Burton, Jessica	Building Secretary

Francy, Hanna	Special Services Director
Gillilan, Julia	Communication Arts/Reading
Gillian, Zac	Special Services
Goetz, Shannon	Support Staff
Harms, Kinsey	Physical Ed/Health/Safety
Hass, Terra	Art/Graphics
Jeske, Becky	School Based Therapist
King, Eric	Spanish
Knipmeyer, Aaron	Superintendent
Logan, Kelley	Principal
Looney, Geneva	Support Staff
	Nurse
Martin, Diondre	Support Staff/Exploratory
McArtor, Edee	Business
McWhirt, Kristen	Special Services
Meyers, Rachael	Communication Arts/Reading
Nikkel, Natalie	Mathematics
Oelrichs, Paula	Student Services Secretary
Padley, Graham	Social Studies
Padley, Jim	Maintenance Supervisor
Pragman, Glenn	Custodian
Reuther, Kelly	Instrumental Music
Sears, Shelly	Family and Consumer Science
Smithson, Steve	School Resource Officer
Stockman, Ashley	Mathematics
Ward, Laura	Mathematics
Wiley, Dalton	Science
Wilkson, Rick	Support Staff

Welborn, Sandra

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

## Welcome Letter

Dear Parents/Guardians and Students,

Welcome to the Middle School Husker family! We are thrilled to have you as part of our school community. Whether you are returning students or joining us for the first time, we extend a warm and heartfelt welcome to each one of you.

At Lafayette County C-1 Middle School, our goal is to provide a nurturing and academically enriching environment where every student can grow, learn, and achieve their full potential. We believe that education is a collaborative effort between the school, parents, and students, and together, we create an atmosphere that fosters growth and success.

Our dedicated and passionate team of educators is committed to inspiring a love for learning, promoting critical thinking, and nurturing creativity. We aim to develop well-rounded individuals who not only excel academically but also become responsible, compassionate, and respectful citizens of society.

For our new students and parents, we understand that transitioning to a new school can be both exciting and challenging. Rest assured, our school community is supportive and welcoming. We encourage you to get involved in school activities, join clubs, and engage in extracurricular opportunities to make the most of your time at Lafayette County C-1 Middle School.

Communication between school and home is vital for your child's success, and we encourage an open and transparent dialogue. We will keep you informed about your child's progress, upcoming events, and important school news through emails, social media/school website posts, and parent-teacher conferences.

As we embark on this new academic year together, we invite you to participate actively in your child's education. Your involvement, support, and encouragement play a significant role in their academic journey and overall well-being.

Please take the time to review our school's policies, procedures, and guidelines outlined in the student handbook. It is essential that we all adhere to these guidelines to maintain a safe, inclusive, and respectful learning environment.

If you have any questions or need assistance at any point during the school year, please don't hesitate to reach out to our staff or administration. We are here to support you and your child every step of the way.

Once again, welcome to the Middle School Husker family. We are looking forward to a fantastic and rewarding academic year filled with growth, achievements, and memorable experiences.

Sincerely,  
Dr. Kelley Logan, Principal  
[Logank@huskersk12.org](mailto:Logank@huskersk12.org)

# Academic Calendar I-100-S

Approved 2/20/25

## LAFAYETTE COUNTY C-1 SCHOOL DISTRICT 2025-2026

August 2025							September 2025							October 2025						
Sun	Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24/31	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
November 2025							December 2025							January 2026						
Sun	Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23/30	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
February 2026							March 2026							April 2026						
Sun	Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
							29	30	31					26	27	28	29	30		
May 2026							June 2026													
Sun	Mo	Tue	We	Thu	Fri	Sat	Sun	Mo	Tue	We	Thu	Fri	Sat							
					1	2		1	2	3	4	5	6							
3	4	5	6	7	8	9	7	8	9	10	11	12	13							
10	11	12	13	14	15	16	14	15	16	17	18	19	20							
17	18	19	20	21	22	23	21	22	23	24	25	26	27							
24/31	25	26	27	28	29	30	28	29	30											

	Open/Close of School
	School Dismissed
	No School-Prof. Development
	Early Dismissal 1:05pm-1:12pm
	End of Quarter
	Graduation

Weather Hours	
Hours	= 1095
State Requirement	= 1044
Built in hours	= 51
School Board will decide the days and times to make up hours over 51 according to state guidelines.	

Quarter	Days/Hours
1st Quarter-- October 17th	40 / 273.5
2nd Quarter--December 19th	37 / 252.8
3rd Quarter-- March 5th	40 / 275.3
4th Quarter--May 15th	43 / 294.1
Total Student Days	160 / 1095.68



<i>**Monday- August 11th</i>	<i>New Teachers report</i>
<i>**Tuesday-Monday. August 12th-18th</i>	<i>Prof. Dev.—Local Teachers’ Meetings</i>
Wednesday, August 20th	First Day for Students
Monday, September 1st	Labor Day
Friday, September 5th	Faculty Prof. Dev.—Students not in attendance
Friday, October 3rd Early Dismissal (1:00pm)	Homecoming
Friday, October 10th	Faculty Prof. Dev.—Students not in attendance
Thursday, October 30th - Faculty Prof. Dev (morning)	Parent/Teacher Conf. (afternoon/evening)
Friday, October 31st	No School
Friday, November 21st	Faculty Prof. Dev.—Students not in attendance
Mon.-Fri., November 24th-28th	Thanksgiving Vacation
Friday, December 19th Early Dismissal (1:00pm)	Christmas Vacation
Monday-Friday, December 22nd-January 2nd	Christmas Vacation
Monday, January 5th	Faculty Prof. Dev.— Students not in attendance
Tuesday, January 6th	Classes resume
Monday, January 19th	Martin Luther King, Jr. Birthday
Friday, February 6th	Faculty Prof. Dev.—Students not in attendance
Monday, February 16th	Presidents’ Day
Friday, March 6th	Faculty Prof. Dev.—Students not in attendance
Mon.-Fri., March 16th-20th	No School—Spring Break
Friday, April 3rd	No School—Good Friday
Monday, April 6th	Faculty Prof. Dev.—Students not in attendance
Sunday, May 10th	Graduation
Friday, May 15th Early Dismissal (1:00pm)	Last Day of School

At Lafayette County C-1 Middle School students are expected to:

- Be Prepared
- Be Respectful
- Be Accountable
- Be Safe
- Be Responsible
- Treat others as you want to be treated
- Work in a positive way to be successful
- When students enter the building, we expect them to:
  - Be prepared to start the day
  - Respond / Greet adults and other students appropriately
  - Follow established morning protocol
  - Display appropriate school behavior / dress
- When students are in class, we expect them to:
  - Be respectful (to self, others, property)
  - Be responsible (have materials – be on task)
  - Participate
  - Have self-control (self-discipline)
- When students are in the hallway (between classes), we expect them to:
  - Keep hands / bodies to self
  - Move with a purpose
  - Be courteous
  - Be positive
  - Use indoor voices

When students are at lunch (going to lunch), we expect them to:

- Walk down the hallway without talking
- Walk in single file
- Walk on the right hand side of the hallway
- Enter the south door (and exit north door)
- While in the lunchroom, we expect them to:
  - Line up against the north or south WALL
  - Sit with assigned class the entire lunch period
  - Talk quietly
  - Use good table manners
  - Clean up after yourself
  - Scrape tray when finished eating

When students are leaving the building, we expect them to:

- Leave through the appropriate door
- Hands to themselves, be safe

- Take their homework and necessary books with them
- Wait until they are out the doors before using cell phones or wearing hats

When students are at school activities / functions, we expect them to:

- Display appropriate school behavior at event / activity
- Be a supportive involved fan / spectator for the event
- Show respect for all citizens, performers, and the facilities they are at / in.
- The students need to be in compliance with the handbook guidelines that apply (dress code, language, etc.)

### Bell Schedule

**MS/HS  
Bell Schedule**

**-Regular Bell Schedule-  
Middle School**

- 1st Hour 7:50-8:33
- 2nd Hour 8:37-9:20
- 3rd Hour 9:24-10:07
- 4th Hour 10:11-10:54
- 5th Hour 10:58-11:31 (Husker Homeroom)
- 6th Hour 11:35-12:42
  - MS Lunch 1: 11:36-11:58
  - MS Lunch 2: 11:58-12:20
- 7th Hour 12:46-1:30
- 8th Hour 1:34-2:17
- 9th Hour 2:21-3:05

**-Regular Bell Schedule-  
High School**

- 1st Hour 7:50-8:33
- 2nd Hour 8:37-9:20
- 3rd Hour 9:24-10:07
- 4th Hour 10:11-10:54
- 5th Hour 10:58-11:31 (Husker Homeroom)
- 6th Hour 11:35-12:21
  - HS Lunch 1: 12:24-12:46
  - HS Lunch 2: 12:46-1:08
  - HS Lunch 3: 1:08-1:30
- 7th Hour 12:24-1:30
- 8th Hour 1:34-2:17
- 9th Hour 2:21-3:05

**-Early Out 1:12 p.m.-**

- 1st Hour-7:50-8:19
- 2nd Hour -8:23-8:52
- 3rd Hour-8:56-9:25
- 4th Hour-9:29-9:58
- 8th Hour- 10:02-10:31
- 9th Hour-10:35-11:04
- 6th Hour-11:08-11:59
  - MS Lunch 1: 11:08-11:30
  - MS Lunch 2: 11:30-11:52
- 7th Hour-12:03-1:12
  - HS Lunch 1: 12:03-12:26
  - HS Lunch 2: 12:26-12:48
  - HS Lunch 3: 12:48-1:12

**-Late Start 10:00 a.m.-**

- 4th Hour-10:00-10:54
- 5th Hour 10:58-11:31
- 6th Hour 11:35-12:21
- MS Lunch 1: 11:35-11:58
- MS Lunch 2: 11:58-12:21
- 7th Hour 12:24-1:30
- HS Lunch 1: 12:24-12:46
- HS Lunch 2: 12:46-1:08
- HS Lunch 3: 1:08-1:30
- 8th Hour 1:34-2:17
- 9th Hour 2:21-3:05

\*\*Will adjust as needed

**Early Release at 11:00am  
No Homeroom  
(Christmas and Last Day)**

- We will have a start bell and dismissal bell

### 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 be at school 3.5 hours on the day on which the activity occurs, unless the principal has approved the absence based upon special circumstances. The administration makes the final determination regarding whether an absence is verified or unverified for this purpose.

#### *Procedures for Reporting an Absence*

Parents should notify the middle school office (584-7161) by 7:50 a.m. each day of a student's absence or email the office at [burtonj@huskersk12.org](mailto:burtonj@huskersk12.org). If the office has not been notified by 7:50 a.m., the secretary will notify the parent by email or phone call. 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.

#### *Verified Absences*

Parents or students must provide timely notification and documentation of the reasons for an absence to be considered verified.

#### *Unverified Absences*

Absences which do not have the timely and proper documentation will be considered unverified.

All absences both verified and unverified count against a student's attendance record so attendance is important.

#### *Make-Up Work*

Regardless if an absence is verified or unverified, it is the responsibility of the student to make up work with teacher support. The timelines for turning in make-up work will be determined by the teacher.

#### *Consequences for Violations of Attendance Policy*

Building principals, with the assistance of building staff, will closely monitor student attendance and implement intervention strategies and other actions as follows:

1. When a student has accumulated five (5) absences in any semester, the building principal or designee will send the parents a letter to communicate the student's attendance and current level of academic performance. The purpose of the letter is to clarify the school's expectations regarding attendance and elicit suggestions from the parent on how to improve the student's attendance, including identifying reasons why the student is not attending school regularly.
2. When a student has accumulated seven (7) absences in a semester, the building principal will send the parents a letter. The purpose of this letter is to communicate why the student is not attending school regularly; to examine the

student's academic performance; to communicate district attendance expectations; to provide information about compulsory attendance laws and educational neglect; to elicit suggestions from family members about increasing the student's engagement with school; and to create an attendance plan that includes specific intervention strategies designed to improve the student's attendance. There will also be social worker contact and SRO notification.

3. When a student has accumulated nine (9) absences, the building principal will send the parents a letter and contact the parents directly. At this time, the district will determine whether there is reason to suspect educational neglect or whether the parent is violating the compulsory attendance laws. If so, the district will contact the Children's Division (CD) of the Department of Social Services. Further referral may be made to the local prosecutor and/or Law Enforcement.
4. When a student has accumulated twelve (12) absences, the building principal will arrange an in-person meeting with the parents, social worker, Administration, and the SRO to determine a plan of support. The building principal will also sent the parents a warning letter from administration/SRO.
5. Additional absences will result in a compulsory attendance referral and hotline.

Students and their parents will be notified prior to the imposition of any consequence related to attendance and given the opportunity to discuss such consequence with the building principal. The building principal's determination regarding the validity of a consequence is final.

### *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 or verified. The District may assign disciplinary measures for truancy. Students who are truant are required to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher.

### *Tardiness to School and to Class*

All students arriving to the school grounds after 7:50 a.m. or who are at school but have not reported to class are tardy to their first hour class and must report directly to the office for a permit to enter class. To assist in maintaining the productivity of instructional time, students will be expected to be on time when arriving at school and reporting to each of their classes throughout the day. Tardies to class will be recorded by the teacher. The office will record tardies when a student is late to school. The following policy governing tardiness is understanding of an occasional tardy while

providing a consequence in an attempt to alter the behavior of the student who is repeatedly tardy.

Consequences for tardies are as follows:

1. Students will receive a warning for the fifth tardy they receive from the office or individual teacher.
2. A detention will be served for every tardy received *per class* thereafter for the remainder of the quarter. Chronic tardiness, as determined by the principal, will result in a more severe consequence.
3. In the event that a student's tardiness or behavior results in multiple detentions, or accumulate in such a way that they cannot be served as required, other comparable disciplinary action will be assigned as determined by the principal.
4. Failure to follow the guidelines for serving detentions or failure to "show up" will result in further and more severe disciplinary action.

#### Field Trips – Excessive Absences and Fee

In order to finance the actual expense of class field trips, it will be necessary to assess a fee for each individual who is eligible and desires to attend. The fee will be determined by the financial needs of the class. Field trip guidelines will be discussed with students. If a student has excessive absences, a poor work record, or a serious behavioral referral record (i.e.: frequent discipline referrals, in-school or out-of-school suspension), they will not be allowed to attend the field trip with their classmates. Building Administration will make the final determination of eligibility. The student and/or caregiver may request a field trip status review.

#### Dress Code S-180-S

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

#### *Dress Code Expectations and Prohibitions*

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

1. Dirt-covered shoes or boots, House shoes, or slippers;
2. See-through garments;
3. Tops that are backless, do not cover the shoulders, low-cut, bare-midriff, have overly-large arm openings;

4. Clothing that does not cover undergarments when a student is sitting or standing;
5. Undergarments worn as outer wear;
6. Clothing that does not reach to mid-thigh;
7. Holes in pants that are above mid-thigh unless patched;
8. Clothing with profane, obscene, or otherwise inappropriate language;
9. Clothing with words, symbols or images that promote illegal, sexual, or violent behavior;
10. Clothing with advertisements or promotion of alcohol, tobacco, or drugs;
11. Language or symbols that promote gangs;
12. Hats and hoods (hooded sweatshirts worn up);
13. Handkerchiefs;
14. Sunglasses;
15. Face paint;
16. Overly-dramatic make-up;
17. Other wear that restricts the line of sight of a student's face and/or facial recognition may not be worn (although exceptions will be made by the principal for head coverings that have religious significance, are worn for medical reasons, or are for a specific, school-sponsored event);
18. Blankets carried or worn as coats or wraps while in the building;
19. Heavy or loose chains, or straps that create a safety risk.

#### *Additional Dress Code Information*

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

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

#### Food Service Program F-285-S

##### *Breakfast*

Student Breakfast    \$2.00

Adult Breakfast      \$2.75

Breakfast begins at 7:30 a.m.

##### *Lunch*

Student Lunch    \$2.65

Adult Lunch      \$3.50

### *Free and Reduced Lunch Application*

The Application and more information can be found at this link:

[https://www.huskersk12.org/vnews/display.v/ART/597f85403de28?in\\_archive=1](https://www.huskersk12.org/vnews/display.v/ART/597f85403de28?in_archive=1)

### *Adult Visitors for Lunch*

Parents, legal guardians may request to visit their student during the student's designated lunch period to eat lunch. Such visitors, if approved, will not eat in the lunchroom, but in an alternate location. The building principal has the discretion to prohibit any or all adult visitors to the building during lunch periods. Requests must be made in advance by contacting the building office.

### *Food Delivery*

Outside vendors may not deliver food to students at school. Individuals who wish to drop lunch off for their student must do so by bringing the lunch to the school office. However, fast food or restaurant food deliveries by parents are also prohibited as it causes a disruption to the school environment and operations. Students may bring fast food or restaurant food for lunch if it is brought by them when they arrive at school.

### *Meal Accounts*

Money may be deposited into a student's meal account via the District's SIS or by dropping check/money off to the school office. If a student's meal account goes more than \$5.00 in the negative, a letter is sent to the parent. If a student's meal account goes more than \$20 in the negative, the student's parents will be notified in order to reconcile the account. If a senior does not pay off their lunch debt, their physical diploma is withheld until paid. Any lunch debt a student has at the end of the school year is carried over to the next school year.

### Allergy Prevention and Response S-145-S

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

### *Building-Wide and Classroom Approaches*

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine 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 if filling in for another building. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication (including Narcan), and support the needs presented in the health office.

#### *Illnesses/Injuries*

Any individual who is taken ill or injured while on district property should report to the nurse's or school principal's office. The parents of a student who is ill or injured will be notified. It is imperative for parents to provide up to date health information and

permissions to the school. The school asks that you keep the following information current: your home phone number, work number, cell phone number and the number of three people who may be contacted if you cannot be reached.

Protocols: Students must be 24-hours fever (100.4 degrees) free without the assistance of medication before returning to school. For other types of illnesses, the student may be asked to provide a physician's note regarding the ability to return to school.

### *Health Screenings*

Students with head lice infestations will be excluded from school only to the minimum extent necessary for treatment. Procedures for head lice are outlined in school regulations available from the Nurse or Central Office.

### *Health Office*

If you have any questions, please contact the nurse.

### Administration of Medication S-135-S

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

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

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

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

### Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive. Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

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

### Asbestos F-215-S

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in the fall of 1988 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management's plans have been on file in each school administrative office since that time. The EPA required us to perform re-inspections of the asbestos materials every three years, but no later than July 9, 1992. During the months of June, 1992 and June, 1995 accredited asbestos inspectors performed these re-inspections. An accredited management planner reviewed the results of the re-inspections and recommended actions we should take to safely manage each asbestos material in our building. It should be noted that all asbestos materials in this school are in good condition and we will continue to manage them in place, as recommended by the accredited planner. The results of the re-inspections are on file in the management plan in each of the school's administrative offices. Everyone is welcome to view these anytime during normal school hours (M-F, 8:00 a.m. - 3:30 p.m.) The Asbestos Program Manager, Aaron Knipmeyer, is available to answer any questions you may have about asbestos in our buildings. You may call him at 660-584-3631.

### Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange

insurance coverage as the District does not assume financial responsibility for student injuries.

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

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at:

<https://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. Requests to amend education records may be directed to the building office 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 within 10 days of receiving this handbook.

The District designates the following items as directory information:

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

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

#### *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 Central Office.

#### *Notice*

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

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

#### Personnel Records E-190-S

The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether your student's teacher is teaching under emergency or other provisional statute through which State qualification or licensing criteria have been waived.

- Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- Whether your student is provided services by paraprofessionals and if so, their qualifications.

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

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

This information may be requested by contacting: Central Office, Director of Special Services.

#### 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, migrant, English learners, or in foster care is:

Name:	Angie Brown, School Based Social Worker
Phone #:	660-584-6066
Email Address:	<a href="mailto:brownan@huskersk12.org">brownan@huskersk12.org</a>

#### *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: Hanna Francy, Special Services Director  
Phone #: 660-584-6078  
Email Address: [francyh@huskersk12.org](mailto:francyh@huskersk12.org)

#### Visitor Procedures C-155-S

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

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 in advance.

Student visitors from other schools are not permitted unless authorized by the building principal.

#### Transportation Services F-260-S

All persons riding in school district vehicles shall adhere to the rules below and the District's disciplinary code. The driver, sponsor, or chaperones are to follow the school bus discipline procedure for student violations of this procedure, and students who violate these rules may be denied access to student transportation for a specific period of time in relation to the severity of the violation. Video cameras may be in operation on the school buses.

- Bus riders shall be at the designated loading point before the bus arrival time.
- Bus riders shall wait until the bus comes to a complete stop before attempting to enter.
- Riders must not extend arms or heads out of the windows at any time.
- Aisles must be kept cleared at all times.
- All bus riders shall load and unload through the right front door. The emergency door is for emergencies only.
- A bus rider will depart from the bus at the designated point unless prior written permission is provided by the student's parent/guardian to the building office prior to the time of the school building's release.
- A rider may be assigned a seat by the driver.
- Riders who damage seats or other equipment will reimburse the district for the cost of the repair or replacement.
- Riders are not permitted to leave their seats while the vehicle is in motion.
- Permission to open windows must be obtained from the driver.



- Classroom conduct is to be observed by students while riding the bus except for ordinary conversation.
- The driver is in charge of the students and the vehicle, and the driver is to be obeyed promptly and courteously.
- A bus rider who must cross the roadway to board or depart from the bus shall pass in front of the bus (no closer than 10 feet), look both directions and proceed to cross the road or highway only on signal from the driver.
- Students shall not throw objects about the vehicle nor out the windows.
- Students shall keep feet off of the seats.
- The student discipline code will apply to students using transportation services. This includes conduct occurring at or in the close vicinity of a bus stop while students are waiting for the bus or transportation services. This includes conduct occurring at or immediately after the student has disembarked. Students may be disciplined in the event that there is a nexus to the school environment and a material disruption.

### 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, confiscation of property, principal/student conference, parent contact, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, Friday school, 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.

### BIST (Behavior Intervention Support Team)

The Lafayette County C-I Middle School has adopted a student management system known as BIST. The purpose of this system is to help students manage their behavior in a way that does not interfere with their own learning and/or the learning of others. The following steps may be taken to help students become accountable for their actions when he/she chooses not to follow classroom rules:

Safe Spot: The safe spot is a designated area in the student's regular classroom. It is intended to provide a safe place for students where their inappropriate behavior can stop and the student can begin 'taking responsibility' for their behavior while continuing his/her academic course work.

Buddy Room: The buddy room is simply a safe spot in a classroom other than the student's scheduled classroom.

Middle School Office: If a student is not successful in the buddy room, he or she will be asked to work in the school office. Once the administrator and student determine the student is ready, they will work back through the progression to return to class.

If a struggling student is sent out of the Buddy Room and into the office twice in a school day, the student will be redirected to an alternative setting. Once the administrator and student determine the student is ready, they will work back through the progression to return to class.

Processing: Processing is the discussion that occurs between the student and teacher regarding the problem(s) that occurred. Processing will take place once the student accepts responsibility for his/her behavior. The processing teacher will then determine where the student will be most successful.

### *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. The detention (1 hour) will be assigned for misconduct or tardiness as determined by the principal. The detentions (3:05-4:00) are principal assigned but are usually based upon the recommendation of the referring teacher. The school will not be responsible for student transportation home after detentions. The following rules apply to students serving after-school detentions:

1. Parent notification will be given prior to the scheduled detention.
2. Unless a valid reason or excuse is accepted by the principal, the student will stay on the day assigned. Failure to "show up" for an assigned detention or to follow any of the established rules will result in a more severe consequence.
3. Students are expected to be on time for detentions and will be assigned a seat. Bring study materials and work quietly.

*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. Students who are expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

*Friday School (FS) 3:00-6:00pm* - The purpose of Friday School is to provide an alternative approach to discipline. This approach, if successful for the individual, will enable the student to remain in school with the opportunity to "keep up" with academic work.

*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. Students assigned to ISS will not be eligible to participate in extracurricular contests that day.

*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. Students who are suspended (OSS) for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

*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>	<b>First Offense</b>	<b>Subsequent Offense</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	No credit for the work, grade reduction, or replacement assignment.	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

	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.		
Altering School Data		Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.	Restitution. Loss of user privileges, SRO involvement, in-school suspension, or 1-180 days suspension.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.	1-180 days out-of-school suspension or expulsion. Restitution if appropriate.
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	Principal/Student conference, detention, in-school suspension, SRO involvement, 1-180 days out-of-school suspension, or expulsion.	SRO involvement, In-school suspension, 1-180 days out-of-school suspension, or expulsion.

	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	Principal/Student conference, detention, in-school suspension, SRO involvement, 1-180 days out-of-school suspension, or expulsion.	SRO involvement, In-school suspension, 1-180 days out-of-school suspension, or expulsion.



	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.	Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.	Revocation of parking privileges, detention, in-school suspension, SRO involvement, or 1-180 days out-of-school suspension.
Bullying and Cyberbullying Hazing	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is	Detention, loss of privileges, in-school suspension, or 1-180 days out-of-school suspension.	In school suspension, 1-180 days out-of-school suspension or expulsion.

	<p>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.</p>		
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	<p>"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.</p> <p>The imposition of strenuous, humiliating, and/or dangerous</p>		
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	tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.		
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.	
Coming to Class Unprepared		Principal/Student conference, detention, or in-school suspension.	Detention, in-school suspension, 1-10 days out-of-school suspension.
Dishonesty	Any act of lying, whether verbal or written, including forgery.	Nullification of forged document. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as	Principal/Student conference, detention, in-school suspension,	Detention, in-school suspension, referral to counselor, plan of

	<p>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.</p> <p>Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.</p>	or 1-10 days out-of-school suspension.	support, 1-180 days out-of-school suspension or expulsion.
Dress Code Violation		Correction of inappropriate appearance. Principal/Student conference, in-school suspension.	Correction of inappropriate appearance. In-school suspension, 1-3 days out-of-school suspension.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic	SRO contact, potential health clinician contact, In-school suspension or 1-180 days out-of-school suspension.	SRO contact, potential health clinician contact, First Call Classes, In school suspension, 1-180 days out-of-school suspension or expulsion.

	<p>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</p>		
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	compliance with District procedures.		
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	Principal/Student conference, detention, restitution, in-school suspension, or 1-10 days out-of-school suspension, SRO involvement, referral to counselor.	Restitution, SRO involvement, In-school suspension, 1-180 days out-of-school suspension, or expulsion.
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.	Restitution. Principal/Student conference, detention, in-school suspension, SRO involvement, 1-180 days out-of-school suspension, or expulsion.	Restitution. SRO involvement, In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Fighting	A conflict: verbal, physical, or both, between two or more people.	Principal/Student conference, detention, SRO involvement, in-school suspension, or 1-180 days out-of-school suspension.	SRO involvement, In-school suspension, 1-180 days out-of-school suspension, or expulsion.
Weapons and Firearms	A) Possession or use of a firearm as defined in	A) One (1) calendar year suspension or expulsion, unless modified by the Board	A) SRO involvement, Expulsion. B) SRO involvement, 1-180 days out-of-school

	<p><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</p>	<p>upon recommendation by the superintendent. SRO involvement</p> <p>B) Loss of privileges, SRO involvement, In-school suspension 1-180 days out-of-school suspension, or expulsion.</p> <p>C) Loss of privileges, SRO involvement, In-school suspension 1-180 days out-of-school suspension, or expulsion.</p>	<p>suspension or expulsion.</p> <p>C) SRO involvement, 1-180 days out-of-school suspension or expulsion.</p>
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	<p>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> <p>C) Possession or use of ammunition , a component of ammunition or a weapon, weapon accessories, or tactical gear.</p>		
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches,	Confiscation, Principal/Student conference, detention, SRO involvement, in-school	Confiscation, SRO involvement, In-school suspension, 1-180 days

	lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.	suspension, or 1-180 days out-of-school suspension.	out-of-school suspension, or expulsion.
Food Violation		Return of or restitution. Principal/Student conference, detention, or in-school suspension.	Return of or restitution. Detention, in-school suspension, 1-10 days out-of-school suspension.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	Principal/Student conference, restitution, referral to counselor, loss of privileges, detention, or in-school suspension.	Principal/Student conference, restitution, referral to counselor, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability	Principal/Student conference, detention, loss of privileges, SRO involvement, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	SRO involvement, In-school suspension, 1-180 days out-of-school suspension, or expulsion.

	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.		
Physical Aggression		Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Detention, in-school suspension, referral to counselor, plan of support, 1-180 days out-of-school suspension or expulsion.
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.	Principal/Student conference, detention, or in-school suspension.	Detention, in-school suspension, 1-10 days out-of-school suspension.
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	Confiscation. Principal/Student conference, detention, SRO involvement, in-school suspension, 1-10 days out of school suspension.	Confiscation. Detention, SRO involvement, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

	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.	Principal/Student conference, detention, SRO involvement, in-school suspension, 1-10 days out of school suspension.	Detention, SRO involvement, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Sleeping in Class		Principal/Student conference, detention, or in-school suspension.	Detention, in-school suspension, 1-10 days out-of-school suspension.
Excessive Talking		Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school	Excessive Absence: Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension. May result in no credit being issued. After twelve (12) absences, credit will only be	Excessive Absence: Detention, in-school suspension, 1-180 days out-of-school suspension or expulsion. May result in no credit being issued. After twelve (12) absences, credit will only be

	<p>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.</p>	<p>issued after successfully completing summer school.</p> <p>Excessive Tardiness: Principal/Student conference, detention, or 1-3 days in-school suspension, plan of support</p> <p>Skipping Class: Principal/Student conference, detention, or 1-3 days in-school suspension.</p> <p>Eloping from School Building: Principal/Student conference, detention, SRO involvement, or 1-3 days in-school suspension.</p> <p>Left Campus without Authorization: Principal/Student conference, detention, SRO involvement, or 1-3 days in-school suspension.</p> <p>Truancy: Principal/Student conference, detention, SRO involvement, or 1-3 days in-school suspension.</p>	<p>issued after successfully completing summer school.</p> <p>Excessive Tardiness: Detention, plan of support, referral to the counselor, 3-10 days in-school suspension, or removal from extracurricular activities.</p> <p>Skipping Class: Detention or 3-10 days in-school suspension, or removal from extracurricular activities.</p> <p>Eloping from School Building: SRO involvement, detention or 3-10 days in-school suspension, or removal from extracurricular activities.</p> <p>Left Campus without Authorization: Detention, SRO involvement, or 3-10 days in-school suspension, or removal from extracurricular activities.</p> <p>Truancy: Detention, SRO involvement, or 3-10 days in-school suspension, or removal from extracurricular activities.</p>
Technology Misconduct	Gaining or attempting to gain unauthorized	<p>Cell Phone/Device Misuse:</p> <ol style="list-style-type: none"> <li>1. First Offense - Confiscation of device</li> </ol>	<p>Cell Phone/Device Misuse:</p> <ol style="list-style-type: none"> <li>2. First Offense - Confiscation of device</li> </ol>

	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.	<p>until the end of the school day (student may pick up the device after school), as well as a student conference/verbal warning.</p> <ol style="list-style-type: none"> <li>2. Second Offense - Confiscation of device until the end of the school day, as well as parent contact.</li> <li>3. Third Offense - Confiscation of device until parent picks up.</li> <li>4. Fourth Offense - Confiscation of device until parent picks up, as well as a plan of support.</li> <li>5. Fifth Offense - Confiscation of device until parent picks up, as well as 1-3 days ISS.</li> </ol> <p>Computer/Internet/Email Violation: Restitution. Principal/Student conference, loss of user privileges, detention, or in-school suspension.</p>	<p>until the end of the school day (student may pick up the device after school), as well as a student conference/verbal warning. Second Offense - Confiscation of device until the end of the school day, as well as parent contact.</p> <ol style="list-style-type: none"> <li>3. Third Offense - Confiscation of device until parent picks up.</li> <li>4. Fourth Offense - Confiscation of device until parent picks up, as well as a plan of support.</li> <li>5. Fifth Offense - Confiscation of device until parent picks up, as well as 1-3 days ISS.</li> </ol> <p>Computer/Internet/Email Violation: Restitution. Loss of user privileges. In School Suspension.</p>
Theft	Taking or attempting to take the property of others without	Return of or restitution for property. Principal/Student conference, detention, SRO notification, in-school	Return of or restitution for property, SRO involvement, 1-

	consent or knowingly taking possession of stolen property.	suspension, or 1-180 days out-of-school suspension.	180 days out-of-school suspension or expulsion.
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.	Principal/Student conference, detention, SRO involvement, in-school suspension, 1-180 days out-of-school suspension or expulsion.	Detention, SRO involvement, in-school suspension, referral to counselor, plan of support, 1-180 days out-of-school suspension or expulsion.
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.	Principal/Student conference, detention, SRO involvement, in-school suspension, or 1-180 days out-of-school suspension.	SRO involvement, 1-180 days out-of-school suspension or expulsion.
Vandalism Property Damage or Loss of School Property	Deliberate destruction of or damage to property belonging to the District,	Restitution. Principal/Student conference, detention, SRO notification, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. SRO involvement, In-school suspension, 1-180 days out-of-school suspension, or expulsion.



	<p>employees, or students.</p> <p>Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.</p>		
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.	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.	Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

### 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: the building principal and can be reached at the contact information located above.

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

#### *Reporting Bullying or Cyberbullying*

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

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

written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

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

### *Investigation*

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

### *Retaliation*

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

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

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

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

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

### *Public Notice*

The District will:

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

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

### *Report Form*

The report form is available here:

<https://docs.google.com/forms/d/e/1FAIpQLSc-zVsEorRtAlqmRaxHlezqmQ8RsA1IJ-zSIoNi6wmonuEcNw/viewform>

### Complaints or Concerns C-120-S

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

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

Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

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

Name: Hanna Francy, Director of Special Services  
 Phone #: 660-584-3631  
 Email Address: [francyh@huskersk12.org](mailto:francyh@huskersk12.org)

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

Name: Aaron Knipmeyer, Superintendent  
 Phone #: 660-584-3631  
 Email Address: [knipmeyera@huskersk12.org](mailto:knipmeyera@huskersk12.org)

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          Compliant 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> </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> </ol>

5. What happens if a complaint is not resolved at the local level (LEA)?	7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic school children handled differently?
<b>Appeals</b> 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

## **1. What is a complaint?**

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

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

Any individual or organization may file a complaint.

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

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

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

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

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

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.

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

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

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

Name:	Hanna Francy, Director of Special Services
Phone #:	660-584-3631
Email Address:	<a href="mailto:francyh@huskersk12.org">francyh@huskersk12.org</a>

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

Name:	Aaron Knipmeyer, Superintendent
Phone #:	660-584-3631
Email Address:	<a href="mailto:knipmeyera@huskers.k12.org">knipmeyera@huskers.k12.org</a>

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 or Title:	Jenni Hayes
Address:	705 West 31 <sup>st</sup> Street, Higginsville, Missouri 64037
Email Address:	<a href="mailto:hayesje@huskersk12.org">hayesje@huskersk12.org</a>
Phone #:	660-584-7127

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. The District may elect to utilize local law enforcement's drug dogs for sweeps of school property.

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

The District has the authority to monitor vehicles and the parking lots of its campuses.

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, 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.

### Student Alcohol and Drug Testing S-196-S

#### Grades 8-12

##### *Background and Purpose*

The District would like to give students another reason to say "no" to Drugs. In an effort to protect the health and safety of students from illegal drug use and abuse or injuries resulting from the use of drugs, thereby setting an example for all students of the District, the Board of Education adopts the following policy for drug testing of students participating in extra-curricular and/or co-curricular activities and parking on District property.

Participation in extra-curricular and/or co-curricular activities and parking on District property is a privilege. Accordingly, students in extra-curricular and/or co-curricular activities and/or parking on District property carry a responsibility to themselves, their fellow students, their parents, and their school to set the highest possible examples of conduct, which include avoiding the use or possession of illegal drugs.

The drug-testing program described in these materials is part of an overall drug prevention program in the District. The goal is not to levy discipline but rather to aid in the discovery and prevention of possible drug-related problems. The key component of this program is to open the lines of communication between students and parents about the serious matter of drug usage and abuse as well as to give students a reason to say "no" to drugs.

A student using drugs is a danger to him/herself and to other students. All students in the District who choose to participate in extra-curricular and/or co-curricular activities or park on District property are entitled to do so in a drug-free environment. As a condition of participating in extra-curricular and/or co-curricular activities and/or parking on District property, middle and high school students and their parents must consent to random drug testing of the students as further defined in the policy and administrative procedures.

### *Confidentiality*

Student health information derived from the results of random drug testing is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage. All appropriate laws and school policies will be enforced upon violation of confidentiality.

### *Drug Testing Procedure*

All students will receive a copy of the District's Drug Testing Policy via the Student Parent Handbook. Parents/Guardians signing the verification of receipt of the Handbook acknowledge receiving the policy and acceptance of the terms. All students who are or intend to participate in the extra-curricular/co-curricular activities and/or parking privileges listed herein are automatically included into the testing pool, unless the Drug Testing Withdrawal Form is completed and returned to the office. The student and parent/guardian must sign a release form stating that they no longer wish to participate in the random drug testing pool. If a student is 18 years of age and living with a parent/guardian, he/she must still submit both student and parent/guardian signatures on the Withdrawal form. If the student is 18 years of age and has established a residence on his/her own, the student's signature is all that is required. If the student is 18 years of age and living on his/her own, he/she must meet with the Activities Director or Principal to drop out of the testing pool. Any student (8th-12th) who withdraws from Drug Testing by turning in the "Withdrawal Form" will not be eligible to participate in any extra-curricular and/or co-curricular activity or park on District property during the remainder of the school year.

Students must remain in the Drug Testing pool to be allowed to continue or begin practice or participation in any extra-curricular and/or co-curricular activity. In addition, this same condition shall be met in order to park on District property.

Students to be drug tested are those in any extra-curricular or co-curricular activities and/or parking on District property. Teams/activities to be tested include: Sports Teams, Band, Winter Guard, Color Guard, Choir, Speech & Debate, Cheer, Dance, Academic Teams, school clubs, and any other activities which falls under the jurisdiction of the Missouri State High Schools Activities Association.

This program does not affect other policies and practices of the District in dealing with drugs or alcohol use or possession where reasonable suspicion is obtained by means other than the mandatory and random sampling discussed here.

All students who will participate in extra-curricular or co-curricular activities during the school year or who park on District property and who do not withdraw from testing, will be included in the testing pool and may be selected for testing as soon as the student is officially enrolled in the drug testing program, even if the extracurricular /co- curricular activity has not yet begun.

### *Procedures and Guidelines*

For random drug testing, each student will be assigned a number that will be maintained in the Nurse's office. This number will be the student's identification number for testing and will not change. Only the school nurse and district staff designated by the Superintendent to assist the nurse in administering the drug testing program will have access to student numbers. Such random drug testing may occur at any time during the school day. The drug testing company will randomly select numbers, and the nurse or designated personnel will match the selected numbers to the master list of participants. Participants will be called for testing in the order listed until all have been identified as available for testing. Testing will occur during the school year only and regardless if a testing student's activity is in season or not.

*Privacy:* Any drug test required by the District under the terms of the policy will be administered by or at the direction of a third-party contractor which uses an HHS certified laboratory using scientifically validated toxicological methods. The laboratory shall be required to have detailed written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

The testing method to be administered will be instant oral swab. Appropriate steps will be taken to respect the privacy of students while, simultaneously, preventing falsification of testing. Upon receiving a notice from the administration that the student has been selected for a random drug test, the student will go to an assigned area and wait until it is his/her turn to produce a specimen. A representative of Administration or the School Nurse will be available during the testing procedure. Prior to being called by the test administrator (from the pre-established drug testing company), the student will be given an identification number by a school official. When called by the test administrator (employee from drug testing company), the student will proceed to the testing site. The student will present the identification number to the test administrator, who will record that number on the tests recording form. The test administrator will explain the test procedure to the student and provide instructions if desired. The test administrator will confirm the student has not had anything in his or her mouth for 10 minutes prior to providing the oral fluid sample. If the student has had anything in his or her mouth within the last 10 minutes, the test administrator will wait 10 minutes prior to beginning the collection process.

The test administrator will inspect the expiration date on the Intercept Oral Fluid Collection Device packaging and open the outer packaging containing the collection pad and Oral Specimen Vial. The test administrator will place the specimen vial on a flat surface in view of the student. The test administrator will instruct the student to remove the collection device from the packaging sleeve. The test administrator will instruct the student to place the collection pad between the lower cheek and gums and gently rub the pad back and forth along the gum line until the pad is moist. Once moist, the student

will leave the collection pad between their cheek and gums for 5 minutes. After 5 minutes the test administrator will have the student open the specimen vial in an upright position, with the tip pointed downwards, by gently rocking the cap back and forth to avoid spilling the contents. The test administrator will instruct the student to push the collection pad into the specimen vial as far as it will go. The test administrator will instruct the donor to snap the collection wand at the scored line against the side of the vial. The test administrator will instruct the student not to tilt the vial or spill the fluid inside. The test administrator will instruct the student to place the cap onto the vial until it snaps, ensuring a secure fit. The test administrator will instruct the student to place the tamper evident seal across the top of the specimen vial and down the side, date, and initial. The test administrator will place the Intercept specimen vial(s) and any required chain of custody form into the specimen bag. The test administrator will place the specimen bag into the overnight shipping package and send the specimen to the laboratory for testing. When the test administrator completes the screening process, the student will be permitted to leave the test area.

The test results will remain confidential and will only be released to the student, his/her parents or guardians, and approved school officials. Regardless of whether a test is non-negative, parents will be notified through a letter that their child was randomly tested that school day. In addition, the test results will not be used for student discipline and will not become part of the student's permanent record/transcript or communicated to any other party. All files regarding the participants in the program, as well as test results, shall be kept strictly confidential and will be kept separate from the mandatory school files required for each student. If the student tests non-negative, the results will only be used to determine eligibility for participation in extra-curricular activities and parking on District property as defined in this policy. The results will not be used to suspend or expel a student from school, will not be included in the student's disciplinary record, and will not be communicated to any other party unless the school district is subpoenaed.

#### *Verification of Sample*

If the initial drug test is non-negative, the initial test result will then be subject to confirmation by a second and different test of the same specimen. In order to keep the results of the initial testing confidential, the school district may also choose a certain number of samples for a confirmation test. The second test will use gas chromatography/mass spectrometry technique. A specimen shall not be reported positive unless the second test utilizing the gas chromatography/mass spectrometry procedure is positive for the presence of an illegal drug or the metabolites thereof and the MRO has confirmed the results. If the gas chromatography/mass spectrometry test for any student has non-negative results, the medical review officer (MRO) will confirm the positive result and contact the principal or designated administrator with the results. Once a positive is determined, the Principal or designated administrator will contact the student and the parent/guardian of the student and schedule a conference. At the conference, the Principal or designated administrator will solicit any explanation of the positive result.

### *Disclosure of Other Medications*

If the GC/MS test is non-negative, the results will be forwarded to the Designated School Official (DSO). The DSO will contact the student's parent/legal guardian. The DSO will inform the parent/legal guardian of the non-negative result and ask for permission to forward the results to a Medical Review Officer (MRO). If permission is granted, the DSO will obtain the parent/legal guardian's name, ID # and contact phone # and forward that information to the drug screening company, who will then forward the information to the MRO. If permission is not granted, the lab results will be accepted as the final results.

When the MRO receives the above information, he will contact the parent/legal guardian, verify identification, and then discuss medications the student is taking. If any of the medications being taken by the student can explain the non-negative result, the MRO will verify with the pharmacy filling the prescription or the prescribing physician (in some cases, both) that there is a legitimate prescription in the student's name. Once all pertinent information has been obtained, the MRO will make a final determination of the test results.

Those results will be forwarded to the drug screening company, who will then forward them to the DSO.

### *Violations/ Consequences*

Any student who tests positive or is discovered to have used or had possession of a controlled substance shall be subject to the following restrictions:

First Offense: Suspension of 20% of all competitions in the student's current season or, if not a current-season participant, the student's next participating season, regardless of whether the next participating season occurs in the current or a subsequent school year. Suspensions shall include any post-season competitions, if applicable. The student will be expected to practice and meet all group responsibilities, as outlined by the sponsor/coach, but will not participate in contests/performances for the specified percentage. Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and will participate in classroom activities. If a student participates in 5 hours of an approved substance abuse counseling or rehabilitation program, the student may submit a request to the Athletic Director for reconsideration of eligibility to have the suspension reduced to 50% of the original number of contests/performances. If the student/parent seeks to reduce this consequence by scheduling a substance abuse evaluation, all 5 hours must be completed before the student will be eligible to compete/perform. Further, the student must attend the first evaluation session within seven business days of the confirmed test result.

Second Offense: Suspension from all extra-curricular/co-curricular programs for the remainder of the school year. (If a violation occurs on or after April 1 of the then-current school year, the suspension will be effective for the remainder of the then-current school year and for the first semester of the upcoming school year.) Students enrolled in a class that involves co-curricular activities will remain in

the class during the suspension period and will participate in classroom activities.

Third Offense: 365-day suspension from all extra-curricular/co-curricular programs. Students enrolled in a class that involves co-curricular activities will remain in the class during the suspension period and will participate in classroom activities.

Student-athletes need to realize that disciplinary action governs all years of participation.

\*Athletics are a privilege and the administration has the authority to deviate from the tiered consequences if extenuating circumstances warrant.

#### *Self-Report Honesty Provision*

In order to encourage students to come forward for help when needed and to encourage students to be honest and truthful citizens we have added a “one-time” opportunity Honesty Provision. In regard to controlled substances; a student who self-reports a violation to their coach, sponsor or school authority prior to school knowledge, and who will agree to counseling and rehabilitation and show evidence thereof, may have consequences reduced.

#### *Refusal to Submit to Drug Use Test*

Any student refusing to test will have their parents notified immediately, thus allowing the parent/guardian to talk to their student allowing them to change their mind. If the student still refuses, such refusal will be treated as withdrawing from the program. Students withdrawing from the program will be ineligible for extra-curricular and/or co-curricular activities, and parking on District property for the next 365 days.

Any student who has a non-negative initial test and refuses to complete the required paperwork for a confirmation test will be treated as having refused testing.

Drugs the District may test for:

Marijuana (THC), Cocaine, Amphetamines, Methamphetamines, opiates, opioids, Benzodiazepines, Barbiturates, Methadone, Oxycodone, Phencyclidine (PCP), MDMA (methylenedioxymethamphetamine), Propoxyphene (Darvon), anabolic steroids; The District reserves the right to test for additional drugs as appropriate or as needed. Alcohol may be tested on a reasonable suspicion basis.

The school district will pay for all random drug screenings and follow-up screenings required for participation.

#### *Drug Counseling and Assistance*

Upon request, the District’s counselors will provide information on treatment programs and other resources available in the community. All substance abuse evaluations and counseling must be done by a licensed substance abuse counselor.

### 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 assessment plan is as follows by contacting Central Office.

#### *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.

#### *Physical Education*

When a student has a health problem and needs to stay inside or not participate in physical education, a doctor's note and/or a note from the school nurse will be honored. The excuse should state the problem and the specific period of time that the student will need to remain indoors and/or cannot participate in physical education.



### *Grading and Reporting System*

Grading - Following is the grading scale for Lafayette County C-I High School:

100-94 A	86 - 83 B	76 -73 C	66 - 63 D
90 - 93 A-	82 - 80 B-	72 -70 C-	62 - 60 D-
89 - 87 B+	79 - 77 C+	69 -67 D+	59 - Below F

### *Homework Policy/Class Work Notices*

Students are expected to complete assignments. Parents will be notified as needed.

**GRADEWATCH Purpose:** The purpose of this plan is to reduce the number of missing and incomplete assignments and to reduce the number of failing students at the Middle School. The Gradewatch Plan applies to all students at the MS. All students will be responsible for completing all in class or homework assignments (unless adapted or modified by an IEP). The Gradewatch program is the notice of a beginning step of a process to hold all students accountable for all academic assignments they are missing or are incomplete.

Any student on Gradewatch will be asked to go to the morning tutoring room upon arrival to school until 1st hour begins. Excessive missing assignments may result in being assigned after school Husker Homework Help and/or removed from an elective and put into an intervention class.

#### **Procedure:**

1. When an assignment is not turned in, students will be added to the GradeWatch list by 3:30pm that day. GradeWatch notifications will be sent out via email no later than 4:00 pm daily.
2. If a student must serve in an ed lab and completes the assignment during that ed lab they will receive a deduction of 20%.
3. Work turned after the ed lab will be a 40% reduction.
4. Any assignment not completed will be posted as a ZERO in the grade book.

### *Make-Up Work*

Students will be allowed to make up all work when absent from school or any one class. Parents wanting homework assignments collected for a student who is absent must call the middle school office by 9:00 a.m. if they wish to pick them up that same day. It is the responsibility of the student to arrange for make-up work the day they return from an absence. Students will generally be allowed 1 school day per each day absent to make up missed assignments.

### *Intervention Class*

The Lafayette County Middle School staff began implementing a new intervention program in August of 2020. The intervention program is designed to provide “extra help” to students on an as needed basis. The intent of the program is to provide the

support needed to allow all students the opportunity to succeed and meet the increasing academic standards and expectations.

#### Program Goals

- To provide additional tutoring opportunities for students in need.
- To expand on the educational opportunities for our students.
- To increase the passage rate for all courses.

Intervention Class Process: Student grades will be checked following each quarter. Any student that receives a “D” or “F” in any class the previous quarter and/or has an excessive amount of missing assignments could be eligible for intervention class. The students assigned to intervention class will remain in their intervention class until they have raised their grades and/or changed their habits in completing work in a timely manner. Student grades will be reviewed on a quarterly basis. Students could be allowed to return to normal class activities if their grades improve to meet the required standard of not having a “D” or “F” in any class.

Administrators may assign a student to study assistance on a temporary basis if a student fails to turn in an assignment in a timely manner or if the student’s grade falls behind due to unforeseen circumstances. Students placed in study assistance on a temporary basis will be allowed to return to normal activities when they have met all teacher expectations and their grade has been raised to at least a C for the individual class.

#### *Honor Roll*

Honor roll will be determined at the end of each semester. Those students receiving a 2.666 grade average or better will be eligible for the B honor roll. Those students receiving a 3.666 grade average or better will be eligible for the A honor roll. Students making a grade below C- will not be eligible for the A or B honor roll. Honor roll and grade point average are determined through a strict numerical method.

#### *Students Eligible for Services under the IDEA*

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

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

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

#### *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 Hanna Francy, 660-584-3631, [francyh@huskers.k12.org](mailto:francyh@huskers.k12.org). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

#### *Special Education I-125-S*

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

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

The District assures that personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or

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

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

This plan may be reviewed [*Monday – Friday (8:00 am – 4:00 pm)*] in the office of Hanna Francy, 660-584-3631, [francyh@huskers.k12.org](mailto:francyh@huskers.k12.org). Alternative times are available by request.

This notice will be provided in native languages as appropriate.

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

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

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at <https://www.huskersk12.org/vnews/display.v/SEC/MOCAP> and District Policy.

#### *Library Media Center*

The Library Media Center provides materials which will be helpful to students in preparing assignments for various classes, and also provides books and magazines for students to enjoy during free time.

Students may use the Library Media Center on their own before or after school and during school with a pass for study, reading, and computer usage. There are computers that are available for student use.

#### *Advanced Reading Material*

Middle School students have access to all materials in the library. Only when a student has submitted a signed exception slip from a parent to the librarian, will he or she then NOT be permitted to borrow books from the Advanced collection. Advanced materials

include items with some mature content. Included in this handbook is the exception slip.

### Technology F-265-S

#### *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.

#### *Policy on 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 time students enter the building until the time they leave the building.

*Lafayette County C-1 School District assumes no responsibility for lost, stolen, or damaged devices.*

#### **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

Use of electronic devices are also allowed under the following conditions:

- 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.

**Personal Computers / Chromebooks:** All students will be issued a Chromebook. Students are expected to bring their fully charged Chromebooks to school every day.

**Technology Resources:** Middle school technology resources will be used for learning, teaching, and administrative purposes consistent with the district's mission and goals.

**Student Access** - Student access to and use of technology resources (including but not limited to computer labs, Chromebooks, etc.) shall be in accordance with district policy and procedures.

**Technology Agreement** - Student use of technology resources requires submission of a Technology Use Form signed by students and parent(s) or guardian(s) of minor students (under 18 years of age).

**Misuse of Devices:** Device misuse will result in confiscation of the device, and further consequences as follows:

**First Offense** - Student may pick up the device after school.

**Second Offense** - Parent will be contacted and student may pick up the device after school.

**Third and Subsequent Offenses** - Parent must pick up the device after school. Student will receive detention.

Severe instances of misuse, or instances that violate additional school policies, may result in more severe consequences.

The use of any device to transmit, record, distribute, or display to others any message, sound, or image that may be considered obscene, pornographic, vulgar, or which includes nudity, is strictly prohibited and may result in suspension and notification to law enforcement officials. Students who possess or use devices in violation of district policy or the law are subject to device confiscation and search in order to determine if violation of policy has occurred, to preserve the information on the device in another medium for disciplinary procedures, to erase any information in violation of district policy, and to report to law enforcement authorities.

Devices may not be used to audio or visual record while on District property without prior permission from building administration and such use is subject to disciplinary consequences.

#### *Acceptable Use*

All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful

and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

### *Unacceptable Use*

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

### *User Agreements*

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

### *Safety and Cybersecurity*

The District monitors the online and on-screen 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/monitoring 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/monitoring 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/monitoring device installed by the District is prohibited.

### *Missouri State High School Activities Association (MSHSAA) Activities*

The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at <https://www.mshsaa.org/>

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

Extracurricular activities sponsored by the District are part of the educational experience and opportunities for students. Clubs, sports, and other groups seek a diverse range of students and provide fair access under the law. Students are encouraged to identify activities matched to their interests and ability levels and participate in those activities. Participation in extracurricular activities is voluntary and a privilege. Therefore, students must meet certain academic standards, demonstrate acceptable citizenship and behavior, and maintain appropriate attendance in order to be eligible to participate. 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.

Organizations – All District-sponsored organizations meet during the building's homeroom time and must schedule a time through the school calendar by contacting the high school secretary. No group of any kind may meet or practice without a sponsor present at all times.

All other group meetings must be held before or after school hours, and the sponsor should notify the principal at least one week in advance of the meeting so that it may be put on the school calendar.

#### *Transportation For School-Sponsored Activities*

Students will be required to use transportation provided by the school district to the designated activity. Students only be transported from a designated activity by an adult with the written permission of the student's parent/guardian.

#### *School Cancellations and/or Early Dismissal*

School will be closed when weather conditions are such that buses are unable to run safely. Students and parents may sign up for Husker Alert to receive text messages or e-mails concerning emergency information, school closings, early dismissals, and school event reminders. You may also listen to KMMO 102.9 FM, The Farm 100.7 FM/1430AM, WDAF 4, KCTV5, KMBC 9, KSHB 41, Facebook, twitter. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made 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 them up, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

#### *Arrival and Dismissal Procedures S-165-S*

##### *Arriving at or Leaving School During School Hours*

Doors will be open at 7:30 a.m. Once a student arrives at school, he/she is not to leave without permission. Students arriving at or leaving school during school hours must do so through the outside doors at the main middle school office. All students arriving on the school grounds after 7:50 a.m. must check in through the office. All students leaving the school grounds before 3:05 p.m. must check out through the office. Failure to do



this will result in disciplinary action taken by the administration. Students wishing to leave the building during the school day must have a parent or guardian contact the office before they will be allowed to leave. All students are to check out through the office.

Students are not to remain in the building after school hours unless they have been asked to remain under the direct supervision of a teacher. Students who are members of a club, athletic group, etc. are to remain under the supervision of the teacher or coach in charge until they have been given permission to leave. Students who are not involved in a sponsored activity or requested to stay after school are to be out of the building by 3:15.

### *Counselor's Office*

The Lafayette County C-1 School District comprehensive school counseling program supports the academic, career, and social/emotional development of lifelong learners.

The following program components, as delineated by DESE (Missouri Department of Elementary and Secondary Education) and ASCA (American School Counseling Association), organize the work of professional school counselors into direct and indirect services to collaborate with students, parents/guardians, and staff members. Direct services include group and individual counseling curriculum, school counseling curriculum, and individual planning and responsive services. Indirect services include system support of the counseling program as well as how school counselors support the goals of the Lafayette County C1 School District.

Each student no later than 8th grade will develop with help from the school's counselors a personal plan of study or Individual Career & Academic Plan (ICAP), which will be reviewed regularly, as needed by school personnel and the student's parent/guardian and updated based on the needs of the student. The requirements of this policy and the District's counseling program will be waived for any student with a disability if recommended by the student's IEP committee.

### *Seminar*

This time will be utilized as an advisory period and time for academic improvement.

Goals:

1. Academic Improvement/Intervention (WIN Time)
2. Individual Student Advisory
3. Character/Skills Development
4. Relationship Building

Student Expectations:

1. Bring items to work on during Husker Homeroom.
2. Participate in activities.

### *Husker Homework Help*

After-school tutoring opportunities are available for students with certified staff.

Parents/guardians may request information about and enroll students in this program

by contacting the middle school counselor. The District will provide bus transportation for students enrolled in Husker Homework Help with 24 hours' notice.

### *Withdrawal From School*

In the event of a student withdrawal the following procedure should occur: Notify the principal, return all books and equipment owned by the school, pay all fees, fines, or dues outstanding, request the transfer of records. A release form must be signed by the parent.

### *Parties/Celebrations*

School dances/socials are held for the entertainment and recreation of the student body. Once a student comes to a school dance/social, they may NOT leave the event and then return! No students will be allowed to participate in any activity unless he/she was in attendance for at least four hours of that school day, except in cases approved by the principal. Students currently serving ISS/OSS may not attend. Each dance will have a decoration and clean-up committee assigned by the Parent Network. All school rules apply to dances/socials as they are considered extensions of the school day. Cell phone restrictions in the bathrooms will still apply. Otherwise, cell phones are not prohibited. No outside guests will be permitted.

### *Lockers*

Each student is assigned a hallway locker. *Only locks provided by the District are permissible.*

#### Care of Lockers:

Lockers are issued to students at the beginning of the year. Lockers are school property and are provided as a convenience for the student to store books, school supplies, jackets, etc. The following rules should be followed:

- 1) Use the locker assigned by the office.
- 2) Keep it locked at all times. Lockers may not be wedged to remain unlocked.
- 3) Keep your locker clean and orderly.
- 4) Clear water bottles may be allowed.
- 5) Removable tape and stickers may be used on the INSIDE only of the locker. These must be easily removed without causing any damage. The outside of a locker is occasionally decorated for school spirit purposes and for birthdays when permission is obtained from the principal's office.
- 6) You are responsible for damage to your locker.
- 7) Report to the office the number of your locker if it is not in good working condition.
- 8) Failure to follow these simple rules may result in the loss of having a locker privilege.
- 9) Physical education locks are provided. Students will be charged a replacement cost of \$6 for non-returned locks.
- 10) Do not keep money or other valuables in your hall or PE lockers.

### *Backpacks*

Backpacks, trapper keepers, and purses must be kept in student lockers.

### *Personal Property*

It is your responsibility to take care of your own property. Do not bring large amounts of money to school. One safeguard is to put your name on all of your personal belongings, including all gym clothing, and particularly shoes, and calculators so they may be easily identified.

### *Lost and Found*

A lost and found department is maintained in the designated space. Unclaimed articles will be discarded/donated at the end of each quarter.

### *Telephone Use*

Students are not to use the phone during the school day unless called by the office or requested by a teacher but may request to use the phone before or after school. Calls must be limited to parents regarding school matters or for health reasons. Social calls will not be allowed. Messages will be delivered to students instead of calling students to the phone during class time.

### *Food and Drink in the Building*

Food and open drink containers are not allowed in the hallways. Clear water may be allowed. Teachers will determine the rules that apply in their classroom. The school vending machines are only available to students after school. Students who fail to follow these simple rules may be subject to disciplinary action.

### 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 student are scheduled or expected to be scheduled at this time. Vision screenings are available upon request.

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 building principal.

All District policies can be located at: <https://egs.edcounsel.law/lafayette-county-c-1-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:	<a href="mailto:program.intake@usda.gov">program.intake@usda.gov</a>

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. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
2. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

### *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.

### *Safety F-225-S*

#### *Emergency Procedures*

#### *Fire Drills & Tornado Drills*

The fire alarm is a verbal instruction by intercom. Fire evacuation procedures are posted in each room. Instructors will give proper directions for evacuation at the beginning of the school year, and in the event of a drill or actual emergency. Individuals sounding a fire alarm will be held responsible for their actions.

The school staff is prepared to take every possible precaution if severe weather threatens the safety of students in attendance at school.

Tornado drills will be held at the beginning of the school year so that students will become familiar with precautionary procedures. In the event of a tornado warning for the area, precautionary procedures will be taken and students will not be released until proper authorities have given the all clear.

#### **Intruder Drills**

ALICE is based on the premise that information, authorization, and proactive training are the keys to surviving an Intruder/Active Shooter. Training will be held during the school year so that students become familiar with precautionary procedures. Staff and students will be prepared to take the following actions to ensure the safety of students.

Alert: all are authorized to announce, no codes are used

Lockdown: must include barricade

Inform: use technology to provide play-by-play information

Counter: interrupt the skill set needed to shoot accurately

Evacuate: get away from danger if possible ([alicetraining.com](http://alicetraining.com))

#### *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.

#### *Community Use of District Facilities C-160-S*

##### **Equal Access**

When the District allows youth or community groups not affiliated with the District to use District facilities outside of school hours, the District will provide equal access and related services and benefits to groups or organizations listed in Title 36 of the U.S.

Code that are intended to serve young people under the age of 21, including the affiliates

of the Boy Scouts of America, Girl Scouts of the United States of America, Big Brothers Big Sisters of America, Boys and Girls Clubs of America.

*District Wellness Plan F-290-S*

The Board recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. It is the policy of the Lafayette County C-1 Schools that all foods and beverages made available on campus during the school day are consistent with the Missouri Eat Smart nutrition guidelines. The Wellness Committee has made the following recommendations: Candy and soda pop are discouraged at all times. Serving more whole grain, milk, water, fruit and vegetables is always encouraged. Please keep these recommendations in mind when providing or planning for food and drinks at school events.

### Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Access Limitation Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Drug Testing Withdrawal Form*



*F-265-P Technology Usage Agreement Form Form B*

*Student Technology Usage Agreement*

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.

*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. 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.

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

*Access Limitations-Lafayette County C-1 School District*

Middle School students have access to all materials in the library. Only when a student has submitted a signed exception slip from a parent to the librarian, will he or she then **NOT** be permitted to borrow books from the Advanced collection. Advanced materials include items with some mature content.

My child, \_\_\_\_\_ does NOT have  
Student Name  
permission to check out Advanced materials.

\_\_\_\_\_  
Parent Signature

*C-105-P District Rules and Guides Form A*  
*Student/Parent Handbook Acknowledgment*

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook including the Technology Usage Agreement Form. 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

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Parent/Guardian Name (please print):

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Date: \_\_\_\_\_

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

*Drug Testing Withdrawal Form  
Eligibility in Clubs, Extra-Curricular, Co-Curricular,  
MSHSAA Activities, and/or Parking on Campus*

I have read the Lafayette Co. C-1 School District Policy concerning my participation in clubs, extra-curricular, co-curricular, MSHSAA activities, and/or parking on campus. I fully understand that I will be subject to mandatory and random testing to remain eligible for participation.

I fully understand that my refusal to be tested at any time during my eligibility in the activities will automatically be treated as a withdraw from the program.

The test results will only be available to the designated school official, appropriate principal, activities director, the coach or sponsor, the student, the parents and, if appropriate, the Medical Review Officer and A+ Coordinator.

\_\_\_\_\_ I wish to have my child's name removed from Lafayette Co. C-1 School District Drug Testing Program Pool. I further understand that by making this decision I relinquish my child's opportunity to participate in the school clubs, extra-curricular, co-curricular, MSHSAA activities, and/or parking on campus. I further understand that if my child opts out of the drug testing pool, my child will not be allowed to continue or begin practice or participation in any clubs, extra-curricular and/or co-curricular MSHSAA activity, and/or park on District property for the remainder of the school year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date