

# **Kingston 42 School District**



## **Student Parent Handbook**

**Adopted by the Board of Education: July 16, 2025**

**Updated: August 20, 2025**

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### Mission C-110-S

The mission of the Kingston 42 School District is: the Kingston 42 School District strives to maximize potential by creating a stable and empowering learning environment through which to provide students with the skills and knowledge needed for a bright future.

### School Board Members G-100-S

President, Kathy Jones

Vice-President, Kayla McCrary

Treasurer, Kayla McCrary

Arch Hasler

Meghan Sanchez

TBDShawn Kelly

Matt Jenne

Jennifer Noble, Board Secretary

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

### School Building Information and Contact Information

KINGSTON 42 SCHOOL DISTRICT

139 East Lincoln

Kingston, Missouri 64650

(816) 586-3111

FAX: (816) 586-3903

[www.kingston42.com](http://www.kingston42.com)

<https://www.facebook.com/kingston42/>

The office of the Kingston 42 School District is open from 7:30 a.m. – 3:35 p.m., Monday – Friday.

Supt./Prin./Dir. Of Student Services	Ms. Kadee McMillan	<a href="mailto:Kadee.McMillan@kingston42.com">Kadee.McMillan@kingston42.com</a>
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Director of Special Education	Ms. Joyceln Meservey
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Secretary/Bookkeeper/Bus Driver	Mrs. Jennifer Noble	<a href="mailto:Jennifer.Noble@Kingston42.com">Jennifer.Noble@Kingston42.com</a>
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### Classroom Teachers

PreK & Kindergarten	Mrs. Bobbie Cook	<a href="mailto:Bobbie.Cook@Kingston42.com">Bobbie.Cook@Kingston42.com</a>
First & Second Grade	Ms. Malinda Brownfield	<a href="mailto:Malinda.Brownfield@Kingston42.com">Malinda.Brownfield@Kingston42.com</a>
Third & Fourth Grade	Mrs. Autumn Latimer	<a href="mailto:Autumn.Latimer@Kingston42.com">Autumn.Latimer@Kingston42.com</a>
Fifth & Sixth Grade	Mr. Mark Hoerl	<a href="mailto:Mark.Hoerl@Kingston42.com">Mark.Hoerl@Kingston42.com</a>
Seventh & Eighth Grade	Ms. Katy Ellis	<a href="mailto:Kathryn.Ellis@Kingston42.com">Kathryn.Ellis@Kingston42.com</a>
Math	Mrs. Autumn Latimer	<a href="mailto:autumn.latimer@kingston42.com">autumn.latimer@kingston42.com</a>

### Teachers in Specialized Fields

Special Education	Mr. Mark Hoerl
Art	Mrs. Deloris Brunner
Music	Mrs. Katie Rectormann
Library	Ms. Megan Latimer
PE	Mr. Nathan Dutton

### Support Staff

Parents as Teachers	Mrs. Amy McTheeney
School Nurse & Health	Caldwell Co. Health Dept.
Food Service	Mrs. Stacy Cook
Maintenance	Mr. David Bethel
Custodian	Mrs. Angie Bethel

Teachers may be contacted during school hours by calling the office of the school at (816) 586-3111 or by school email. Appointments will be arranged during the teacher's conference period. However, teachers will be called from class only in an emergency.

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

## Welcome Letter

Dear Parents:

Welcome to Kingston School! We look forward to a great year filled with lots of exciting learning opportunities for your child.

The education of your child is of the utmost importance to all of us and must be approached in a positive and cooperative manner, with the school and parents uniting as one. We all want your child to succeed and acquire the necessary skills to be successful students and citizens.

In order to assure a smooth and orderly school year, this handbook outlines our expectations for students. Please read this handbook with your child, so both of you will know our rules and policies. There is a signature sheet at the back that you and your child need to sign and return to the school as soon as possible.

Thank you for sharing your child with us. If you have any questions or concerns, please feel free to contact the school.

Sincerely,

Ms. Kadee McMillan

Building Administrator

Kingston 42 School

# Academic Calendar I-100-S

## Kingston 42 School District 2025-2026 CALENDAR

8/12 New Teacher/Work Day  
8/13 Teacher work day PD  
8/14 Teacher work day PD  
8/14 (Open House)  
8/15 Teacher work day PD  
8/19 Teacher work day  
8/20 First day of school

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

Days 8

9/1 Labor Day  
9/22 No School  
9/22 Teacher Energizer  
9/26 **EARLY OUT 1:15**  
9/29 No School

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

Days 19

10/6 Inservice  
10/6 No School  
10/17 END OF QUARTER  
10/20 No School  
10/30 PTC 3:45PM

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

Days 21

11/24-28 Thanksgiving Break

NOVEMBER 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days 15

12/19 **Early Out 1:15**  
12/19 END OF QUARTER  
12/22-1/5 Christmas Break

DECEMBER 2025						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days 14.6709

1/6 Teacher work day  
1/7 Class Resumes  
1/19 MLK JR D

JANUARY 2026						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

2/2 No School  
2/16 No School Presidents Day

Days 18

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

3/2 Inservice  
3/6 END OF QUARTER  
3/16-20 Spring Break

Days 16

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

4/3 Good Friday  
4/6 No School  
4/20 No School

Days 19

MAY 2026						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5/14 **Early Out 1:15 Last Day**  
5/15 Teacher work day  
5/18 Teacher work day

Days 9.6709

- No School
- School Begins/Resumes
- Teacher Work Day
- Teacher Inservice
- Parent Teacher Conferences
- Other
- End of quarter

Days 157.3418  
Hours 1114.4992



### Enrollment

Pre-Kindergarten: Children may attend the Kingston 42 Preschool the semester following their 4<sup>th</sup> birthday. Children attend on a consistently scheduled part-time basis. Children who reside in the Kingston 42 District may attend for free. Children living outside the District will be admitted on an individual basis. Fees for out of District preschool students will be determined on an annual basis.

Kindergarten: Children who will be five years old before August 1<sup>st</sup> of the current year may be enrolled in Kindergarten.

A birth certificate and immunization record must be provided when enrolling.

It is the policy of the Kingston 42 School District that all students attending the District shall be immunized in accordance with the law.

The District will notify parents/guardians at the time of initial enrollment of their student in District-sponsored preschool that they may request notice from the District as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the District.

### Early Childhood

The District offers preschool for four year old students who reside within the District. Preschool is held Monday through Friday in a combined classroom setting with Kindergarten. Part-time or full-time options are available. Students may enroll the semester following their 4<sup>th</sup> birthday. The child 4 years of age must be potty trained.

Parents of preschool students have the right to ask if any child in preschool has an immunization exemption on file.

The District has a Parents as Teachers program. Parents interested in participating in the Parents as Teachers program should contact 816-586-3111.

### Transfer – Change of Address or Phone Number

Please inform the school office when you are planning to move within or from our school district. It is important to your children that we have your current address and phone number. Please keep us informed.

### Attendance and Absence Procedures S-115-S

#### *Expectations for Attendance*

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

### *Procedures for Reporting an Absence*

If a child has been absent or is tardy please send a note stating the reason for the absence or tardy.

- When a student has accumulated three (3) absences in a row, they will need to return to school with a doctor's note.
- When a student has accumulated three (3) tardies in a quarter, the teacher will contact the parent with possible student consequences.
- When a student has accumulated five (5) tardies in a quarter, the parent will be contacted by the teacher and the child will be given a detention.
- Tardies count toward a student not receiving perfect attendance.
- Excessive absences and tardies may also result in mandatory before/or/after school tutoring to make up lost curriculum. In addition, schools are required to report excessive school absences to the proper state authorities.
- Student who are absent from school will not be permitted to participate in extra-curricular activities that evening, unless the absence was due to a doctor or dentist appointment and cleared in advance through the office.

Parents will be notified when the student has accumulated 5 or more absences in one semester.

### *Late Arrival/Tardiness*

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence. Students arriving after 8:00 a.m. need to be signed in at the office before going to the classroom. Students will receive a tardy slip from the office before entering class to demonstrate they have been signed in. If they go to class without a slip they will be asked to return to the office.

### *Truancy*

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

Students may also be considered truant if they have accumulated excessive unjustifiable absences, even with the consent of parents/guardians.

### *Make-Up Homework*

Students will be expected to make up all missing homework in a timely manner established by each classroom teacher.

### Dress Code S-180-S

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

#### *Dress Code Expectations and Prohibitions*

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

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

### *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/lunch will be served on a daily basis for students in Kindergarten through 8th grades. Breakfast is served beginning at 7:30 a.m. and ending at 7:55 a.m. Lunch is served from 11:30 a.m. – 12:30 p.m.

<u>Prices:</u>	Students:	Breakfast	\$2.00	Lunch	\$2.25
		Reduced	\$0.40	Reduced	\$0.50
		Milk/Juice	\$0.55		
	Adults:	Breakfast	\$1.95	Lunch	\$2.70

If parents do not want their child to take part in the lunch program, they may send a sack lunch with their children. Please do not send soda (pop), energy drinks or tea in your child's lunch, as these are not permitted at lunch. Milk may be purchased from the school if desired, on a cash-only basis, or students have access to water. The school reserves the right to encourage healthy eating by requesting that desserts or sweet snacks be eaten at the end of the meal. Appliances (refrigerator, freezer and microwave) are off limits to all students. Please do not send food that the student cannot eat or access without help.

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The ability to charge meals is a privilege, not a right, and is subject to the limitations established in this procedure.

1. A student may not accumulate more than ten unpaid meal charges.
2. Students may not charge à la carte items.
3. A student with money in hand will not be denied a meal even if the student has past due charges.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

If the district's meal service line is designed to collect payment prior to students receiving food, a student who has accumulated ten unpaid meal charges and is still unable to pay

for meals may be provided an alternative meal. Alternative meals will be on the regular serving line and will be available to all students as an alternative to the regular meal. If a student has been provided a regular meal, that meal will not be taken away from the student even if the student should have been provided an alternative meal due to unpaid meal charges.

After a student accumulates five unpaid meal charges, the district will encourage the parents/guardians to submit an application for free and reduced-price meals if an application has not been recently submitted, and the student will be referred to a counselor for intervention. The counselor will:

1. Meet with the student to assess to the extent possible whether the student or the student's family is experiencing hardships, barriers or other circumstances with which the counselor could assist.
2. Make repeated attempts to contact the parents/guardians to notify them of the lunch charges, discuss the situation and any other concerns the counselor may have after meeting with the student, and resolve the situation.
3. Encourage the parents/guardians to submit the free and reduced-price meals application and inquire about any assistance that might be needed to complete the application.
4. Provide other resources as applicable.

#### *Free and Reduced Lunch Application*

This application is available upon enrollment and in the front office at any time.

#### *Adult Visitors for Lunch*

Children are delighted when they have a guest. Please join them and make their day! Prior notification is appreciated if visitors are planning to purchase a school lunch. If a large group of visitors is expected we would appreciate two days' notice. However, please note that we expect students to follow all cafeteria rules (including seating) and we expect guests to respect the rules we have in place. Cafeteria rules are posted in the cafeteria.

#### 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 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 Building Administrator in writing.

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

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

### *Individual Approaches*

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

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

### Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is

always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

### *Illnesses/Injuries*

The general policy of Kingston 42 School is that students who are vomiting or have a temperature of 100° will be sent home. Students are not permitted to return to school until they have been fever-free for 24 hours without fever-reducing medicines.

Accidents which occur on school property and which cause injuries that require medical attention are reported to the child's parent. Parents are requested to have recorded on the child's enrollment form the telephone number where they can be reached in case of an emergency. In addition, we should have two other telephone numbers of people to call if parents cannot be reached. In case of an accident in which it is obvious that the child needs immediate medical attention, the school will seek medical attention for the child and notify the parents as soon as possible.

### *Health Screenings*

The District screens weight, vision, hearing, and dental screenings when available.

### 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 building administrator.

#### Communicable Diseases F-245-S

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

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

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

#### *Immunizations and Vaccinations*

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

#### Student Insurance S-140-S

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

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

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



that the MHK program is available. Forms for MHK may be accessed at:  
<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

## Student Records S-125-S

### *Access to and Release of Student Information*

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

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

### *Directory Information*

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing by September 15<sup>th</sup> of each school year.

The District designates the following items as directory information:

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

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

#### *School Officials with a Legitimate Educational Interest*

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

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

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

#### *Release of Records to Other Agencies or Institutions*

The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or

where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

### *Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form. The release form is located at the back of this handbook.

### *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: the building administrator.

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

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators,

local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

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

The Schoolwide Program Plan and the School Parent and Family Engagement Plan may be found [here](#) and following these instructions:

- Click “ePeGS – Public”
- Select Kingston from the dropdown menu
- Click “Funding Application Menu”
- Click “Quality Schools”
- Click “ESEA Consolidated”
- Click “Budget Application”
- Click “Initial”
- Select “ESEA Consolidated Plan” from left side menu
- Click “School Level”
- Select your student’s school

### *Title I Program Information*

#### **What is Title I?**

Title I is a federal program that provides additional math and/or reading instruction. The students who qualify are **not** learning disabled. They just need extra help with math or reading.

#### **What are the goals of Title I?**

The Title I program strives to provide an environment that:

- a. Promotes a positive attitude toward math and/or reading
- b. Improves student achievement in reading/writing and math
- c. Builds students’ self-esteem and confidence
- d. Enables parents to be math and reading partners with their child

#### **How does my child qualify for Title I?**

Several different criteria are used to qualify a student. Although standardized test scores must be used for students in third and fourth grades, other criteria are used in addition. Teacher recommendations, parent recommendations, student screening information and other current student data are used to determine eligibility for Title I services.

**Will my child always be in the program?**

No. We work closely with the classroom teacher to monitor student progress. When a student's reading or math achievement reaches their appropriate grade level, the student is dropped from the program if the Title I teachers and the classroom teacher feel the student no longer needs the extra support.

**What does 'Push-in' and 'Pull-out' mean?**

Some students are served through our push-in program. This means the student does not leave the classroom. Instead, a Title I teacher comes into the regular classroom and works with students there. However, students with a greater need are served through a pull-out program. In the pull-out program, the student comes to the Title I room each day for additional instruction in reading or math. The student may come individually or with a small group of students.

**How does Title I benefit my child?**

First of all, the Title I personnel provide more intensive additional instruction to students who need it. This gives the students more individualized instruction. Secondly, the Title I program has many supplies and resources for Title I students to use. For example, Title I classrooms have computers, reading and math manipulatives and games. Most importantly, Title I students experience success in the Title I program which increases self-esteem and motivation.

**MATH IDEAS**

Try to make math fun for your child. If you can make math practice into a game, it will be more enjoyable for everyone.

Here are a few basic skills for you to work on with your child.

1. Addition and subtraction facts. Use flash cards if you have them. Use a deck of playing cards – draw 2 or 3 cards and add the values of them. Take turns with your child. Set a goal number and whoever reaches it first wins. You will probably come up with other ideas yourself.
2. Practice counting by 2's, 3's, 4's, 5's, and 10's to 100.
3. Practice adding 1 more, 2 more, subtracting 1 less, 2 less in your head. Start out with easy numbers and work up to harder ones.
4. Practice adding and subtracting with 10 or more in your head. Again start out with easy problems and work up to more difficult ones.
5. Practice counting money. Figure how much snacks will cost. Figure change coming back. Practice counting back change.
6. Practice telling time (on a digital and a non-digital clock).

7. Get a tape measure, yard stick, meter stick, ruler, or anything that is marked for measuring length. Measure items outside. See how far your child can throw a ball, etc. Make it a game or contest.
8. Get out a recipe and have your child help you cook. See if he/she can double a recipe or divide it in half.
9. If you are traveling, predict how long it will take to reach your destination.
10. Have your child look at a road map and help plot your trip.

### **READING IDEAS**

1. Have your child read every day and make it fun! Reading related activities should never be used as punishment.
2. Show interest in your child's reading. Help them select appropriate reading material (but respect your child's reading choices within the bounds of reason).
3. Make sure your child sees you enjoying a wide variety of reading materials such as newspapers, books, magazines, etc.
4. Check your child's comprehension of the story by asking questions.
  - a. Fact questions: What were the characters' names? Where did the story take place?
  - b. Sequence questions: What came first, second, etc. in the story?
  - c. Critical questions: How did you like the story? What do you think happened after the story ended? Would you have liked to be one of the characters in the story? Why?
5. Encourage your child to ask questions about the reading they are doing.
6. Give your child opportunities to read many different kinds of print: grocery lists, road signs, restaurant menus, maps, etc.
7. Encourage word-play activities such as rhyming words, words that begin or end the same, words that mean the same or opposite, words that fit in the same categories, etc.
8. Go to the library. Let your child participate in the Summer Reading Program at Jewett Norris Library.
9. Make a special effort to praise your child for improvement no matter how small the gain. (Each individual has unique abilities and interests.)

10. Read aloud to your child each day, even if they are able to read themselves. (You can select materials which interest them but are written at a slightly higher reading level than they are currently reading.)

**PARENT – STUDENT – TEACHER COMPACT  
KINGSTON 42 School District  
Title I Program, Grades 1-8  
2022-2023**

**SCHOOL RESPONSIBILITIES –  
KINGSTON 42 School District, teachers, and staff will:**

- ❖ Provide high-quality curriculum and instruction in a supportive and effective learning environment which enables participating children to meet the Missouri Show-Me Standards as follows:
  - Retain highly qualified principals and teachers;
  - Provide instruction, materials, and high quality professional development which incorporates the latest research; and
  - Maintain a safe and positive school environment.
- ❖ Hold annual parent/teacher conferences to:
  - Discuss the child's progress and/or grades during the first quarter;
  - Discuss this compact as it relates to the child's achievement; and
  - Examine the child's achievement and any pending options at the end of the third quarter.
- ❖ Provide parents with frequent reports on their child's progress as follows:
  - Weekly packet from the classroom teacher;
  - Monthly suggestions from the classroom teacher;
  - Mid-quarter report mailed from the school; and
  - Quarterly grade cards and/or reports sent home by the school.
- ❖ Be accessible to parents through:
  - Phone calls or person-to-person meetings;
  - Scheduled consultation before, during, or after school; and
  - Scheduled school or home visits.
- ❖ Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities as follows:
  - Listen to children read;
  - Help with classroom decorations, art projects, etc.;
  - Present a program on your culture, a different country, etc.; and
  - Assist with holiday programs or parties, educational trips, etc.

## **TITLE I PARENT INVOLVEMENT POLICY KINGSTON 42 School District**

The KINGSTON 42 Board of Education recognizes the need for families and school to work together for the common good of the children, thus promoting a positive support network where optimal learning can take place. Through establishment of these partnerships, KINGSTON 42 will promote the social, emotional, and academic growth of its students. In partnership with parents, KINGSTON 42 will make it possible for all students to succeed in school and throughout life.

KINGSTON 42 will encourage Title I parents/guardians to be involved in supporting the education of their children in the following ways:

- Parents will be involved with the school in the development of the Title I program;
- Technical assistance and support will be provided by KINGSTON 42 for the planning and implementation of the Title I program with effective parent involvement;
- At least once a year, the Title I teacher and coordinator will meet with the parents to plan educational strategies that will benefit the academic, social, and emotional needs of the students;
- An annual evaluation of content and effectiveness of the parental involvement policy will be held by the Title I coordinator, administrator, and classroom teachers. A determination of participation barriers such as disabled parents, parents who are illiterate, or parents of any racial or ethnic minority background will be discussed so that no one in the district is excluded from participating; and
- Findings of the district's evaluation will be used to design strategies for school improvement and for revising, if necessary, parental involvement policies and procedures in the district.

### **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: Building Administrator



Phone #: 816-586-3111  
Email Address: [Kadee.McMillan@kingston42.com](mailto:Kadee.McMillan@kingston42.com)

#### English Language Learners I-150-S

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

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

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

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

Name: Building Administrator  
Phone #: 816-586-3111  
Email Address: [Kadee.McMillan@kingston42.com](mailto:Kadee.McMillan@kingston42.com)

#### Visitor Procedures C-155-S

All visitors to school property or events must demonstrate appropriate behavior as good role models for the District's students. Visitors who engage in disruptive conduct or exceed the scope of permission granted may be considered trespassers and subject to arrest and prosecution. The Building Administrator may limit or revoke permission to visit school property or parts of school property at any time. The Building Administrator may inform the visitor that he or she is not welcome back on District property or at District events indefinitely or for a specific period of time.

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.

The Administrator will establish procedures to validate requests for early dismissal, to assure that students are released only for proper reasons, and only to authorized person(s).

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 3 days in advance.

### Transportation Services F-260-S

The District provides transportation in accordance with state law and District policy. If you need to request changes to your child's transportation, please contact the front office.

### Student Discipline S-170-S

#### *Student Code of Conduct*

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

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, community service, confiscation of property, principal/student conference, parent contact, loss of credit, grade reduction, course failure, removal from extracurricular activities, revocation of privileges including transportation, parking and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, a grade reduction, and/or course failure. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.

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

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

If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the

student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

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

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

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

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

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

### *Standards of Conduct and Consequences*

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

### *District Policy for Discipline*

#### *Definitions*

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

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

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

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

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

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

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

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

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

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

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

<b>Prohibited Conduct</b>	<b>Definition</b>	<b>1<sup>st</sup> 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 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.	No credit for the work, grade reduction, or replacement assignment.	No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

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 another person, or any other act that constitutes criminal assault in the first or second degree.	10-180 days out-of-school suspension or expulsion.	Expulsion.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault	Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 1-180 days out-of-school suspension, or expulsion.

	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, or in-school suspension.	Revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation	Detention, in-school suspension, or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.

	<p>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> <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>		
Bus or Transportation Misconduct	Any misconduct 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.	
Dishonesty	Any act of lying, whether verbal or	Nullification of forged document. Principal/Student	Nullification of forged document. Detention, in-school suspension,



	written, including forgery.	conference, detention, or in-school suspension.	or 1-180 days out-of-school suspension.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	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.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled	In-school suspension or 1-180 days out-of-school suspension.  Tobacco: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.  Tobacco: Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

	substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.		
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.	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, 1-180 days out-of-school suspension, or expulsion.	Restitution. 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, in-school suspension, or 1-180 days out-of-school suspension.	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 href="#">18 U.S.C. § 921</a>	A) One calendar year suspension or expulsion, unless modified by the board upon recommendation	A) Expulsion. B) 1-180 days out-of-school suspension or expulsion.

	<p>or any instrument or device defined in <a href="#">§ 571.010, RSMo</a>, or any instrument or device defined as a dangerous weapon in <a href="#">18 U.S.C. § 930(g)(2)</a>.</p> <p>B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons include mace spray, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property.</p> <p>C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories,</p>	<p>by the superintendent.</p> <p>B) In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p> <p>C) In-school suspension, 1-180 days out-of-school suspension, or expulsion.</p>	<p>C) 1-180 days out-of-school suspension or expulsion.</p>
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	or tactical gear.		
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 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, loss of privileges, detention, or in-school suspension.	Principal/Student conference, 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 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,	Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law: Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.  Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law: In-school suspension, 1-180	Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law: In-school suspension, 1-180 days out-of-school suspension, or expulsion.  Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex,

	derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.	days out-of-school suspension, or expulsion.  Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy C-131-P: 10-180 days out-of-school suspension or expulsion.	national origin, ancestry, disability or any other characteristic protected by law: 1-180 days out-of-school suspension or expulsion.  Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy C-131-P: 10-180 days out-of-school suspension or expulsion.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	In-school suspension or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	Confiscation. Warning, principal/student conference, detention, or in-school suspension.	Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books,	Restitution. Principal/Student conference, detention, or in-school suspension.	Restitution. Detention or in-school suspension.

	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, parent contact, or detention.	Principal/Student conference, parent contact, detention, or in-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 restriction does not apply to curricular material vetted and approved by District employees for educational purposes.	Confiscation. Principal/Student conference, detention, or in-school suspension.	Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or	Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

	oral or manual stimulation.		
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.	Principal/Student conference, detention, or 1-3 days in-school suspension.	Detention or 3-10 days in-school suspension, and removal from extracurricular activities.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with	Restitution, Confiscation. Principal/Student conference, loss of user privileges, detention, or in-school suspension.  Violation of C-165-P: Confiscation. Principal/Student conference, detention, or in-school suspension.	Restitution, Confiscation, principal/student conference, loss of user privileges, detention, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.  Violation of C-165-P: Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

	the terms of the Technology Usage Agreement. This includes cell phone misuse.		
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.	Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.	Return of or restitution for property. 1-180 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, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	In-school suspension, 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, in-school suspension, or 1-180 days out-of-school suspension.	1-180 days out-of-school suspension or expulsion.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.	Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.



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.	In-school suspension, 1-180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
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**ALL WORK MISSED DUE TO DISCIPLINARY ACTION WILL BE MADE UP.**

Credit will not be given for work completed during out of school suspension. Our goal is to educate students, but we must consider the education of all our students. If one keeps the rest from learning, that one needs to be removed from the situation.

**POSITIVE BEHAVIOR SUPPORT (PBS)** Positive behavior support is a school-wide set of expectations for student conduct. We use three basic expectations throughout our classrooms, hallways, lunchroom, playground, restrooms, library, and during field trips and assemblies. BE RESPECTFUL, BE RESPONSIBLE, and BE SAFE are the guiding principles for behavior and student conduct.

**Discipline Consequences**

The classroom teacher will be expected to deal with most discipline issues and bring them to the attention of the parent, but in the most serious or habitual cases where the student has been sent or is brought to the office, the following consequences will apply, unless other consequences are required by law:

<b>First Referral</b>	Conference with the Principal and the Teacher
<b>Second Referral</b>	Conference with the Principal
<b>Third Referral</b>	Conference with the Principal and a call to the parent/guardian
<b>Fourth Referral</b>	In School Suspension (one day)
<b>Fifth Referral</b>	In School Suspension (three days)
<b>Sixth Referral</b>	<b>Out of School Suspension</b>

Offenses may result in a more serious or reduced consequence without going through the six referral steps, depending on the nature of the offense.

For classroom discipline issues, recess will not be taken away as a punishment. However, students who face disciplinary action may be required to walk or jog laps instead of their choice of play activity.

### 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 Administrator and can be reached at 816-586-3111.

*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 located at the back of this handbook.

### 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: Building Administrator  
Phone #: (816) 586-3111  
Email Address: [Kadee.McMillan@kingston42.com](mailto:Kadee.McMillan@kingston42.com)

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: Secretary of the Board  
Phone #: (816) 586-3111  
Email Address: [Jennifer.noble@kingston42.com](mailto:Jennifer.noble@kingston42.com)

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

#### Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

<b>Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents</b>	
<b>General Information</b> <ol style="list-style-type: none"><li>1. What is a complaint under ESSA?</li><li>2. Who may file a complaint?</li><li>3. How can a complaint be filed?</li></ol>	
<b>Complaints filed with LEA</b> <ol style="list-style-type: none"><li>4. How will a complaint filed with the LEA be investigated?</li><li>5. What happens if a complaint is not resolved at the local level (LEA)?</li></ol>	<b>Complaints filed with the Department</b> <ol style="list-style-type: none"><li>6. How can a complaint be filed with the Department?</li><li>7. How will a complaint filed with the Department be investigated?</li></ol>

	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: Building Administrator  
Phone #: (816) 586-3111  
Email Address: [Kadee.McMillan@kingston42.com](mailto:Kadee.McMillan@kingston42.com)

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: Secretary of the Board  
Phone #: (816) 586-3111  
Email Address: [Jennifer.noble@kingston42.com](mailto:Jennifer.noble@kingston42.com)

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:	Building Administrator
Address:	139 E. Lincoln Street, Kingston, MO 64650
Phone #:	(816) 586-3111
Email Address:	<a href="mailto:Kadee.McMillan@kingston42.com">Kadee.McMillan@kingston42.com</a>

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

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

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

#### Student Searches S-175-S

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

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

Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

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.

#### 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 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/Building Administrator 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 under the Information Tab.

### *Teaching About Human Sexuality I-120-S*

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

### *Homework*

Homework assignments are designed to reinforce and practice concepts learned at school. The length of assignments will be appropriate to the child's grade level. School-wide literacy projects (daily reading) are required homework and take precedence over other assignments. Reading logs are counted as a weekly grade; however, they may not count for more than 10 percent of a student's total quarterly grade. If your child is having difficulty completing assignments, please contact the school for a conference with your child's teacher. Recess will not be taken away from students who have undone homework; however, if homework is not turned in, the student may be given a detention or may lose privileges within the classroom until undone work has been completed. Homework help is available every morning for 30 minutes (7:30 until 8:00).

All students in grades 3 and up will be required to use a daily assignment planner. Teachers may require assignment books to be signed daily or weekly as a form of communication between school and home.

Students in grades 5-8 who have a grade of D- or below in a class will participate in a mandatory study hall in place of exploratory classes until their grade is a D or above.

### *Reading Circle Certificates*

Reading for pleasure is encouraged from grade one all the way through school. The State of Missouri sets the standards for the student to meet in order to receive a Reading Circle Certificate at the end of the school year. In order for you to help and encourage your child at home, the standards for each grade are listed below:

Kindergarten	10 Books
First Grade	10 Books
Second Grade	14 Books
Third Grade	11 Fiction/5 Nonfiction
Fourth Grade	12 Fiction/6 Nonfiction
Fifth Grade	13 Fiction/7 Nonfiction
Sixth Grade	14 Fiction/8 Nonfiction
Seventh Grade	14 Fiction/10 Nonfiction
Eighth Grade	14 Fiction/11 Nonfiction

Nonfiction books are of an informational or true nature.

(Biographies and accounts of historical events are examples.)

These are the state's minimum requirements, we hope students read more!

#### *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 Monday – Friday (7:30 am – 3:35 pm) in the office of the Building Administrator, 139 E Lincoln, Kingston, MO 64650, 816-586-3111. Alternative times are available by request. This notice will be provided in native languages as appropriate.

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

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, 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 North Central Special Education Cooperative 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, mental retardation/intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young children with a developmental delay.

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

The North Central Special Education Cooperative assures that personally identifiable information collected, used, or maintained by the agency 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 regulations of the Family Educational Rights and Privacy Act (FERPA).

The North Central Special Education Cooperative 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 with the North Central Special Education Cooperative Director – Jocelyn Meserver (660) 646-4566.

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 and in District Policy.

### Technology F-265-S

#### *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 beginning of the school day until the end of the school day.

Students below 3<sup>rd</sup> grade are not allowed to bring phones or electronic devices, including smart watches, to school without specific Administration approval.

Students in grades 3<sup>rd</sup> and 4<sup>th</sup> may keep their phones and electronic devices in their backpacks. Students in grades 5<sup>th</sup>-8<sup>th</sup> must check their phones and electronic devices, including smart watches, into the office daily.

Cell phones are to be kept turned off during the school day. Students will not be allowed to access the school wi-fi with personal electronic devices.

The school will not be responsible for any lost or stolen electronic devices. Student and Staff bring these items to school at their own risk.

#### **Disciplinary Procedures**

The following consequences will apply if the rules above are not followed:

**1<sup>st</sup> Offense:** Student will be given a verbal warning and asked to return the device to his/her backpack. A note will be sent home to parents.

**2<sup>nd</sup> Offense:** The device will be confiscated and sent to the office. The device will have to be picked up by the student following a conference with the school administrator.

**3rd offense:** The device will be confiscated and sent to the office. The device will have to be picked up by a parent or guardian in person following a conference with the school administrator.

Possession of electronic text or images is considered the same as possession of a hard-copy.

### **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.

### *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.

### *Acceptable Use*

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

### *Unacceptable Use*

Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network

by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

### *User Agreements*

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

### *Safety and Cybersecurity*

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

### Building Information

#### *Grading and Reporting System*

Midterm reports and grade cards will be sent home each quarter. Parent/teacher conferences are held at the end of the first quarter. Additional conferences may be requested by teachers or parents on an as needed basis. Grade progress monitoring will also be available by accessing the Information Now student information system.

**Preschool through 2<sup>nd</sup> grade will a standards based grade card. See the grade card for details.**

#### **GRADING SCALE 3<sup>rd</sup>-8<sup>th</sup> grade**

<b>96 – 100</b>	<b>A</b>
<b>90 – 95</b>	<b>A-</b>
<b>87 – 89</b>	<b>B+</b>
<b>83 – 86</b>	<b>B</b>
<b>80 – 82</b>	<b>B-</b>
<b>77 – 79</b>	<b>C+</b>
<b>73 – 76</b>	<b>C</b>



<b>70 – 72</b>	<b>C-</b>
<b>67 – 69</b>	<b>D+</b>
<b>63 – 66</b>	<b>D</b>
<b>60 – 62</b>	<b>D-</b>
<b>59 and below</b>	<b>F</b>

Students may also receive an E, S, N, U grading system in special classes

<b>E</b>	Excellent
<b>S</b>	Satisfactory
<b>N</b>	Needs Improvement
<b>U</b>	Unsatisfactory

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

The District complies with all MSHSAA guidelines and requirements of the Co-Op. The most up-to-date version of the MSHSAA handbook is located at [www.mshsaa.org](http://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.

6<sup>th</sup> through 8<sup>th</sup> grade students also have the opportunity to participate in interscholastic athletics as part of the athletic coop with the Polo R-VII School District. All students must meet the minimum eligibility for both districts to participate. These include:

Football - 11 Man  
Scholar Bowl  
Sideline Cheerleading  
Softball - Girls

Track and Field - Boys  
Track and Field - Girls  
Wrestling - Boys  
Wrestling – Girl

Kingston 42 follows these standards in regarding academic eligibility to participate in extracurricular activities such as athletics, student forum, and school dances.

- You must be enrolled in a normal course load for your grade.
- You will be ineligible if you failed one or more classes the previous grading period and/or have an overall GPA below 2.5.
- You will be ineligible if you receive more than one U in Special Classes
- Ineligible student may apply for probationary status. All probationary students must have grades checked prior to each event. If the probationary student does not meet eligibility criteria, they will be ineligible for that event.
- In those activities requiring practice, probationary students shall, with the consent of the coach, sponsor, or instructor, be allowed to continue practice but in no way allowed to represent the school until standards are met.
- Participation in extracurricular activities is a privilege. Students who consistently behave in a manner that is not appropriate may lose the privilege to participate.

#### Attendance Requirements for Extracurricular Activities

- In order for students to participate in an extracurricular event, they must attend school for one full day on the day of the event.
- The principal will determine exceptions. Exceptions will be granted for medical appointments or situations considered to be critical.
- Exceptions must be verified by an appointment card or a written notification.
- If a student is ill for part of the day, at home or in the office, it will be considered in the best interest of the student that he/she not be allowed to participate in an event that evening.

#### Leadership Positions

- Eligibility standards for student leadership positions (Student Forum, class officers etc.) are the same as those listed for extracurricular activities, with one exception:
- Students with probationary status are not allowed to try out for or be elected to leadership positions.
- Once elected, students may remain in office by:
  - Maintaining eligibility on a regular or probationary status.
  - Meeting regulations of each group (Student Forum, class officers, etc.)

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

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the School Announcement System to notify students and parents/guardians. An automated call will be sent out to all parents and

staff members as soon as the decision is made to close. The system allows multiple phone numbers and email addresses to be called for each student; however, **it is the responsibility of the parent to make any changes to their individual account and make sure information is up to date.**

Announcements will also be made on the District's Facebook page, Channel 9 – Kansas City, and Channel 5 – Kansas City. 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 school is dismissed early, the school bus will deliver students unless doing so would put students at risk or in danger because of hazardous road conditions. In the case of extended inclement weather, the school may run busses on hard surface roads only.

If the school needs to send your student to another destination or phone someone to pick her/him, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

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

Students should not arrive prior to 7:30 a.m. Student must be promptly picked up after dismissal.

#### *Class Schedules/Bell Schedules*

The students are permitted in the building and on school grounds at 7:30 a.m. Classes will begin at 8:00 a.m. and dismiss at 3:30 p.m. Parents should not drop off or leave children at school during unsupervised times.

#### *Student Contact*

Students may be contacted during school hours by calling the office of the school at (816) 586-3111 or by school email. However, students will be called from class only in an emergency.

#### *Parties/Celebrations*

Three parties are planned for the students: Fall, Christmas, and Valentine's Day. Times for parties will be set by individual teachers.

Birthday parties – we ask that parents contact the teacher in advance when having a birthday party for their child. Parties at school should be brief and the time must be scheduled with the classroom teacher in order to disrupt learning as little as possible. Students having birthdays during the summer months may also schedule birthday parties either at the beginning or end of the school year.

### *Outdoor Recess*

Using the current "Feels Like" temperature for Kingston, Missouri according to the Weather Bug station:

- Outside recess will be conducted if:  
The "Feels Like" temperature is between 30-90 degrees and there is no falling precipitation.
- Limited outside recess will be conducted if:  
The "Feels Like" temperature is between 20-29 or 90-99 degrees and there is no falling precipitation.  
(Limited outside recess is shortened to limit exposure to cold or hot temperatures)
- No outside recess will be conducted if:  
The "Feels Like" temperature is 19 degrees or below or 100 degrees and above.

### *Playground Rules*

Students will go outside for recess when the weather permits. On cooler days please send your children with socks, appropriate clothing and jackets for outdoor weather play. All students will be expected to participate in outdoor recess or PE unless a doctor's note is presented. When the weather is too extreme due to conditions or wind chill for outdoor play, students will be indoors for recess.

- Follow directions the first time they are given.
- Play in designated areas only.
- Use playground equipment appropriately. Examples are no jumping off equipment, sitting on top of the overhead bars or walking up the slides.
- Walk; do not run to line up.
- Bring in all equipment taken outside.
- Frisbees and other equipment deemed unsafe by the playground supervisor will not be allowed.
- Students who do not follow playground rules will lose play time.
- Tag games and ball-throwing games are permitted in grassy areas only.

### *Field Trips and Excursions*

The Board believes that field and activity trips often enhance the program of instruction and add much to the education of a student. Trips may be authorized by the administrator when the activities contribute substantially to the achievement of desirable educational goals. All field trips should be planned with an educational purpose and in relation to a unit of study. Students may be responsible for covering part of the cost of field trips.

### *Lockers*

Students in grades 5-8 may be issued a locker, as numbers allow. Only school-issued combination locks will be allowed. Lockers and locks are school property and may be opened by school personnel at any time.

### *Supply Lists*

Supply lists are posted on the District's website.

### 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.

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.

All District policies can be located at: <https://egs.edcounsel.law/kingston-42-school-district-policies/>

#### *School Nutritional Program F-290-S*

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from

discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

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

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

This institution is an equal opportunity provider.

#### *Student Transfers S-120-S*

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.



# PREPARING FOR EARTHQUAKES IS EVERYONE'S RESPONSIBILITY!

**THE NEW MADRID QUAKES OF 1811-1812 WERE NOT THAT LONG AGO, BUT A MAJOR EARTHQUAKE MAY HAPPEN SOONER THAN YOU THINK...**

**T**he central United States is vulnerable to damaging earthquakes. With little or no warning, a damaging earthquake in the New Madrid, Wabash Valley, or East Tennessee seismic zones, could strike. Depending on its magnitude and location, it could impact multiple states, causing major physical, social and economic disruption in a region that is home to more than 11 million people.

While most people associate the New Madrid seismic zone with the great earthquakes of 1811-12 (which produced at least three temblors estimated to be between magnitude 7-8 and thousands of aftershocks), the central U.S. continues to have the highest level of seismicity in the United States east of the Rocky Mountains. Earthquakes of estimated magnitude 6.4, 6.8, and 5.5 occurred in 1843, 1895, and 1968 respectively.

Moderate sized earthquakes also occur in the central U.S. In 2002, Evansville,

**VISIT [WWW.CUSEC.ORG](http://WWW.CUSEC.ORG) FOR MORE INFORMATION ON EARTHQUAKES!!!**

Indiana experienced a magnitude 4.6 earthquake that toppled chimneys and caused other minor damages. Fortunately, no one was hurt in *this* instance. Another magnitude 4.6 in Ft. Payne, Alabama in 2003 shook a 12 state area and was felt by more than 17,000 people. This clearly validates the regional impact an earthquake in the central U.S. could have.

## earthquake awareness



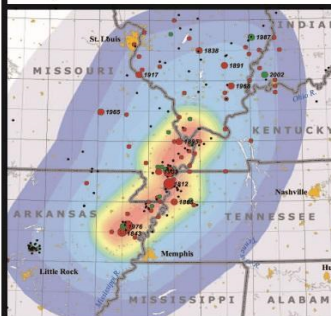
The potential losses from future earthquakes of magnitude 5.5 or greater in the seismic zones of the central U.S. are expected to be significant because:

- 1) the high population density of the region puts nearly 11 million people at risk;
- 2) the large number of structures that are not designed and constructed to withstand the effects of earthquakes;
- 3) the presence of thick, saturated sediments, which amplify shaking and have the potential for liquefaction;
- 4) the large area that would be affected by damaging ground motion and associated ground failure (about 10 times larger than the area impacted by a California earthquake of comparable size).

Since Hurricanes Katrina and Rita, it has become clear that, just like local and state governments, the general public needs to plan on being self sufficient during a disaster. Having a family preparedness plan, an emergency supply kit, food, and water supplies are all going to be necessities after an earthquake in the central U.S. because first responders will likely be busy for days during the initial response. Now is the time for you to prepare your family for earthquakes and other disasters. History shows us that it is only a matter of time before another damaging event occurs.

### THE NEW MADRID SEISMIC ZONE

Named for a small town on a bend of the Mississippi River near the junction of Missouri, Kentucky, and Tennessee, the New Madrid Seismic Zone forms a zig zag pattern from Cairo, Illinois southwest to New Madrid, Missouri, then southeast to Ridgely, Tennessee, and from Caruthersville, Missouri southwest to Marked Tree, Arkansas. Moderate earthquakes occur far more frequently than the great New Madrid earthquakes.



For more information on earthquake preparedness or earthquake awareness activities, contact your State Earthquake Program Manager -

ALABAMA (205) 280-2200  
 ARKANSAS (501) 683-6700  
 ILLINOIS (217) 557-4756  
 INDIANA (317) 232-3980  
 KENTUCKY (800) 255-2587  
 MISSISSIPPI (866) 519-6362  
 MISSOURI (573) 526-9232  
 TENNESSEE (615) 741-0001

You may also visit [www.cusec.org](http://www.cusec.org) or call CUSEC at (800) 824-5817

This informational flyer funded by the Federal Emergency Management Agency :  
 Grant Number L-EMW-2004CA0428

## EARTHQUAKES SINCE 1811-1812

Date	Magnitude	Location
06/1838	5.1	Southern IL
01/1834	6.4	Marked Tree, AR
10/1895	6.8	Charleston, MO
04/1899	4.3	Vincennes, IN
05/1909	5.2	Aurora, IL
04/1917	4.9	Eastern MO
11/1922	4.4	Southern, IL
04/1925	4.8	Princeton, IN
05/1927	4.8	Northeastern AR

Date	Magnitude	Location
11/1968	5.4	South Central IL
03/1976	4.6	Northeastern AR
06/1987	5.0	Southeastern IL
09/1990	4.8	Southeastern MO
05/2001	4.4	Conway, AR
06/2002	4.6	Evansville, IN
04/2003	4.6	Ft. Payne, AL
06/2003	4.5	Western KY
04/2008	5.2	Mt. Carmel, IL



**GET READY TODAY, BEFORE IT IS TOO LATE!!!**



## PREPARE NOW FOR AN EARTHQUAKE IN THE CENTRAL U.S.

Earthquake preparedness is easy and inexpensive, and works for other natural disasters, too. Here is a guide to help families and individuals prepare for surviving a major earthquake.



### HOME SURVIVAL KIT

#### GENERAL SUPPLIES

- Water** – 1 gallon per person per day
- First Aid Kit** – ample, freshly stocked
- First Aid Manual** – know how to use it
- Food** – canned or individually packaged; precooked; requiring minimum heat and water. Consider infants, pets and other dietary requirements. Use frozen and refrigerated food first
- Manual can opener**
- Blankets** or sleeping bags for each family member
- Critical medication and eyeglasses**
- Fire Extinguishers** – dry chemical, type ABC
- Flashlight** – spare batteries and bulbs
- Watch or clock** – battery or spring wound
- Dust Masks**
- Portable Radio** with spare batteries
- Spare Cash**
- Duct Tape**
- Basic Tool Kit**

#### COOKING SUPPLIES

- Grill** – use outside ONLY – charcoal, lighter, or sterno
- Plastic bags** – various sizes
- Paper plates, plastic utensils, paper towels**

#### SANITATION SUPPLIES

- Large plastic trash bags** – for trash, waste, water protection
- Ground cloth**
- Large trash cans**
- Toiletries** - personal hygiene supplies, pre-moistened towelettes, toilet paper, feminine supplies, soap
- Infant supplies**
- Chlorine bleach** and powdered chlorinated lime (found in hardware stores). Add to sewage to disinfect and keep away insects
- Newspapers** – wrap waste and garbage

*Store kit in central location. Large covered plastic garbage cans are good storage containers.*

### MINI KIT FOR YOUR AUTOMOBILE

- |                                     |                                 |
|-------------------------------------|---------------------------------|
| <b>Non-perishable food</b>          | <b>First aid kit and manual</b> |
| <b>Flares</b>                       | <b>Fire Extinguisher</b>        |
| <b>Blanket</b>                      | <b>Sealable plastic bags</b>    |
| <b>Flashlight</b> – extra batteries | <b>Critical medication</b>      |
| <b>Extra Eyeglasses</b>             | <b>Tools</b>                    |
| <b>Pre-moistened towelettes</b>     | <b>Cell phone charger</b>       |
| <b>Toilet Paper</b>                 |                                 |
| <b>Sturdy shoes and gloves</b>      |                                 |



Your emergency supplies should be adequate for a minimum of 3-5 days. A 10 day supply of food, water, and medication is recommended.

## PREPARE YOURSELF AND YOUR FAMILY NOW...

**HAVE** an earthquake kit

**KNOW** how to turn off gas, power and water

**PLAN** family emergency drills making plans to reunite your family

**ANCHOR** heavy objects to walls (bookcases, mirrors, etc.)

**NEVER** place heavy objects over beds, and keep heavy objects lower than head height of shortest family member



### DURING A QUAKE, STAY CALM...

**THINK DUCK, COVER, AND HOLD** - This is still the recommended practice

**INSIDE**, crouch under desks or tables, move to an inside corner or wall away from glass or doors which could swing, causing injury

**OUTSIDE**, stand away from buildings, trees, telephone and electrical lines

**ON THE ROAD**, drive away from underpasses and overpasses, stop in a safe area, stay in vehicle; Turn radio on for safety information



### AFTER AN EARTHQUAKE...

**CHECK FOR INJURIES** – provide first aid if needed

**CHECK FOR SAFETY** – check gas, water and sewage breaks; check for downed power lines and shorts; turn off appropriate utilities

**CHECK FOR BUILDING DAMAGE** and potential problems during aftershocks

**CLEAN UP** dangerous spills

**WEAR SHOES** to avoid cuts on your feet from broken glass

**TURN ON RADIO** and listen for instructions from public safety agencies

**USE TELEPHONE IN EMERGENCIES ONLY** to avoid tying up the phone lines

### *Firearms and Weapons F-235-S*

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

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

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent.

Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

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

### Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*
- *Title I Parent-Student-Teacher Compact*
- *Bullying Incident Report Form*
- *Authorization for Release of Education Records*

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

I have read, understand, and agree to the Technology Acceptable Use Policy when using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should I violate the policy (F-265-P) or the Student Parent Handbook provision regarding technology usage (F-265-S), my access privileges may be revoked. I also understand that any violation of the policy or Student Parent Handbook is prohibited and may result in disciplinary or legal action.

Student Signature:

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Student Name (please print):

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

*Parent Technology Usage Agreement Permission Form*

As the parent/guardian, I have read, understand, and agree to the Technology Acceptable Use Policy (F-265-P) and the Student Parent Handbook provision regarding technology usage (F-265-S) when my student(s) or family are using electronic devices owned, leased, or operated by the District *or* while accessing the District Wi-Fi/Internet, even if using a personal device. Should my student(s) violate the policy or Student Parent Handbook, access privileges may be revoked. I also understand that any violation of the policy or handbook is prohibited and may result in disciplinary or legal consequences. I further understand that the District has taken steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree not to hold the District responsible for materials acquired on the network and accept responsibility when my student(s) uses District technology outside the school setting. I give permission for my student(s) to use District technology and network resources, including the Internet.

Parent/Guardian Signature:

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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.

I acknowledge that I have received and reviewed the 2025-2026 Student/Parent Handbook. I acknowledge I was provided a digital copy of the handbook and may obtain a paper copy upon request. 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.

*PARENT – STUDENT – TEACHER COMPACT*  
**KINGSTON 42 School District**  
**Title I Program, Grades 1-8**  
**2025-2026**

**Student's Name:** \_\_\_\_\_

**Title I Reading:** \_\_\_\_\_ **Title I Math:** \_\_\_\_\_

The KINGSTON 42 School District is committed to providing each student in the district the opportunity to achieve the highest level of success. We believe this can only be accomplished through a partnership between the school, parents, and students. We invite you to join us by signing the following compact. Please return it to your child's Title I teacher as soon as possible.

**PARENT/GUARDIAN – I will do my personal best to:**

- ❖ Supervise the completion of my child's homework.
- ❖ Attend at least one parent-teacher conference for each child.
- ❖ Read with and practice math skills with my child daily.
- ❖ Ensure that my child maintains regular and punctual attendance.
- ❖ Attend scheduled Title I Parent meetings.
- ❖ Volunteer as a classroom helper (if possible).

Please write suggestions below. Are there special skills or activities that you can share that will enhance learning?

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**Signature of Parent/Guardian:** \_\_\_\_\_

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

**PARENT – STUDENT – TEACHER COMPACT**  
**KINGSTON 42 School District**  
**Title I Program, Grades 1-8**  
**2025-2026**

**Teacher's Name:** \_\_\_\_\_

**TEACHER – I will do my personal best to:**

- ❖ Provide a safe and caring environment in which your child will learn to be responsible for her/his behavior and learning.
- ❖ Follow the curriculum as stated in the District Curriculum Guides.
- ❖ Take into account individual strengths in students.
- ❖ Keep you informed of your student's progress on a regular basis.
- ❖ Schedule parent/teacher conferences when appropriate.
- ❖ Attend school functions.
- ❖ Teach all levels of ability.
- ❖ Assign necessary work/homework for mastery of skills.
- ❖ Help your child learn and follow school and classroom rules.

**Signature of Teacher:** \_\_\_\_\_

**Signature of Principal:** \_\_\_\_\_

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

**PARENT – STUDENT – TEACHER COMPACT**  
**KINGSTON 42 School District**  
**Title I Program, Grades 1-8**  
**2025-2026**

**Student's Name:** \_\_\_\_\_

**STUDENT – I will do my personal best to:**

- ❖ Attend school every day possible.
- ❖ Be kind in my words and actions (be respectful.)
- ❖ Do my homework every day and ask for help when I need it.
- ❖ Read at least 30 minutes every day outside of school time.
- ❖ Give all notes and information from my school to my parent or guardian every day.
- ❖ Follow school and classroom rules.

**Signature of Student:** \_\_\_\_\_

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



Your Name (Person Completing Form): \_\_\_\_\_

Your Role: (Circle one)

Student

Parent/Guardian

Community Member

Your Telephone Number: \_\_\_\_\_

Your Email Address: \_\_\_\_\_

Victim's First Name: \_\_\_\_\_

Victim's Last Name: \_\_\_\_\_

Victim's Student ID: \_\_\_\_\_

Victim's School: \_\_\_\_\_

Name of person(s) you believe committed bullying: \_\_\_\_\_

State the nature of your report. Please describe the action(s)/incident(s) you believe may be in violation of the District's anti-bullying policy as clearly as possible, including such things as what physical force or contact, if any, was used and any verbal statements that were made (i.e. threats, requests, demands, etc.). Definitions of 'bullying', 'hazing', and 'cyberbullying' under District Policy can be found by clicking [here](https://egs.edcounsel.law/kingston-42-school-district-policies/) or by visiting the District's website at: <https://egs.edcounsel.law/kingston-42-school-district-policies/>

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If others are affected by this possible violation, please also give their names and/or positions:

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Date of alleged incident(s): \_\_\_\_\_

Where did the incident(s) occur? (Circle response)

On School Property

School Bus

During School Event/Function

Digital Communication

Please list any witnesses who were present, or others who may have information regarding the incident(s):

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Please provide any other information relevant to this incident of bullying.

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This Authorization constitutes consent to disclose personally identifiable information about your child and/or information contained in your or your child's student education records. This Authorization complies with District policies and procedures governing student education records and information. Please note that federal and state law authorizes disclosure of certain student education records and information without consent and, as such, this Authorization is not required and does not apply in those situations.

1. I, \_\_\_\_\_ (parent or eligible student), hereby authorize the release of (my child's/my) education records and medical information as described specifically herein.

2. Please describe the purpose of this Authorization:

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3. Please describe the information you wish to have released:

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4. Please identify the entity or individual to whom you wish to have the information released, including the means by which the information should be disclosed.

RELEASE TO:

Individual/Entity: \_\_\_\_\_

Address/Phone #: \_\_\_\_\_

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5. This Authorization will expire on the following date, unless otherwise canceled:

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\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Eligible Student/Parent's Signature

\_\_\_\_\_  
Student's Date of Birth

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

\_\_\_\_\_  
Requestor Contact Information