Spokane R-VII School District

Home of the Owls

Student Parent Handbook

Adopted by the Board of Education: July 1, 2026

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Mission C-110-S
The mission of the Spokane R-VII School District is: the Spokane R-VII District provides an inclusive, safe learning community committed to continuous improvement focused on high levels of learning and student engagement.

This handbook supports the District's Continuous Improvement Plan (CSIP) goals, including effective teaching and learning, safe school environments, and student success readiness.

School Board Members G-100-S
Jeremy Truitt, President
Emily Christenson, Vice President
Kody Finstad, Secretary
Benaiah Snider, Member
Holly Adams, Member
Sarah Rhoades, Member
Rachel Stuart, Member
Mr. Kent Doyle, Superintendent of Schools

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

School Building and Contact Information
Spokane R-VII School District

Spokane High School
Mr. Don Gimlen-Principal
1123 Spokane Rd.
P.O. Box 218
Spokane, MO 65754
Phone 443-3502
Fax 443-7714
gimlend@spokane.k12.mo.us

Spokane Middle School
Sarah Yocum - Principal
1130 Spokane Rd.
P.O. Box 220
Spokane, MO 65754
Phone 443-3506
Fax 443-2069

Highlandville Elementary
Mrs. Jessica Burke - Principal
223 Kentling Ave.
P.O. Box 68
Highlandville, MO 65669
Phone 443-3361
Fax 443-2013

Spokane Central Office
Mr. Kent Doyle -Superintendent
1130 Spokane Road
P.O. Box 220
Spokane, MO 65754
Phone 443-2200
Fax 443-2205

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burkej@spokane.k12.mo.us doylek@spokane.k12.mo.us

Little Owls Learning Center
Mrs. Jessica Burke – Preschool Administrator
1130 Spokane Road
P.O. Box 220
Spokane, MO 65754
Phone 250-2700
burkej@spokane.k12.mo.us

Highlandville Elementary School
Building Schedule
Regular Day 7:45 – 3:29

Spokane Middle School/ High School
Building Schedule
Regular Day 8:00 – 3:39

Spokane High School Bell Schedule

2026-2027

Warning/Pledge/Go to class:..... 07:50

1st hour:..... 07:55 – 08:50

2nd hour ..... 08:54 – 09:49

3rd hour: ..... 09:53 – 10:48

4th hour: ..... 10:52 – 11:47

Lunches

11/12 grade 11:51-12:18

9th/10th grade 12:19-12:46

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5th hour: ..... 11:51 – 12:46

6th hour: ..... 12:50 – 01:45

7th hour: ..... 01:49 – 02:44

8th hour: ..... 02:48 – 03:43

Office hours: 7am-5pm

Doors open/unlock at 7:30am

Doors close/lock at 5pm

Spokane Middle School

Bell Schedule

2026-2027

<u>Office Hours:</u>

7:00 AM-5:00 PM

Tuesday-Friday

(Office Closed on Mondays)

Doors Open at 7:30 AM

Class Period	Time Begin	Time End
1st Hour	7:55	8:50
2nd Hour	8:54	9:49
3rd Hour	9:53	10:48

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4th Hour (Homeroom)	**10:52**	**11:47**
1st Lunch	**10:52**	**11:18**
2nd Lunch	**11:19**	**11:46**
5th Hour	**11:51**	**12:46**
6th Hour	**12:50**	**1:45**
7th Hour	**1:49**	**2:44**
8th Hour	**2:48**	**3:43**

Website: https://www.spokane.k12.mo.us/

District Report Card
District report card and data information is available through the Department of Elementary and Secondary education. Visit https://apps.dese.mo.gov/MCDS/Home.aspx for further details.

The Department of Elementary and Secondary Education's District and Building Report Cards are available here.

Superintendent Information
Mr. Kent Doyle

doylek@spokane.k12.mo.us

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Welcome Letters

Welcome to the 2026-2027 school year for Spokane R-VII Schools! It is with great pleasure and enthusiasm that I write this letter of introduction to you as your new Superintendent. I am truly honored to continue in the role as Superintendent in a school district and community that values academic success. Such commitment to excellence comes in part from the Spokane/Highlandville strong community spirit, where citizens are proud of their youth and show great support for the district's programs and educational initiatives. As an educator for over 25 years, and married to an educator for 30+ years, I wholeheartedly value the programs and services in place. As well, I am committed to building upon past practices to ensure that current and future students have opportunities to explore their interests and find their true passions in life. From a district-perspective, the faculty and staff of Spokane R-VII Schools is excited to be playing an influential role in the life of your student and better preparing them for 21st century success in our community. It is through the cooperation and collaboration with parents, students, and staff as a learning community that we are united to be Spokane Proud.

Spokane Proud is not just a slogan but a way of life in our school district. Whether in the classroom or on the playing field, we are a proud community who rallies around all things Spokane. We are eager to share great accomplishments with you via this website, or on social media outlets @TheSpokaneOwls on Twitter and Spokane Owls on Facebook. The sky is the limit for what our students and staff will accomplish next!

The Spokane R-VII School District has earned a reputation for academic excellence through the efforts set forth by each and every faculty and staff member in the district. The people in our community make a difference every day for our students! Our staff is dedicated to meeting each child's academic, social and emotional needs. Our School Board and district leadership are committed to providing each school with the necessary resources to ensure success. And, parents and community members give to our schools generously in terms of their time, talent, and resources. That said, please know that it is my intent to make every effort to foster a culture of connection, collaboration, and transparency to ensure the continued success of our students, schools, and community. We pride ourselves on working tirelessly to prepare our students to be successful leaders of the 21st century. We are committed to all students in the Spokane R-VII District to receive an engaging, innovative, and academically challenging instructional program. We recognize that the success of our students is our success as a district.

While serving as your Superintendent of Schools, I plan to be accessible to all stakeholders and maintain an open-door communication practice. I encourage and welcome any questions, comments, or concerns you have about our schools and can be reached directly at doylek@spokane.k12.mo.us.

It is an exciting time for the Spokane R-VII School District. I look forward to working with everyone in our community to continue propelling our district forward!

Respectfully,

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Kent A. Doyle,

Superintendent

#wearespokane

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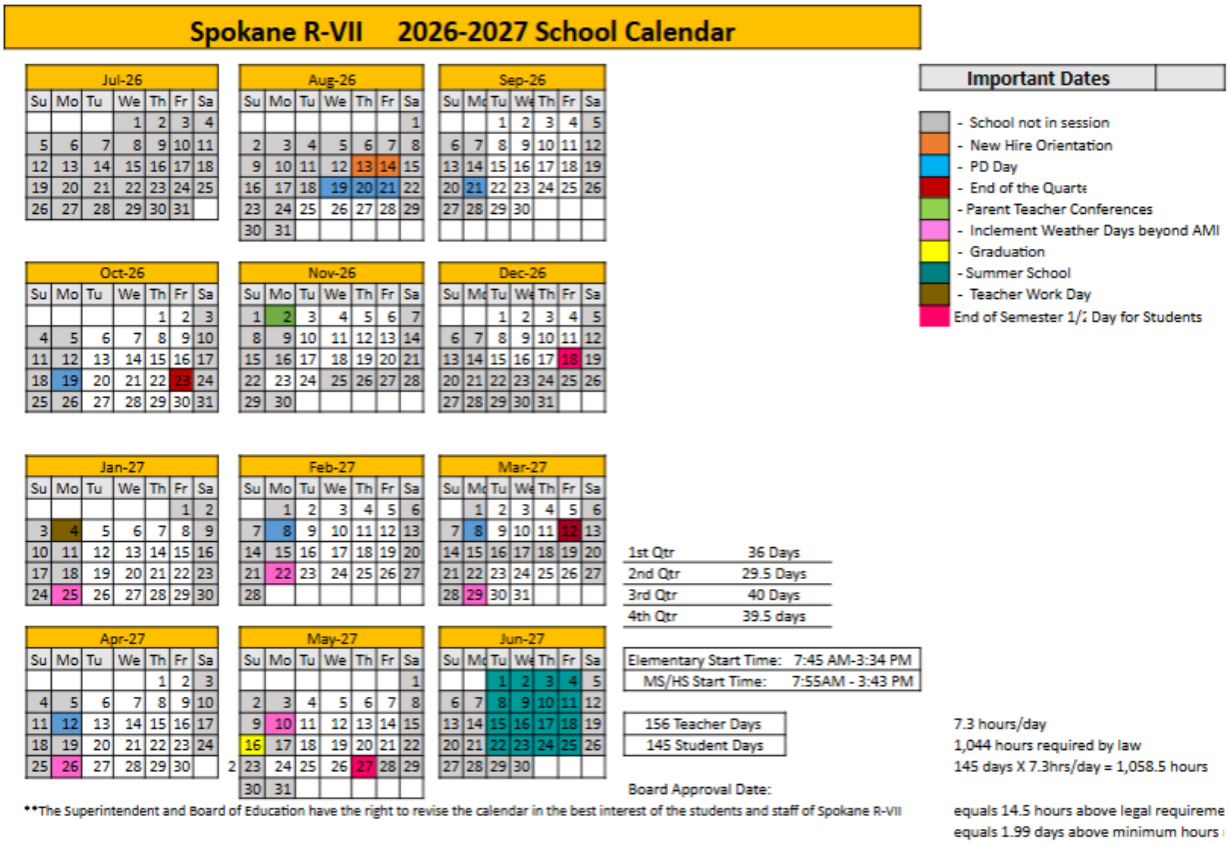
Academic Calendar I-100-S



Daily Citizenship Expectations

In order for our school to maximize the learning potential for all students, we expect the following:

1. Students will strive to attend school every day.
2. Students will put forth their best effort.
3. Students will produce quality.
4. Students will exhibit a positive and caring image.
5. Students will be respectful and courteous.
6. Students will be self-disciplined.
7. Students will be safe.

Daily Classroom Expectations

Teachers will consistently enforce the following expectations on a daily basis.

1. Students will be in their seats and ready to learn when class begins.
2. Students will be prepared for class by having their learning supplies and completed homework.

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3. Students will be respectful of the teachers, other students, and school property.
4. Students will refrain from talking during active instruction and independent study.
5. Students will maintain a positive attitude toward learning.
6. Students will make safe choices in the classroom with their teachers, other students and with school property.

Students Rights and Responsibilities

Spokane R-VII believes that students have rights, which should be recognized and respected. We also believe that every right carries with it certain responsibilities. Among these student rights and responsibilities are the following:

Rights

1. To attend free public school
2. To a quality education
3. Civil rights (To equal Educational opportunity and Freedom from discrimination)
4. Due Process
5. To privacy, this includes privacy in respect to the student's school records.

Responsibilities

1. To attend school regularly and to observe school policies, rules and regulations deemed essential for permitting others to learn at school.
2. To not discriminate against others.
3. To put forth the best efforts during the education process.

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

As a general rule, all styles of clothing designated for specific non-school activity or designed to call undue attention to the wearer are not appropriate at school. The following regulations set limits on what is permissible. **This is by no means an all inclusive list.** Administration will determine if the dress code has been violated when the need arises.

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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, slippers, or pajamas, etc. except for school designated days for such activities as "spirit week";
2. Flip flops during PE class;
3. See-through garments;
4. Tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps. Halter tops, tube tops, fish net or mesh style tops, muscle shirts, tank shirts that expose the area below the armpit and chest, single strap tops, or shoulder straps that are less than 2" in width;
5. Clothing that does not cover undergarments when a student is sitting or standing;
6. Undergarments worn as outer wear;
7. Clothing that does not reach to fingertip-length (from behind)*;*
8. Skirts that do not have shorts underneath; shorts underneath skirts or dresses is recommended for elementary students;
9. Holes or rips in pants (manufactured or student made) that are above the knee higher than fingertip-length with arms at side, unless patched;
10. Clothing or other items worn or displayed on the body with direct or indirect displays or suggestions of profane, obscene, or otherwise unacceptable or inappropriate language;
11. Clothing or other items worn or displayed on the body with direct or indirect displays or suggestions of racial discrimination;
12. Clothing or other items worn or displayed on the body with either direct or indirect displays or suggestions of words, symbols or images that promote illegal, sexual, or violent behavior;
13. Clothing or other items worn or displayed on the body with either direct or indirect advertisements, promotion, support, or suggestions of alcohol, tobacco, or drugs, in any way;
14. Language or symbols that, either directly or indirectly, display, suggest, or promote gangs or gang affiliation;
15. Hats and hoods (hooded sweatshirts worn up) in the buildings at both Highlandville Elementary and Spokane Middle School. Hats may only be worn on school wide or classroom spirit days;
16. Sunglasses;
17. Face paint;
18. Makeup or appearance that causes a substantial disruption to the educational environment;
19. 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);
20. Blankets carried or worn as coats or wraps while in the building;

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21. Heavy or loose chains, or straps that create a safety risk;
22. Writing on a student's own body, their clothes, or body or clothing of other students;
23. Any type of extremism of dress, or dress that is disruptive or distracting to the educational process (such as short skirts, low-cut tops, clothing that is too revealing, sagging pants or shorts, Wheelie tennis shoes, or clothing that exposes undergarments).

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.

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 or MSHSAA activities must attend school the entire day on which the activity occurs, unless the principal or Athletic Director has pre-approved the absence based upon special circumstances (Students must also be present all day on Friday in order to participate on Saturday or Sunday). The administration makes the final determination regarding whether an absence is excused or unexcused.

The district may implement recognition and incentives for positive attendance to promote student engagement and success.

School Activities

Absences for school-sponsored activities will not be counted as absences when the student is under the direct supervision of a school staff member (field trips, athletic events, music events, speech and debate and club organization events). Makeup assignments must be completed in advance or at the request of the teacher due to an absence for a school-sponsored activity. College visitation is not counted as an absence when arranged through the Spokane School guidance and counseling office. There is a maximum of three visits. We encourage students to schedule college visits on Mondays when school is not in session.

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Procedures for Reporting an Absence

Verified Absences
Parents or students must provide proper notification to the school regarding the nature of the student's absence for the absence to be verified.

> Parents must report a student's absence by 9:00 a.m. on the day of the absence. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

Unverified Absences
Absence in which the parent has not communicated with the District regarding the student's absence will be considered unverified. Excessive, unverified absences will result in written notice from the principal to the parents/guardians. The principal may request a parent/guardian conference to discuss attendance concerns and a collaborative plan may be developed to remove barriers to attendance. When attendance remains problematic, the school may contact the appropriate agencies and/or authorities for assistance.

Letters will be mailed home when a student has reached 3, 5, and 8 days of absences respectively. **Nine absences or more may result in a review for loss of credit, taking into account documented medical absences, extenuating circumstances, and demonstrated academic progress.**. We also know there is a significant difference between a student missing due to illness and student missing school due to truancy. Therefore, if your student has any absence of **3 or more consecutive days**, he/she will need a doctor's note sent upon his/her return to school. As always, we do not want students who are sick attending school.

Attendance Communication Policy Levels:

1. Daily - Automated notification to parents that student has missed class (Lumen notification system)
2. 3 - parents - letter
3. 5 - parents - letter
4. 8 - Parent/Counselor/Student/ Principal Conference - letter
5. 9 - Attendance will be reviewed by administration and the school counselor and parent contact will be made.
6. Juvenile Office Report - if absences are excessive and not documented as health related

Note: Communication may occur via letter, email, or automated notification system.

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 excessive tardiness as an absence.

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Any student arriving at school after the published start time for each building must report to the office to check in before going to the classroom. A student is considered tardy if he/she is not in his/her seat when the tardy bell starts to ring with appropriate materials ready. A teacher may require a student to make up time for being tardy to his/her class.

Middle School:
4th Tardy - Lunch Detention
5th Tardy - ASD
8+ Tardy - ISS

High School:
4th Tardy - ASD
8+ Tardy - ISS

With each subsequent tardy from 4th through 7th, he/she will be required to attend ASD. Parents will be notified of the date and will be responsible for student after school transportation.

For purposes of categorization, *a student who arrives to class less than 20 minutes after the start of class will be considered tardy or comes to class without the necessary materials.* If the student arrives to class more than 20 minutes after the start of class, the student will be counted as absent. Tardies are unexcused – only emergency situations will be considered. Excessive tardies and absences will be reported to the county juvenile office and may require the student to attend remedial events before being passed to the next grade.

Truancy
Truancy is when the student is absent from school without permission of the parents/guardians or school official and without checking out through the office. Truancy includes, but is not limited to:

- Skipped classes;
- Falsely informing the school about the reason(s) for the absence;
- Leaving the campus without permission from the office;
- Coming to school but not attending any or all classes or authorized activities;
- Being somewhere other than school when the parents think the student is at school;
- Obtaining permission from a teacher or the office to go to a certain place on campus, but not going there;
- Bringing a parent-signed note that is forged or sets forth an invalid reason for the absence;
- An elective absence that was not approved in advance by school officials;

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Students who are truant will be allowed to make up work missed and disciplinary action will be taken as per the student conduct code. Students will be given one day per day missed to turn in missing work. Truancy is also a violation of state statutes. There are no school-sanctioned class **"skip days;"** Families are entitled to appeal assigned consequences to the Superintendent or designee if the consequence includes losing credit.

Make-Up Assignments
Students who have absences will be given the opportunity to make-up assignments. The time allowed for completing this work is one day for each day of absence. It is the student's responsibility to obtain any missed assignments upon their first day they return to the class from which they were absent. Work may be given out prior to being absent upon teacher discretion. Work not submitted in the allotted time will follow the teacher's grading procedure. Missed exams are to be made up before or after school, not during the regular day. It should be noted that not all learning can be "made up". Class participation, discussion, and other activities cannot be repeated; however, teachers may provide an alternate assignment in lieu of class participation, discussion and other activities. Skill courses where work can be accomplished by attendance only cannot be made up. Experience of this type must be recognized as missed.

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignment shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school. A minimum of one day per day missed will be given to students to turn in missing work.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

Spokane High School Attendance Policy
Purpose
Regular attendance is essential for student success at Spokane High School. Consistent attendance supports academic achievement, fosters positive relationships, and promotes engagement in our learning community. *This is in addition to the District-wide provisions included above.*
Scope
This policy applies to all students enrolled at Spokane High School (grades 9-12) under the Spokane R-VII School District.
Definitions
- Attendance: A student is considered present when they are physically in class or participating in an approved format.
- Absence: Missing 50% or more of a scheduled school day or class period.
- Tardy: Arrival after the scheduled start time.
- Excused Absence: Absence with valid documentation.

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- Unexcused Absence: Absence without acceptable documentation.
- Chronic Absenteeism: Excessive absences placing academic success at risk.

Procedures for Documentation

- Parent/guardian must notify the school by 10:00 AM.
- Students returning must provide documentation.
- Medical note required for extended illnesses.

Tardiness / Late Arrival

- Students arriving late must sign in at the office.
- Excessive tardiness triggers intervention steps.

Intervention Levels

Tier 1: Automated notifications.
Tier 2: 3 absences – parent notification and meeting.
Tier 3: 5–8 absences – attendance contract.
Tier 4: 10+ absences – formal intervention plan.
Tier 5: Severe chronic absenteeism – possible legal referral.

Academic Consequences

- Students must attend class to earn credit.
- Excessive unexcused absences may result in loss of privileges or course failure.

Parent/Guardian Responsibilities

- Ensure student attendance.
- Submit documentation.
- Participate in attendance meetings.

School Responsibilities

- Maintain accurate records.
- Provide timely parent notifications.
- Implement intervention supports.

Special Circumstances

- Pre-arranged absences must be approved.
- IEP/504 teams will review attendance needs.
- Alternative instruction available for medical issues.

Appeals

- Appeals must be submitted within 5 school days.
- The administrator will review and respond in writing.

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

Lunch/Breakfast

The school provides breakfast, and hot lunch lines each day for students. Breakfast will be available in the cafeteria from approximately 7:30 – 7:50 a.m. depending on your student's respective building' start time.

Student Meal Prices:

Preschool Breakfast: $1.70
Preschool Lunch: $2.65

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Elementary Breakfast: $1.80
Elementary Lunch: $2.75

Middle School Breakfast: $1.90
Middle School Lunch: $2.85

High School Breakfast: $1.90
High School Lunch: $3.00

Ala carte items such as extra milk or juice, meal entrée, fruit or vegetable can be purchased with cash. Students will not be allowed to charge ala carte items to their food service account.

Breakfast entrée: $1.50
Juice: $0.50
Lunch Entrée: $1.75
Fruit/Vegetable: $0.75
Fries/Tots: $1.75
Milk: $0.50
Adult Meal Prices:

Breakfast: $2.25
Lunch: $4.45

Sandy Wilkinson
Food Service Director
Spokane R-VII School District

Adult meal charges are subject to change once the Paid Lunch Equity tool is released by the USDA.

The price for school meals is set annually by the Board of Education. Free and reduced-price meals are available for qualifying students. All breakfast and lunch money will be turned into the Cafeteria Staff in the designated money envelope with the student's name. Parents will receive notification whenever a student's lunch balance is below $10. Upon receiving the notification, we encourage parents/guardians to deposit money in their student's account. When student lunch balances are negative, another notification is sent and it is expected that parents/guardians will make a payment to ensure the student's account is in good standing.

Ala Carte items are on a cash-only basis and cannot be charged. All lunch charges must be paid. The District may send overdrawn accounts to collections. Snack and pop machines will be turned off during the day. Students may bring their own lunch and eat in the cafeteria. Students are not allowed to leave campus, go to the parking lot, or have food delivered from any commercial establishment during the lunch period. Parents are

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permitted to bring their own child lunch prior to the beginning of the lunch period. Students who leave the campus or go to the parking lot will be considered truant unless the student has permission from the office.

No food or beverages other than water will be permitted beyond the commons. Confiscated items will not be returned. The sale of candy on school grounds or on the bus is strictly prohibited, with the exception of the concession stand and school approved fundraisers.

Students are allowed 25 minutes for lunch and are required to eat in the cafeteria.

Students should be aware of the following lunchroom expectations:

1. Use good table manners.
2. Use soft voices when talking to the person next to you.
3. Wait quietly and patiently in line.
4. Show respect to lunchroom personnel.
5. Do not share food.

Breakfast and Lunch Time
Little Owls Learning Center
breakfast: 7:30-8:30
lunch: 10:45-11:45

Elementary
breakfast 7:25-7:55
lunch 10:45-12:50

Middle School
breakfast 7:30-7:50
lunch 10:52-11:46

High School
breakfast 7:30-7:50
lunch 11:51-12:46

Free and Reduced Lunch Application
Applications for these are available in the Principal's office and on the District's website. https://www.spokane.k12.mo.us/food-service

Adult Visitors for Lunch
Parents are allowed to have lunch with their elementary and middle school students. The parent should sign in at the office and follow all guidelines for visiting campus. LOLC will notify parents of special lunch events throughout the year. Parents may drop off lunches for their student at the high school. Only those adults that are parent approved contacts may have lunch with students.

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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 in the nurse's office containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. Parents who do not want these medications administered in an emergency must notify the District in writing at the beginning of the school year.

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

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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

In case of sudden illness, students are to request permission to report to the school nurse; a nurse's pass will be issued. In case of an accident resulting in injury, the student will be cared for as thoroughly as possible, and all attempts will be made to contact parents/guardians for possible further treatment. ***It is vital that parents indicate at least three emergency contact names and numbers on their student's enrollment card on file in the nurse's office.*** If a phone number changes, the parent must notify the school of the new numbers. It is distressing to a student who is injured or who does not feel well, if someone cannot be reached. In addition, the school does not have the facilities to treat severe injuries or medical problems.

A student who becomes ill at school must be checked by the nurse. The nurse will contact the parent(s) for dismissal permission if illness warrants such action. Any chronic or acute health problems should be reported to the nurse for documentation in the student's health record. A student with an ailment or disability, which requires either limited or no physical education program, must have a physician's note, to that effect, on file with the nurse. Children will remain in the nurse's office until a parent/guardian/emergency contact comes to pick them up. If the parent cannot be reached in the event of an illness, an emergency contact is called.

Health Screenings

Screenings are done on different groups of students throughout the school year. Following is an approximate time frame during which screenings will take place and which groups of students will be involved.

Students in Kindergarten, 1st, 2nd, and 3rd grades are screened for vision, hearing and growth primarily in the fall semester of each school year. Screenings are also conducted for students in any grade at the request of the parent/guardian, or concerned teacher. Parents/Guardians will be notified of any abnormal screening results. Students will be excused from any screening upon receipt of a written request from the student's parent/guardian. Please contact the school nurse for any questions or concerns.

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Vision and hearing screenings are conducted at the request of the parent/guardian or concerned teacher. Students may be excused from any screening upon the receipt of a written request from the student's parent/guardian.

Health Office
If you have any questions, please contact Alicia Freeman, freemana@spokane.k12.mo.us for SHS, SMS, and LOLC; for HES.

Administration of Medication S-135-S
All medication is kept in the health office and no medication will be dispensed without the medication administration form completed and signed by parent/guardian. 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 completed medication administration form signed by the parent/guardian with the date, student's name, name of medication, 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, which must include the parent's/guardian's signature. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others. The medication must be in the original bottle. Students must have a health inventory on file and a permission form for over-the-counter medication completed and signed by their parent/guardian in order to receive medication from the nurse.
>
> *Prescription Medication* – Prescription medication, including inhalers, must be sent to school in the original prescription container with the physician's name, date, name of medication, dosage, and time of administration. 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. The school must have a completed medication administration form signed by the parent/guardian to give medication, which must include the parent signature and additional forms filled out by parents. These forms are available in the nurse's office.

Students are not to be in possession of prescriptions, or non-prescription medication at school. This includes but is not limited to Tylenol (and other types of over-the-counter pain medication), throat spray, and cough drops. All medications are to be sent to the school nurse as soon as the student arrives at school. Students who do not follow these guidelines may be subject to disciplinary action.

Student Possession and Self-Administration of Medications

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The District prohibits students from possessing or self-administering medications unless the student is allowed by law to do so and has been given permission in accordance with this section. A student with an IEP or Section 504 plan may possess and self-administer medications in accordance with the IEP or Section 504 plan. Students who do not have an IEP or Section 504 plan may possess and self-administer medications in accordance with 1) or 2) below:

1. Students with Diabetes: Upon written request of the parent/guardian and upon authorization by a student's diabetes medical management plan, the district will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat hypoglycemia and hyperglycemia, and otherwise attend to the care and management of the student's diabetes. The district will permit the student to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access. Students with diabetes who wish to possess and self-administer medications are subject to the same requirements (below) as students with other health conditions.

2. Students with Other Chronic Health Conditions: Students may possess and self-administer medications for the treatment of asthma, anaphylaxis and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless all of the following requirements are met:
    a. The medication was prescribed or ordered by the student's physician.
    b. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
    c. The student has demonstrated proper self-administration technique to the school nurse.
    d. The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of others.

Medical Marijuana and Cannabidiol (CBD) Oil

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The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law.

In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil (containing an average THC concentration of less than 0.3%) on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil (containing an average THC concentration of less than 0.3%) on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD (containing an average THC concentration of less than 0.3%) will be permitted to possess and administer the prescription medication in accordance with this policy.

When applicable, district staff will administer prescription medication containing CBD (containing an average THC concentration of less than 0.3%) in the same manner used to administer other prescription medication.

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

Parents must assume primary responsibility for their child's health care, both at home and at school, and the coordination of care between home and school. The school does not assume responsibility for the management or treatment of health conditions of which the parents were aware before the student was sent to school.

Communicable Diseases F-245-S

Regular attendance at school is important. A student should be in class every day that he or she is physically able. However, students with contagious conditions are not allowed to attend school during the time they're likely to transmit an illness. This not only gives the student an opportunity to rest and recover, but it also keeps others at school from being infected by illness that may spread quickly among children. If a student becomes ill while at school parents are expected to make transportation arrangements to get the student home.

A student should not be in school if any of the following are present:

*** Fever or chills**

*** Nausea, vomiting, or diarrhea**

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*** Severe, persistent pain or other signs of illness**
*** Earache or drainage from the ears**
*** Inflamed, reddened or drainage from eyes**
*** Lice**

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 knowingly attempt to or exhibit behaviors that increase the chances of their condition being spread their condition 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

Vaccines Required for School Attendance	Dose Required by Grade												
	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT[1]	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+	4+
Tdap[2]									1	1	1	1	1
MCV[3] (Meningococcal Conjugate)									1	1	1	1	2
IPV (Polio)[4]	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
MMR[5]	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis B[6]	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+	3+
Varicella[7]	2	2	2	2	2	2	2	2	2	2	1	1	1

In the preschool program, parents may inquire if there are any students with an immunization exemption on file. If there is at least one exemption on file, the parent making the inquiry may be told of the exemption but not the name of the student(s), the type of exemption or other related information.

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

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

Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

Spokane R-VII uses a contractor to monitor and manage asbestos in compliance with state and federal regulations.

A copy of the Management Plan and inspection reports are available for review at the offices located at Highlandville Elementary School and Spokane Middle School. Questions regarding asbestos or the management plan may be directed to Mr. Doug Call, Maintenance Director at 417-443-2200.

Student Insurance S-140-S

The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries. The District does, however, make an optional student accident group plan available for students, for which a carrier is named and rates established annually. Families and/or students must deal directly with the insurance carrier to obtain information about available coverage and policies. Optional student accident group plan information is available in building offices. The secretary at each building can share information. Parents will need to send completed forms directly to the insurance company.

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.

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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 principal. Requests to amend education records may be directed to the principal 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 via the appropriate form from the office within the first 10 days of school of each school year. Please be aware, if a request is made for your child's information to **NOT** be included in Directory Information, then his/her name and relevant information may not be included in such things as athletic programs, graduation press releases, and the yearbook.

The District designates the following items as directory information:

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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; 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.

Change of Address and Phone Number
If you change your address, home or work phone numbers, or the numbers to be called in case of an emergency — please notify your student's respective school immediately.

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.

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

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

Release
Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form. Please find this form at the end of the 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

<u>Personnel Records E-190-S</u>
The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

- Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- 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:

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- 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.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- 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.

Information must be requested in writing to:
Superintendent of Schools
1130 Spokane Road Spokane, MO 65754
(417) 443-2200 (417) 443-2205 FAX
Website: www.spokane.k12.mo.us

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S
The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

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

The Schoolwide Program Plan is available here:
https://files.gabbart.com/2407/schoolwide_plan.pdf

The School Parent and Family Engagement Plan may be found here:
https://files.gabbart.com/2407/lea_parent_and_family_engagement_policy.pdf

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

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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:	Special Education Director
Phone #:	417-443-3361
Email Address:	atens@spokane.k12.mo.us

English Language Learners I-150-S

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

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.
Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. The website features the ability to translate information into more than 100 languages by utilizing the Google Translate feature in the bottom right corner of the District's homepage.

For more information about the programs for students with LEP or assistance for families, please contact Mrs. Sherry Aten, Special Services Coordinator, atens@spokane.k12.mo.us.

Visitor Procedures C-155-S

Visitor & Guest Entry Policy

Purpose

The Spokane R-VII School District is committed to maintaining a safe and secure learning environment for all students, staff, and visitors. To enhance campus safety and accountability, all visitors and guests entering district facilities during school hours must comply with the following visitor screening and identification procedures.

Visitor Entry Requirements

All visitors, volunteers, contractors, vendors, and guests entering any Spokane R-VII School District building during regular school hours must report directly to the designated main office or secured entry point before being granted access to the campus.

Photo Identification Requirement

Visitors are required to present a valid government-issued photo identification card,

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such as a driver's license, state identification card, military identification card, or passport, upon arrival.

Visitor Screening Process
The district utilizes a visitor management and screening system to help ensure student and staff safety. As part of the entry process, visitor identification may be electronically scanned to conduct a brief background check through approved databases. Individuals who fail the screening process or refuse to participate may be denied access to school property.

Visitor Badge Procedures
Once approved through the screening process, the visitor's photograph may be taken and a visitor badge will be printed. All visitors are required to wear the issued badge in a visible location while on school property. Visitor badges must be returned or checked out through the office upon departure.

Restricted Access
Visitors are only permitted access to approved areas of the campus and must follow all district safety procedures, staff directions, and school rules while on school grounds. Unauthorized access to other areas of the building or campus is prohibited.

Denial of Entry
The district reserves the right to deny entry to any individual whose presence may disrupt the educational environment, pose a safety concern, fail the screening process, refuse identification procedures, or violate district policy.
Exceptions
Special circumstances involving law enforcement, emergency personnel, or district-approved events may be handled at the discretion of the building administrator or superintendent.

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 48 hours in advance.

Volunteers
Spokane School has a wonderful volunteer program. Our volunteers can help in many ways: by working directly with children, by assisting with the computers, and by performing clerical tasks for the teachers. We encourage everyone--especially parents--to spend some time in our school. Your child's teacher will visit further with you about our volunteer program if you are interested. Past experience has shown that parental involvement is one key to student success. As a safety precaution, all volunteers must complete a background check prior to beginning services. The district reserves the right to decline services of any volunteer for any legal reason.

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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, the following exceptions to this prohibition apply:

1. The District or designated agents of the District may make audio or visual recordings to provide security, to maintain order, for staff or preservice teacher development use, or for educational purposes.
2. Students may record if required by a District-sponsored class or activity.
3. Individuals may record performances or activities to which the general public is invited such as athletic competitions, concerts and plays.
4. Individuals may record open meetings of the Board or District committees.
5. Outside entities may record an event when using or renting District facilities in accordance with District rules.
6. A parent or legal guardian of a student may audio record any meeting held under the IDEA or Section 504 of the Rehabilitation Act with no less than 24 hours' notice to the Director of Special Services/Building Principal/Superintendent.

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. All UAS operators must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Transportation Services F-260-S

Routes are published prior to school starting. They are shared on our website, emailed out and posted to our social media. Pick-ups and drop-offs are established based on a number of factors and are based on information provided at enrollment. Stability regarding pick-up and drop-off helps both riders and drivers know where students are to be picked up and delivered to and for students to know where they are going. This is especially important to young children. If issues arise regarding stability of pick-up and drop-off, this will be addressed as needed. Questions regarding transportation should be directed to Mrs. Goodall first and Mr. Doyle second. Drivers have a schedule to maintain. Additionally, it is never appropriate for a parent to address a driver when they are upset and to attempt to board the bus which puts those on the bus at risk.

Bus Regulations

Students riding school buses should understand that they are under the jurisdiction of the school from the time they board the bus until they are deposited at school or at their designated stop. ***Remember the transportation system is a privilege, not a right.*** All school rules and regulations are in effect when students ride the bus. Any violation of rules, disruption, or failure to comply with any request of the bus driver will result in prompt disciplinary action as such misbehavior may affect the safety of others. Students who participate in school-sponsored activities are expected to ride district-

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provided transportation to all such activities. Students may be permitted to ride home with their parents, provided the parent informs the sponsor/coach of the activity, in person, of their intent to take their son/daughter home from the activity. This must be done immediately before the activity or immediately following the activity. Failure to comply with this policy may lead to disciplinary measures.

Bus Passes and Parent Notes
Students who are riding the bus home with another student **must have a note, email or fax from the parent turned into the office by 2:30 p.m. Bus passes will not be given without one of these.** Students being picked up by someone other than their parent/guardian must have a note in order to do so.
Three very important bus transportation procedures to observe are:

1. Students must be on time. The bus cannot wait for students.
2. Students riding on another bus must bring a signed note from home and give it to the principal or school secretary so that a bus permit may be issued to the student.
3. Students who must cross the road after leaving the bus will cross in front of the bus and only after a signal is given by a driver.

Bus Rules Students are to follow:

1. Load and unload from the bus properly
2. Keep head, hands, and other objects, in the bus at all times
3. Keep hands, feet and any other object to self
4. Stay seated with your feet out of the aisle
5. No littering
6. Follow directions of the driver
7. No use of tobacco, food, drinks, etc.
8. Cell phones are not to be used, seen or heard
9. Keep voice level low; no shouting which includes no profanity

NOTE: School rules apply to students while on the bus. Please refer to the Student Conduct S-170-S.

Team members are expected to travel as a group in school district vehicles to and from events. The coach must approve any change in transportation, either in person or in writing before or after the event.

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

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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.

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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. Consequences for disciplinary violations will take into account the offense, the number of referrals for the offense and the severity of the offense.

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.

Conference – A formal conference is held between the student and one or more school officials.

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.

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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.

Lunch Detention - Used for minor infractions of the rules. Students report to the principal's office rather than going directly to lunch. The student eats lunch in a designated area.

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

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

- Students receiving an OSS are expected to complete and turn in all missed work to teachers upon their return to school. The student is responsible for making arrangements to pick up the assignments. The student may receive up to 100% credit for work, and it will be due to the teacher upon returning to school.

Parent Involvement – Parent(s) may be notified by a telephone call, personal contact, or a letter. A conference may be conducted between the student, his/her parent(s), appropriate school personnel and any other individuals concerned.

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.

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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.

Prohibited Conduct	Definition
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. Teachers may define acceptable AI use within their classroom expectations.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions

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	given by school officials or failure to follow established rules for parking or driving on District property.
Bullying and Cyberbullying	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. Students will not be disciplined for speech in situations where the speech is protected by law.
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.
Dishonesty	Any act of lying, whether verbal or written, including forgery.
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs

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	on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	A) Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo, or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2). 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. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon accessories, or tactical gear.
Fireworks or Incendiary Devices	Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed

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	conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators, uniforms, equipment, or facilities, etc.
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.
Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission,

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	or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse. • Students are expected to follow building-level expectations and Missouri State Law regarding cell phone use during instructional time. See F-265-S. • Phones are not authorized from the start of the school day (1st Bell) to the end of the school day (final release bell) • Unauthorized use may result in confiscation and disciplinary consequences • Repeat violations may result in progressive discipline
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

Bullying, Hazing, and Cyberbullying S-185-S

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

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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: Kent Doyle and can be reached at doylek@spokane.k12.mo.us.

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

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

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

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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:

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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.

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Report Form
S-185-A

Bullying Incident Report *Form*
Spokane R-VII School District

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 visiting: https://egs.edcounsel.law/spokane-r-7-school-district-policies/

_____
_____
_____
_____
_____
_____
_____
_____

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

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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Suicide Prevention

The school district is aware of the importance of suicide prevention and provides training for all staff to help us identify at-risk students and prevent suicide. You may learn more about district efforts by reviewing District Policy.

Communications

Parents are asked to contact the school any time questions or problems arise. The teachers and principal will not hesitate to contact parents in cases of students' poor work or behavior. The school and parents must work together to ensure a quality educational program. To inform parents of academic standings, progress reports are sent home to students on a regular basis. For the high school, parents and students are encouraged to access Lumen, at their convenience, to check on grades.

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:	Superintendent
Phone #:	417-443-2200
Email Address:	doylek@spokane.k12.mo.us

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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:	High School Principal
Phone #:	417-443-3502
Email Address:	gimlend@spokane.k12.mo.us

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

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).

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Compliant Procedures for ESSA Programs
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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.

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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. <u>That time limit can be extended by the agreement of all parties.</u>

   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 compliant 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).

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- **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.

<u>Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S</u>

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, facilities, and provides equal access to the Boy Scouts and other designated youth groups. 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:

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Name:	Superintendent
Phone #:	417-443-2200
Email Address:	doylek@spokane.k12.mo.us

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

Name:	High School Principal
Phone #:	417-443-3502
Email Address:	gimlend@spokane.k12.mo.us

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

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

Title IX C-131-S

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

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

Name or Title:	Superintendent
Address:	1130 Spokane Road, Spokane, Missouri 65754
Email Address:	doylek@spokane.k12.mo.us
Phone #:	417-443-2200

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.

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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.

Courage2Report

https://www.mshp.dps.missouri.gov/MSHPWeb/Courage2ReportMO/about.html

About

The Missouri School Violence Hotline (SVH) began in October of 2001. In 2019, through the Missouri School Safety Initiative, the reporting mechanism moved to the Missouri Information Analysis Center for 24/7 operation and was named Courage2ReportMO. The goal is to make schools safer by helping school districts and law enforcement learn about school violence as soon as possible. Courage2ReportMO takes CONFIDENTIAL reports involving any public or private school in Missouri with students in pre-kindergarten through 12th grade.

What should be reported?

Any threat to life that happens on school property or the school bus should be reported to C2R. This may include:

- Assault – Physical
- Sexual Offense
- Weapons
- Human Trafficking
- Planned School Attack
- School Shooting
- Planned Suicide
- Terrorism Threat-Extremism

Who can report it?

We encourage anyone who learns about school violence to report it. Reports are accepted from:

- Parents
- School personnel
- Students
- Concerned citizens

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- Confidential reporters

What happens after I make a report?
When a report is made to the C2R, information is gathered from the reporter and entered into a centralized database. This information is then immediately disseminated to the school and law enforcement with jurisdiction.

Officials with the school and law enforcement will then determine how to appropriately handle each report.

Student Searches S-175-S
School lockers and desks are the property of the Spokane R-VII School District and are provided for students' convenience. Desks, lockers, computers, and other District property provided for student use are subject to periodic and random inspections without notice.

School lockers and student possessions may also be searched by school administrators when there is a reasonable suspicion that students are in possession of drugs, alcohol, tobacco products, weapons, materials of a disruptive nature, stolen property, illegal items, or any other items that pose a health or safety risk. Reasonable suspicion will be based upon facts known to the administration, credible information provided to the administration, or reasonable inferences drawn from such facts or information. Professionally trained dogs may be used to indicate the presence of alcohol, drugs, or other prohibited substances on campus or other school grounds. Searches will be conducted in the presence of an adult witness.

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

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. 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

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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.)

The possession or use of medical marijuana at school is prohibited. Students under the influence of medical marijuana may result in discipline.

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.)

<u>Student Alcohol and Drug Testing S-196-S</u>

Purpose

In an effort to protect the health and safety of its students from illegal and performance-enhancing drug use or injuries resulting from the use of these drugs, the Spokane R-VII Board of Education, with the support of district administration and staff, prohibits all students in the district from using, possessing or distributing illegal or performance-enhancing drugs and alcohol. The sanctions of this policy relate solely to limiting the opportunity of any student (grades 6-12) in violation of this policy to participate in all extracurricular activities, co-curricular activities and clubs, and to maintain a valid district parking permit. This policy is intended to supplement and complement all other policies, procedures and rules of the district regarding possession or use of illegal or performance-enhancing drugs and alcohol.

Participation in district-sponsored activities and clubs is a privilege. Accordingly, students involved in such activities carry a responsibility to themselves, their fellow students, their parents and their school to set the highest possible examples of conduct, which includes avoiding the use or possession of illegal or performance-enhancing drugs and alcohol. Use of these drugs is incompatible with participation in all extracurricular activities, co-curricular activities and clubs, as it is incompatible with maintaining a valid district parking permit.

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The purpose of this policy is to prevent illegal and performance-enhancing drug use and to strive for an environment free of such drug use within the district. As stated above, the sanctions of this policy relate solely to limiting the opportunity of any student (grades 6-12) in violation of this policy to participate in all extracurricular activities, co-curricular activities and clubs, and to maintain a valid district parking permit. No academic sanctions will be imposed for violation of this policy, except to the extent that a violation of this policy would also constitute a violation of the district's discipline policy. If the drug and alcohol prohibitions of the discipline policy are violated, the student will be subject to the penalties set out in the discipline policy, and the discipline violation will also count as a violation of this policy.

Definitions

Co-curricular Activities – For purposes of this policy, co-curricular activities include: band, choir, FBLA, FCCLA and student council.

Extracurricular Activities – For purposes of this policy, extracurricular activities include: athletics, cheerleading, dance, FTA, National Honor Society, science/history club, art club and academic competitions.

Drug Testing – A scientifically-substantiated method to test for the presence of illegal or performance-enhancing drugs or alcohol, or the metabolites thereof in a person's urine.

Illegal Drug – Any substance that an individual may not sell, possess, use, distribute or purchase under either federal or Missouri law. It includes, but is not limited to, all scheduled drugs as defined by Missouri law, all prescription drugs obtained without authorization, and all prescribed and over-the-counter drugs being used for an abusive purpose, as well as alcohol.

Performance-Enhancing Drug – Includes anabolic steroids and any other natural or synthetic substance used to increase muscle mass, strength, endurance, speed or other athletic ability. The term does not include dietary or nutritional supplements such as vitamins, minerals and proteins that can be lawfully purchased in over-the-counter transactions.

Positive – When referring to a drug test administered under this policy, this means a toxicological test result that is considered to demonstrate the presence of an illegal or performance-enhancing drug or the metabolites thereof using the standards customarily established by the laboratory administering the drug test.

Drug Testing Procedures

Consent Forms

Each student participating in extracurricular activities, co-curricular activities and clubs, and those seeking to obtain a valid district parking permit, shall receive a copy of this policy and a student drug testing consent form. The form will be distributed at the beginning of the school year and must be read, signed and dated by both the student and the student's parent/guardian, and returned to the school within 15 school days of receipt, regardless of when the student will participate in an activity.

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Students who enroll after the beginning of the school year will be provided with a consent form and must return the signed form within 15 school days of his or her enrollment date. These students may also be subject to immediate drug testing.
Any student who fails to return a signed consent form by the deadline, to be established annually, will be subject to the following:

- The student will be prohibited from participation in any extracurricular activities, co-curricular activities and clubs during the school year. Should the student choose to return a completed consent form after the deadline, the student will be suspended from participation in all such activities for 28 calendar days.
- The student will be ineligible to receive a valid district parking permit during the remainder of the school year.

Random Selection
Each student who has returned a signed consent form will be assigned a random number for testing purposes. The collection and testing personnel will refer to the student using this drug test number. In order to assure privacy, the name of any student who is tested shall be known to district administrators only on a "need to know" basis. The collection and testing personnel hired by the school district shall perform the selection procedure. Selection of the students for each drug test shall be accomplished by taking a random sample of all students participating in the drug testing program and will follow scientifically-accepted random sampling techniques.

Each semester during the school year, approximately ten percent (10%) of the participating students will be selected to take the drug test. Testing will be performed periodically throughout the semester. District personnel have no authority to remove a student from the list of students randomly selected to be tested.

Drug Testing and Result Reporting
Any drug test required by the district under the terms of this policy will be administered by the collection and testing service chosen by the district using scientifically-validated toxicological methods. The collection and testing service shall be required to have detailed, written specifications to assure chain of custody of the specimens, proper laboratory control and scientific testing.

Drug tests will be conducted at Spokane High School. Appropriate personnel from the collection and testing service will accompany the student to the test and be with them at all times. After testing, parents will be notified in writing that their student was tested. All aspects of the drug testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of the students to the maximum degree possible. The test specimens shall be obtained in a manner designed to minimize the intrusiveness of the procedure. In particular, the specimen must be collected in a restroom or other private facility. A trained monitor will remain outside the facility to supervise the process. The monitor shall verify the normal warmth and appearance of the specimen. If at any time during the testing procedure the monitor has reason to believe or suspect that a student is tampering with the specimen, the monitor

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may stop the procedure and inform the principal who will then determine if a new sample should be obtained.
If, during the drug testing procedure, a student delays urination beyond a reasonable period of time or if there is a suspicion of a student using altering substances, the student's sample will be tested for adulterants. If an adulteration substance is found, the test will be considered positive. Refusal to submit a urine sample will be considered a positive result.

The collection and testing personnel will perform a screening test on the specimen. If the initial test is positive, the initial test will be subject to confirmation by a second test. If the confirmation test is positive, the collection and testing personnel will notify the principal or other administrator with the results. Once a positive is determined, the student will become ineligible to practice or compete in any extracurricular activities, co-curricular activities and clubs, whether in-season or off-season. The principal will contact the student and the student's parent/guardian to schedule a conference, along with the athletic director, head coach or activity sponsor as appropriate. At the conference, the principal will solicit any explanation of the positive result.

If the student asserts that the positive results were caused by other than consumption of an illegal or performance-enhancing drug, then the student will be given the opportunity to present evidence of such to the principal. This evidence should include a list of all substances, along with the appropriate prescriptions, that the student may have taken prior to testing. The district will rely on the opinion of the collection and testing service that performed the confirmation test in determining whether the positive result was produced by other than the consumption of an illegal or performance-enhancing drug. The principal will make a decision on the evidence within five (5) working days.

Appeals
The principal's decision may be appealed in writing to the superintendent within five (5) working days of receipt of the decision. The superintendent will issue a decision on the appeal in writing within five (5) working days of receipt of the appeal.

The superintendent's decision may be appealed in writing to the Board of Education for consideration in closed session at the next regularly-scheduled Board meeting.

Additional Testing Requirement
A student who has tested positive will be required to undergo one (1) or more additional drug tests (at the student's own expense) to determine whether the student is no longer using illegal or performance-enhancing drugs before he or she may rejoin any extracurricular activities, co-curricular activities and clubs or regain a valid district parking permit after the suspension period.

Negative Test Results
All parents/guardians of students testing negative in the initial screening will be contacted by district personnel within five (5) working days of testing.

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Violations
Any student who tests positive in a drug test under this policy shall be subject to the following restrictions:

First Offense: The student shall be suspended from participation in all extracurricular activities, co-curricular activities and clubs (including all meetings, practices and competitions) and the student's district parking permit will be revoked for 28 calendar days following the initial report of the drug test or, if the student is not currently participating in such activities, for the first 28 calendar days during the next activity season in which the student intends to participate. During this time, it is recommended that the student's parent/guardian obtain a substance abuse evaluation and education and counseling for the student. The parent/guardian of the student will be responsible for the costs of this education and counseling.
Students who are enrolled in a class that involves co-curricular activities will remain in the class during the suspension and may participate in classroom activities, but may not participate in any activities outside the regularly-scheduled class time. No academic penalty such as a grade reduction or loss of credit will be imposed due to the student's prohibition from participating in activities scheduled outside of class time; however, students may be required to complete alternative assignments.

Second Offense: The student shall be suspended from participation in all extracurricular activities, co-curricular activities and clubs (including all meetings, practices and competitions) and the student's district parking permit will be revoked for 365 calendar days from the date of the initial report of the second offense.

Third Offense: The student shall be suspended from participation in all extracurricular activities, co-curricular activities and clubs (including all meetings, practices and competitions) and the student's district parking permit will be revoked for the length of the student's enrollment in the district from the date of the initial report of the third offense.

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.

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

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis upon the recommendation of the Superintendent to the Board. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Instruction

Homework

Students should expect a reasonable amount of homework. A regularly scheduled homework time when parents and students can discuss schoolwork is a proven method to increase learning. Classroom teachers will communicate their policies on homework to students and parents. Parents should feel free to ask for directions and help from teachers or our guidance counselor about establishing a regular homework routine.

Class Placement

It is our belief that children receive the most benefit from their educational experience when they are placed in a balanced setting representative of the greater community in which they live. For this reason, the assignment of children to individual teachers takes into account several factors to assure that each class is organized in a way that best maximizes the intellectual, psychological and social development of each child. Heterogeneous grouping is considered for each class determined by gender, race, ability, and behavior. Further, it is our belief that the professional staff members are most familiar with each child and the school resources, and are in the best position to recommend individual student/teacher placements, following review of a placement team, which considers other information. The placement team is composed of classroom teachers, the school guidance counselor, a special education teacher, and others as deemed appropriate and appointed by the principal. The final decision regarding the placement of each child will rest upon the building principal. All of Spokane teachers are highly qualified professionals; therefore, requests for a specific teacher are not accepted.

Promotion, Acceleration, and Retention of Student I-185-S

SHS/SMS

Philosophy and Purpose

The Spokane R-VII School District is committed to the continuous academic, social, and developmental growth of all students. Promotion, acceleration, and retention decisions

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shall be guided by what is in the best educational interest of the student, while maintaining consistent academic standards and equity across the district.

The district recognizes that students learn at different rates and through different methods. Decisions regarding promotion, acceleration, and retention shall be data-informed, developmentally appropriate, and aligned to district curriculum standards and state requirements.

General Authority

The superintendent, in cooperation with professional staff, shall develop and maintain administrative procedures governing promotion, acceleration, and retention. Teachers, principals, and other appropriate staff shall collaboratively evaluate student progress using multiple measures.

In evaluating student achievement, educators shall utilize all available information, including but not limited to:

- Teacher-made assessments
- Classroom performance and observation
- Measures of skill and content mastery
- Standardized and district assessments
- Progress monitoring data

Building principals shall oversee and support evaluation practices and shall review promotion and retention decisions to ensure consistency and uniform application of district standards.

Decisions affecting students with disabilities shall be made in accordance with the Individuals with Disabilities Education Act (IDEA), Section 504, and all other applicable state and federal laws.

PROMOTION

Students will normally progress annually from grade to grade when, in the professional judgment of district staff, such advancement is in the student's best educational interest.

- The final decision regarding promotion rests with the school administration.
- Students identified as failing to master required grade-level skills and competencies may be promoted with required remediation.

Remediation Requirements

The district requires remediation as a condition of promotion for students who do not demonstrate mastery of essential grade-level standards.

The superintendent or designee shall determine:

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- Required skills and competencies
- Methods of assessment
- Appropriate remediation options

Remediation may include, but is not limited to:

- Mandatory summer school focused on areas of deficiency
- Extended learning opportunities outside the regular school day
- Targeted academic interventions

Remediation programs shall recognize individual learning differences and employ strategies designed to support high levels of achievement. Parents/guardians may be required to commit to home-based academic support as part of the remediation plan.

For students receiving special education services, decisions related to remediation and promotion shall be determined through the Individualized Education Program (IEP) process and shall ensure the provision of a free appropriate public education (FAPE).

ACCELERATION

The Spokane R-VII School District supports academic acceleration when it is in the best interest of the student and aligned with the student's demonstrated academic capability.

- Acceleration within a grade level is the preferred approach when appropriate.
- Whole-grade acceleration shall be considered only in exceptional circumstances.

Grade-level acceleration may occur only after:

- Thorough evaluation of academic, social, and emotional readiness
- Consultation with the student's guidance counselor
- Joint approval of the parents/guardians, principal, and superintendent

Acceleration decisions shall be approached cautiously and documented appropriately.

RETENTION

Retention may be considered when a student does not meet established promotion criteria and when retention is determined to be in the student's best educational interest.

Criteria for Retention

A student may be retained if one or more of the following conditions are met:

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1. Receipt of five or more quarterly failing ("F") grades in core academic classes during the school year
2. Failure of the same core academic class in any two quarters
3. Failure to meet promotion requirements as outlined in the student's IEP, if applicable

Summer School and Retention Exceptions

Students who fail to meet promotion criteria may avoid retention by attending and passing district-approved remedial summer school, except in the following circumstances:

- The student failed three or more core classes in both semesters
- The student failed at least one-half of total enrolled classes in both semesters
- The student failed to meet attendance standards as outlined in the Parent/Student Handbook

Students meeting any of the above conditions shall be retained regardless of summer remediation.

Retention Procedures and Parent Notification

To ensure transparency, early intervention, and family partnership, the following procedures shall be followed:

- Parents/guardians shall be notified each quarter if a student is at risk of failing.
- Teachers shall notify the building principal or designee no later than October for any student at risk of failing to meet promotion or credit requirements.
- The principal or designee and teacher shall establish regular progress-review intervals using academic data and observations.
- Appropriate interventions and supports shall be implemented and monitored.
- Ongoing communication with families shall occur no later than October and continue throughout the year, including face-to-face conferences when appropriate.
- The principal or designee shall be informed of all conferences, and additional professionals shall be included as needed.

Final Retention Decision

- The principal, in collaboration with teachers and other relevant staff, shall make the final determination regarding retention.

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- Summer school or tutoring may be offered as a condition of promotion when appropriate.
- Written notification of intent to retain, signed by the principal, shall be provided to the family no later than April 30th.

Legal Compliance

This policy shall be implemented in compliance with all applicable state and federal laws, including IDEA, Section 504, and Missouri Department of Elementary and Secondary Education (DESE) regulations.

Highlandville Elementary

Philosophy and Purpose

The Spokane R-VII School District is committed to the continuous academic, social, and developmental growth of all students. Promotion, acceleration, and retention decisions shall be guided by what is in the best educational interest of the student while maintaining consistent academic standards and equity across the district.

The district recognizes that students learn at different rates and through different methods. Decisions regarding promotion, acceleration, and retention shall be data-informed, developmentally appropriate, and aligned with district curriculum standards, Missouri Learning Standards, and state requirements.

General Authority

The superintendent, in cooperation with professional staff, shall develop and maintain administrative procedures governing promotion, acceleration, and retention.

Teachers, principals, and appropriate staff shall collaboratively evaluate student progress using multiple measures, including:

• Classroom assessments and teacher-made tests

• Classroom performance and observation

• Measures of skill and content mastery

• District and state assessment results

• Progress monitoring and intervention data

• Attendance and engagement information

Building principals shall direct and support evaluation practices and review grade assignments to ensure consistency and uniform application of district standards.

Decisions affecting students with disabilities shall be made in accordance with the Individuals with Disabilities Education Act (IDEA), Section 504, and all applicable state and federal laws.

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PROMOTION

Students will normally progress annually from grade to grade when, in the professional judgment of district staff, such advancement is in the student's best educational interest. The final decision regarding promotion rests with the school administration.

Students identified as failing to master essential grade-level skills and competencies may be promoted with required remediation.

Remediation Requirements

The district requires remediation as a condition of promotion for students who do not demonstrate mastery of essential grade-level standards.

Remediation may include:

• Targeted intervention during the school day

• Tutoring or extended learning opportunities

• Mandatory summer school

• Credit recovery or alternative instructional supports

Parents/guardians may be required to commit to home-based academic support as part of the remediation plan.

For students receiving special education services, decisions regarding remediation and promotion shall be determined through the IEP process and shall ensure the provision of a Free Appropriate Public Education (FAPE).

ACCELERATION

The district supports academic acceleration when it is in the best interest of the student and aligned with demonstrated academic capability. Acceleration within a grade level is preferred when appropriate. Whole-grade acceleration will be considered only in exceptional circumstances.

Acceleration decisions require:

• Evaluation of academic readiness

• Consideration of social-emotional development and maturity

• Consultation with parents/guardians and appropriate staff

• Approval by the principal and superintendent

RETENTION

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Retention may be considered when a student does not meet established promotion criteria and when retention is determined to be in the student's best educational interest. Decisions will be based on multiple measures and not a single indicator.

Prior to recommending retention, the following shall be reviewed:

• Documented interventions and lack of sufficient progress

• Progress monitoring data

• Attendance patterns

• Social-emotional and developmental factors

• Completion of the Light's Retention Scale (LRS)*

*The Light's Retention Scale (LRS) serves as a decision-support tool and does not replace professional judgment.

Students receiving special education services will be considered for retention in accordance with their IEP.

Summer School and Intervention Options

Students who do not meet promotion expectations may be required to attend summer school, participate in targeted interventions, or complete other district-approved remediation as a condition of promotion.

Retention Procedures and Parent Notification

To ensure early intervention and family partnership:

• Parents/guardians will be notified as soon as a student is identified at risk.

• Teachers will notify the principal or designee no later than October for at-risk students.

• Regular progress reviews will be conducted.

• Evidence-based interventions will be implemented and monitored.

• Ongoing communication with families will occur throughout the year.

• The Light's Retention Scale must be completed prior to any retention recommendation.

Final Retention Decision

The principal, in collaboration with teachers and appropriate staff, will make the final determination regarding retention.

Written notification of intent to retain, signed by the principal, will be provided to the family no later than April 30.

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Legal Compliance

This policy shall be implemented in compliance with all applicable state and federal laws, including IDEA, Section 504, and Missouri Department of Elementary and Secondary Education (DESE) regulations.

Schedule Changes
All schedule change requests must be submitted to the counseling/career center within 3 days of the start of the fall semester for fall semester schedule changes (no forms will be accepted the first day of school) and during the designated week at the end of the fall semester for spring semester schedule changes. Any schedule changes made after the designated window for each semester must be approved by the principal. The student is responsible for making up any work missed when entering a class at any point after the beginning of the semester due to a schedule change.

Substitute Teachers
There are times when your regular teacher may be absent from school. Substitute teachers are hired by the district to maintain the flow of instruction and preserve order while your teacher is away. Substitute teachers should be treated as special "guests" in our building. Students should act especially courteous and respectful to all guests in the building. Consequences for not meeting these expectations will range from ASD, Saturday School to 1-3 days OSS.

Guidance and Counseling
The Spokane Guidance and Counseling Program exists for the purpose of making a significant contribution in the total growth and development of each student. This is accomplished through a developmental guidance program. The program addresses physical, mental, and emotional development. The goal of the program is to support students in their efforts to become self-actualized, self-directed individuals. The counseling program consists of the following components:

- Classroom Guidance
- Individual Counseling
- Individual Testing
- Group Testing
- Support Team
- Resources for Parents
- Home Visits

A web page devoted to counseling resources for high school students is available at: https://sites.google.com/spokane.k12.mo.us/counselingresources/home

Support/Care Team

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The administrator/counselor facilitates and participates in a team of educators and often parents, who meet to discuss the needs of the student. Teachers or parents may refer students to the CARE team when they observe a student who is not experiencing success in school in some aspect. The team meets to discuss what strategies have been tried to help the student, brainstorm other possibilities, and develop a plan to help the student. Parents are encouraged to utilize this service.

A+ Program S-130-S

A+ Program Description

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

A+ Program Requirements

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

More information about the A+ program may be accessed through the District website https://www.spokane.k12.mo.us/300808_2, the high school counselor, and/or the District A+ Coordinator Mr. Don Gimlen, gimlend@spokane.k12.mo.us.

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is as follows:
https://files.smartsites.parentsquare.com/8245/assessment_plan_24-25.pdf.
Assessment Chart:
https://s3.amazonaws.com/scschoolfiles/2407/assessment_chart_spokane.pdf
Dyslexia Plan: https://files.gabbart.com/2407/dyslexia_plan_-_updated_9-12-2023docx.pdf

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Full copies of Assessment Plan will be available in building offices or at district office.

Title One Reading, Highlandville Elementary School
Title I is a federally funded program that provides additional help and instruction for students who are not achieving at grade level in the classroom. The Title I program provides additional instruction in reading to small groups of children, using a variety of teaching methods and materials designed to accommodate the specific learning styles of the students. The purpose of Title I is to enable all students to meet the academic challenges of classroom and curriculum through the use of accelerated instructional alternatives. Highlandville Elementary School has a school-wide Title I program. Therefore, all parents and students are expected to review and sign the Student/Parent/School Compact.

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.

Teaching About Computer Science I-123-S
For students electing to use a computer science course for a math unit, please be aware some institutions of higher education may require four units of academic credit in math for college admission. If a student chooses to take a computer science course to fulfill a unit of academic credit in math, the parent/guardian who signs the Acknowledgement Form for this Student Parent Handbook acknowledges taking a computer science course to fulfill a unit of academic credit in math may have an adverse effect on college admission decisions for their student.

8th graders taking Algebra I
Students in 8th grade may take Algebra I for high school credit to count as one of their 3 high school math classes. The class will be taught at the high school by a high school math teacher. In order to be considered for Algebra I as an 8th grader, a student must demonstrate readiness to take Algebra I as evidenced by the following:

- Achieve a predetermined score on their NWEA spring test
- Score proficient or advanced on either their 6th or 7th grade MAP score
- Have at least a 90% attendance without extenuating circumstances
- Have good scores on their daily work and classroom assessments in 7th grade math

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- Demonstrate a strong work ethic.
- Have approval by their middle school math teacher and a high school Algebra I teacher.

Students will take the Algebra I End of Course Exam at the end of their 8th grade year and agree to take Algebra II in high school with their corresponding EOC exam in Algebra II counting as their high school math End of Course assessment. Students will agree to take 3 math credits in high school so they will continue to use those math skills that they need for post secondary education.

Students must make C or above both semesters in order for the Algebra I course to count as a high school math credit. If a student does not score a C or above both semesters, the student will receive elective credit for the course and retake Algebra I for a math credit their freshman year of high school.

Determination of Math Placement
Students will be placed in Algebra A or Algebra I based upon their NWEA scores, EOC scores, and evaluation of their daily work in class, attendance, and work ethic. A predetermined cut score will be used by the middle school and high school math teachers to jointly determine correct student placement to best ensure student success.

Students who wish to take 2 math classes in the same year so they can take more advanced math classes their junior or senior year must get permission from the high school math teacher who will be teaching both classes.

Graduation Requirements I-190-S

1. The Board of Education for the Spokane R-VII School District establishes the following graduation requirements as a condition of receiving a diploma. The superintendent or designee will regularly communicate these requirements to students and parents/guardians and recommend modifications to the Board when necessary. A student must meet the following requirements in order to graduate from the Spokane R-VII School District, unless otherwise exempted. The student must: Complete a total of 26 credits, including credits required by the State Board of Education.
2. Pass examinations on the provisions and principles of American history, American institutions, American civics, and the Missouri and U.S. Constitutions. (§§ 170.011, 170.345, RSMo.)
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process. (§ 170.011, RSMo.)

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4. Have earned credit in the Spokane R-VII School District's educational program between the ninth and twelfth grades.
5. Have taken all required end-of-course (EOC) examinations. (DESE Graduation Guidance)
6. Have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. (§ 170.310, RSMo.)

Diplomas and Certificates

Students who complete the district's graduation requirements or are otherwise entitled to a diploma in accordance with law and district policy will receive a district diploma.

District Diploma for Coursework Completed in Other Districts

In accordance with law and DESE guidance, the district may be required to issue a diploma to students who did not complete their education in the district but who graduated based on the district's graduation requirements. Such circumstances include, but are not limited to, situations where a foster student transfers from the district to another school or district or a student in the household of an active duty member of the military transfers to another district, in accordance with law. (§§ 160.1990, .2000, 167.019, RSMo.)

Diplomas from Other Districts

Students in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, who transfer to the district at the beginning of or during their senior year and who will not meet the graduation requirements of the district by the end of the senior year may receive a diploma from the school district they are transferring from if they are able to meet the graduation requirements of that district. (§ 160.2000, RSMo.) Foster care students who enroll in the district at the beginning of or during their senior year who cannot meet the district's graduation requirements by the end of the senior year, even after all alternatives have been considered, may receive a diploma from the previous school attended if they are eligible to receive a diploma from the previous school. (§ 160.1990, RSMo.)

Career and Technical Education Certificate

In addition to receiving their graduation diploma, students may earn a career and technical education certificate (CTE) if they meet the standards created by the State Board of Education. (§ 170.029, RSMo.)

Early Graduation
A student who wishes to graduate after their seventh semester from high school must meet all graduation requirements prior to being allowed early graduation.

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The student must present a written request to the high school counselor and principal. Requests for early graduation must be received at least **six weeks prior to the end of their sixth semester.** Requests received after the deadline will be reviewed on a case-by-case basis.

Students who are approved by administration for early graduation will be allowed to participate in the graduation ceremonies and be eligible for Cum Laude honors. In all other school activities, other than prom, the early-out graduate will be treated as a graduated student.

On rare occasions, a student may have enough credits, have a plan for higher education, and may want to graduate a year early. These will be reviewed by administration on a case by case basis. In order to be considered for graduation a year early, a student must submit a written request signed by the student and their parent/guardian outlining their plan for early graduation and their plans after high school no later than 6 weeks before the end of their sophomore year.

Students Eligible for Services under the IDEA

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

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

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

High Demand Occupations

Below is information on areas of critical workforce needs and shortages in the labor markets in this state.

For a direct link to the Department of Elementary and Secondary Education's page on Critical Need/Shortage Occupations is available here.

For a direct link to the fiscal year 2025 High Demand Occupations list, please click here.

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Section 504 I-125-S
The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parent or guardians of the District's duty.

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of Mrs. Sherry Aten, Special Services Director, office is at Highlandville Elementary School, 223 Kentling Ave. Highlandville, MO 65669. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S
The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

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

The District assures that personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational

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record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

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

This plan may be reviewed Tuesday – Friday (8:00 am – 4:30 pm) in the office of Mrs. Sherry Aten, Special Services Director, office is at Highlandville Elementary School, 223 Kentling Ave. Highlandville, MO 65669. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Alternative Methods Of Instruction (AMI)
In the event of circumstances requiring the closure of school, the district may implement its Alternative Methods of Instruction (AMI) plan to meet instructional requirements.

The goal of the AMI plan is to embed learning activities focused on reinforcement of critical learning standards, enrichment activities, or support for further skill development. Consistent practice and exposure to skills without interruption is the most effective way to ensure student understanding and that mastery of content knowledge is achieved.

All teachers will create grade/class appropriate lessons for students to work on at home. AMI materials will also meet the needs of students with IEP's. Materials will be shared with students electronically or through paper packets. Packets will be distributed per each building's plan. We will not hand out packets the day of a closure. Students in grades 5-12 will be issued a Chromebook. Wifi is available in the parking lots of HES and SHS; however, if a closure is weather related, parking lots may not be cleared and safely accessible. Teachers will communicate due dates for all work to be completed using AMI. Completion of work is required for students to be counted as in attendance on an AMI day. Work that is incomplete will result in an absence.

All information related to AMI and closures will be communicated with district patrons using our Lumen notification system and social media for Spokane R-VII.

Alternative Methods of Instruction (AMI) Policy for Spokane High School

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Purpose
In accordance with Missouri Department of Elementary and Secondary Education (DESE) guidelines and Spokane R-VII Board of Education expectations, Spokane High School will implement Alternative Methods of Instruction (AMI) on days when onsite instruction cannot occur due to inclement weather, building emergencies, or other approved circumstances. The goal of AMI days is to provide meaningful, standards-aligned learning opportunities that reinforce and enrich content previously taught while maintaining student engagement and ensuring continuity of learning.

AMI Bell Schedule
During AMI days, Spokane High School will operate on the following modified virtual schedule. Teachers will be available for instruction, assistance, and communication during these times.

Class Period	Time
1st Hour	8:00 – 8:30 AM
2nd Hour	8:34 – 9:04 AM
3rd Hour	9:08 – 9:38 AM
4th Hour	9:42 – 10:12 AM
6th Hour	10:16 – 10:46 AM
7th Hour	10:50 – 11:20 AM
8th Hour	11:24 – 11:48 AM
5th Hour	11:52 AM – 12:19 PM

Instructional Expectations
1. Learning Materials
- Teachers will provide **electronic or paper assignments** designed to **enrich or reinforce learning** that has already occurred in class.

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- Materials will be available in **Google Classroom**, with paper copies provided ahead of time for students who need them.

2. Google Meet Sessions

- Teachers will **host Google Meet sessions during their assigned class period** listed in the AMI schedule.
- Meets will be accessed through the teacher's **Google Classroom**.
- Sessions will last as long as necessary for instruction, clarification, and student support.
- Teachers will be available via **email throughout the instructional day (0800-1220)**.

3. Student Responsibilities

A student will be considered engaged in the AMI day if they do **one or both** of the following:

1. Attend their scheduled **Google Meet**, and/or
2. Submit their **AMI assignment** for the class.

Attendance Procedures

Teacher Responsibilities

- Teachers will keep **paper copies of class rosters** for each period.
- During each scheduled Google Meet and assignment submission review, teachers will:
    - **Highlight** the names of students who attend the Google Meet **and/or** submit their AMI work.
- Completed rosters will be submitted to **Alex** upon returning to school after the AMI day.

Lumen Attendance Procedures

- The district **Lumen attendance code "XM"** will automatically be applied for all students on an AMI day.
- **Teachers will NOT enter attendance in Lumen.**

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- After receiving teacher rosters, **Alex will update any non-participating students** from XM to **Absent (A)** in Lumen.

Teacher Availability and Communication

- Teachers will be available during their scheduled AMI hours for live support on Google Meet.
- Teachers will monitor email and respond promptly to student questions during the school day.
- All communication will follow district expectations for professional digital interaction.

Assignment Completion Timeline

- Students are encouraged to complete AMI work on the AMI day.
- Students without internet or technology access may submit paper copies **upon returning to school**, consistent with district expectations.

Compliance and Recording

- AMI participation will be documented for DESE accountability.
- All AMI procedures follow Spokane R-VII Board of Education policy and state guidelines.

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.

<u>MOCAP</u>

MOCAP offers virtual online courses for students statewide. Students can take an entire course from any Internet-connected computer, available 24 hours a day, seven days a week. MOCAP's mission is to offer Missouri students equal access to a wide range of high-quality courses and interactive online learning that is neither time nor place dependent. The Missouri Department of Elementary and Secondary Education (DESE) and the State Board of Education oversee administration and quality assurance activities such as related content and delivery of courses. Missouri-certified teachers

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facilitate MOCAP courses. MOCAP provides Missouri students with equal access to a wide range of coursework, anywhere, any time at the expense of the local education agency. For more information, visit the: Missouri Course Access Program: https://mocap.mo.gov/.

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Spokane's information about virtual courses can be found at: http://www.spokane.k12.mo.us/ under the main District links section in the mid-section of our webpage and District Policy. Additional information may be found here: https://drive.google.com/file/d/0Bz5GYpWIAmR8Zk5OOEVzSkRtMThLdXZYbGxsM2xUaEFGcWhJ/view?resourcekey=0-54TwHH5IZJOfMZDFCqJucg and www.mocap.mo.gov/.

Launch Classes
Launch virtual classes can be taken to supplement the courses offered at Spokane High School. Launch classes are not to replace classes taught by certified teachers in a seated classroom.

1. Students may take credit recovery classes during summer school and during the school year if they were successful in earning credit on Launch during summer school.
2. Students can take courses during summer school and during the school year **ONLY IF** the course is **NOT** offered by Spokane Schools or there is a schedule conflict that cannot be resolved. Students may be required to attend in person summer school in order to take a Launch summer school class.
3. If students take a course during the summer through Springfield Public Schools Launch Program that is offered at the high school, Spokane Administration will consider the situation and circumstances in deciding if that credit will be added to the student transcript. Prior approval/communication is strongly encouraged so there is no risk of not gaining credit.
4. Students who plan to take a class through Launch for summer school must notify the school counselor prior to the last day of the spring semester as it could affect the student's enrollment for the following year.

Agriculture Science Articulation
Legislation passed by the General Assembly in 2014 (Section 170.017 RSMo) provides an opportunity for students to substitute certain courses with agriculture or career and technical education courses. Three Agricultural science courses will qualify for the equivalent of one science course in addition to the practical art credits. Students will have the opportunity to earn the additional science credit if they complete 3 full credits of agriculture science courses with a passing grade. The articulation will be noted on their transcript to show graduation requirements are met.

Articulated Credit -Tablerock Career Center
Students who attend Table Rock Career Center earn embedded credit in the program of study based upon the specific program.

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Most programs earn .25 credit for Technical English and .25 credit for Technical Math per semester they attend. Spokane Schools will accept and transcript for students as reported by Table Rock Career Center. Spokane schools will accept and transcript .5 credit per semester of Technical Science credit from Table Rock Career Center for students taking Health Occupations and EMT Program.

School Flex Program (Community Based Learning)
The program is only open to seniors who have approval from the principal and parents/guardians. To participate in the program, the student must:

1. Complete Community Based Learning (School Flex) application signed by parents/guardians, the principal and counselor.
2. Have an ICAP that meets DESE's criteria.
3. Attend the district a minimum of four instructional hours per school day, unless approved for a supervised internship. Requests for more hours will be reviewed by administration on a case by case basis.
4. Pursue a timely graduation through an enrollment in district-required classes in order to meet graduation requirements.
5. Provide evidence of college or technical/career education enrollment and attendance or proof of employment and labor that is aligned with the student's ICAP developed in conjunction with the student, Spokane Schools, and approved by the parents/guardian. Students must be able to document consistently that they meet the eligibility requirements of the 15 hours per week requirement.
6. Refrain from being expelled or suspended while participating in the program.
7. Maintain a 95 percent attendance rate. Students dropping below 95% attendance will be placed on a probationary period of two weeks, if the student's attendance does not improve they will be removed from the program.
8. Students who are fired from their job will be removed from the Flex Program and other graduation scenarios will be discussed. Students who lose their job for other reasons will be given 2 weeks to find a new job.

A student participating in the School Flex Program will be considered a full-time student of the district and will receive .5 academic credit for his or her off-campus employment per semester regardless of the number of hours they are participating in the school flex program. Credit for academic programs will be given according to the DESE Graduation Handbook. Students must meet requirements and request enrollment in the flex program in the first two weeks of the semester, requests after this time may not be granted. Students will attend a minimum of 15 hours per week of instructional time and a minimum of 15 hours per week of work. The student's job must be aligned with his/her future career plan. Flex participants will be considered full time students. Students may receive pay for employment.

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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.

Phones and electronic devices including smart watches continue to create substantial disruptions to the learning environment in our district. These disruptions include cyberbullying, inappropriate videos and photos being taken and shared, sexting, the use of social media promoting negative behaviors and spreading misinformation, using phones or watches to cheat on assignments and assessments, and ongoing distractions from notifications on phones or smart watches. Because of the extent of the issues and the disruptions we have found a need to clarify expectations for cell phones and all electronic devices including smart watches to make our schools more positive and productive learning environments.

Prohibited Display or Use in Compliance with State Law

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.

The school takes no responsibility for theft, damage or loss of personal items a student chooses to bring to school. Although students and adults have become dependent on cell phones and electronic devices including smart watches, these items are not necessary or required for a school day. Additionally, all students have access to a Chromebook for learning purposes. Classrooms are equipped with a phone to allow for communication and to make the delivery of messages to students efficient. Parents at any time may call the building office and leave a message for their student, and if needed a student may come to the office to initiate a call between the school and parent. From bell to bell, the start of our school day to the end of our school day, cell phones and smart watches must NOT be on your person. Additionally, cell phones may NOT be on your person during tutoring, at detention or during summer school classes. Cell phones and smart watches are to be locked in a locker, locked in a student's car or left at home.
*Before or after the school day, phones and smart watches are prohibited in locker rooms and restrooms for camera use.

Disciplinary Procedures

Students whose phones or electronic devices including smart watches are used inappropriately will be asked to hand them over to the STAFF MEMBER ASKING. Devices that are not given to the staff member will automatically start at the 3rd offense:
First offense: Parent conference required; parent must pick up the item during school hours.

Second offense: 2 day confiscation or 1 day ISS.

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Third offense: 3 day confiscation or 2 days in-school suspension.
Fourth offense: 4 day confiscation or 3 days in-school suspension.
Fifth offense: 5 day confiscation or 4 days in-school suspension.
Sixth offense: 6 day confiscation or 3 days out-of-school suspension.
Further offenses: Days will be added to the confiscation (7, 8 . . . and the OSS will remain at 5 days).

The phone or electronic device including smart watches will remain in confiscation unless administrator(s) hear from a parent that they prefer their student to take the suspension/detention over having the item confiscated. If the item remains in confiscation, parents may pick the item up after the assigned number of confiscation days. If ISS is chosen over confiscation, the parent must pick up the item during school hours.

Videos taken and/or distributed while at school or at a school event that disrupt the educational environment are prohibited.

1st Offense: 3 days ISS
2nd Offense: 5 days ISS
3rd Offense: 2 days OSS
It should be noted that this policy will be strictly enforced.

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.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy. For this use, it must be a part of the teacher's lesson plan.

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

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expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Internet Access
Use of the district's technology resources is a privilege, not a right.
All students will have the opportunity to access the Internet World Wide Web information resources through their classroom, library, or school computer lab and under the direct supervision of a teacher. The Spokane R-VII School District Acceptable Use Policy is posted in computer labs, library, and other locations. No student will be given access to the district's technology resources until the district receives a User Agreement form signed by the student and the student's parent(s), guardian(s), or person(s) standing in place of a parent. The form can be found in the registration packet.

A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of the district policy, regulations, or procedures regarding technology usage may result in temporary, long-term, or permanent suspension of user privileges. The district will monitor the on-line activities of minors and operate a technology protection measure on all computers with Internet access as required by law. Internet access is provided through Missouri Research & Education Network (MOREnet) for the Spokane R-VII School District. The district complies with MOREnet's AUP which states: "All network use by MOREnet members, project participants, and those connected via MOREnet members or project participants shall be for, or in support of, research; education; local, state, or national government affairs; economic development, or public service."

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

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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.

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.

Notice of Electronic Communication Between Staff Members and Students
Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication To communicate with students using electronic communication, staff will utilize only school accounts, webpages, district sponsored social networking sites, and apps such as Remind.

Building Information

Grading and Reporting System
Only grades issued at the conclusion of each semester are considered official records. Each semester class is worth .5 units.

Grade Scale (Elementary and Middle School)
In accordance with school policy, our grading scale is as follows:

A	93 – 100%	C	73 – 76%
A-	90 – 92%	C-	70 – 72%
B+	87 – 89%	D+	67 – 69%
B	83 – 86%	D	63 – 66%
B-	80 – 82%	D-	60 – 62%
C+	77 – 79%	F	0 – 59%

Progress Reports

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Students will receive a progress report reflecting their grades and attendance in all classes throughout the year. A report card indicating semester grades will be provided following the conclusion of each semester. Feel free to contact your student's teacher, the school counselor, and/or principal to discuss your child's progress throughout the school year.

Identification Cards/Badges
Student ID card usage is determined at the building level. Please see building administration with question.

Missouri State High School Activities Association (MSHSAA) Activities
It is the philosophy of the Spokane school system that a quality program of interscholastic athletics shall be conducted as a critical part of the learning program of the district. As many activities as possible will be offered at as many different skill levels as personnel, both adult and student, and facilities will permit. The District complies with all MSHSAA guidelines. The most up-to-date version of the MSHSAA handbook is located at https://www.mshsaa.org/

Equipment
Students are responsible for issued equipment. They will pay for abuse and destruction of any school equipment. They are financially responsible for all equipment or uniform issued by the school that is not properly returned. Payment or return of gear must be made before the student participates in another sport or activity. Uniforms and practice gear are expected to be worn only for the purpose for which they have been issued.

Code of Sportsmanship for Members of the Greater Ozarks Conference
Sportsmanship is an important part of not only the individual schools that our students represent, but also our conference as a whole. It is a display of courtesy, fairness, generosity, honor, integrity, pride, and leadership.

- The most common examples are:
    - Never boo or disrespect officials or any players.
    - Be gracious in winning and losing.
    - Always congratulate your opponent at the end of a contest.
    - Know and understand the rules of the game.
    - Maintain self-control at all times.

Listed below are guidelines for good sportsmanship:

- Best time to applaud or cheer:
    - When your team comes onto the playing area.
    - For a player that has been replaced in the lineup.
    - When an injured player is leaving the playing area.
    - When an opponent or your own team has made an exceptionally good play.
    - For an exceptional act of Good Sportsmanship.

Best time to remain silent:

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- When your team is penalized. The official is closer to the play than you and has expert knowledge of the rules under which the game is to be played.
- When the opponent team is penalized. We should treat all guests with respect and courtesy.
- When you are tempted to be critical of an official, player, or coach. Being abusive or profane is unacceptable.
- When an injured player is being attended to on the playing area.

GREATER OZARKS CONFERENCE SPORTSMAN'S CREED
THE SPECTATOR:

- Exhibits respect,
- Celebrates excellence,
- Personifies integrity.

THE PLAYER:

- Demonstrates honor,
- Pursues excellence,
- Grows in defeat,
- Wins with humility.

THE COACH/ADVISER:

- Inspires passion,
- Motivates growth,
- Models leadership.

Physical Exam
All students who participate in interscholastic athletics or cheerleading must have a physical examination by a physician that is not more than two years old. The results must be reported on a form provided by the school district. This form must be signed by physician, student, and parent in the appropriate spaces provided. Students may not checkout equipment, practice, or play until completed forms are turned in to the coach/sponsor.

Supervision
No school activity or practice for performance shall be held without a sponsor or coach present. No student should attempt to warm-up, practice or play unless the coach/sponsor is there to supervise. For safety reasons, students are not to use the school equipment without proper supervision. (Violations are subject to removal from activity).

District Sponsored Extra-curricular Activities and Clubs I-210-S
For non-MSHSAA activities, sponsors determine eligibility which generally include completion of academic assignments, good citizenship, and adherence to activities rules and procedures.

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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.

The following is a list of extracurricular organizations at Highlandville Elementary School:

JR. Ag	Honor Choir

The following is a list of extracurricular organizations at Spokane Middle School:

Scholar Bowl	Student Council	Marching Band
Archery		
Aevidum		

The following is a list of extracurricular organizations at Spokane High School:

Scholar Bowl		
FBLA	FCCLA	Fellowship of Christian Athletes
National Honor Society (if requirements are met)		
Student Council	FFA	
Archery	Aevidum	FTA
Marching Band	Color Guard/Winter Guard	
ASL Club		

Based on Missouri Statute (§ 167.790, RSMo), homeschool students, full-time equivalent virtual students, and family paced education school students can participate, contingent upon the successful completion of a tryout if applicable, in any event or activity offered by the District, as defined by law, in which the student resides. This includes athletics and fine arts activities, or other activities related to these.
The District may require participation in components of instruction required for participation in certain activities. The District's disciplinary policies and Student Code of Conduct will apply to all students in these activities and all students must meet the same academic, physical, and financial requirements.

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School Cancellations and/or Early Dismissal
In case of a full-day closing of Spokane school notification will be broadcast on the following radio and television stations by 7 a.m.: KTTS (94.7), KY 3, KOLR 10 and KSPR 33. The notice will also be posted on the District's Facebook page and a message sent through the Lumen notification system and Parent Square. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick 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
Each building has arrival and dismissal procedures, which are communicated from building leadership. It is expected that all parents/guardians/caretakers will adhere to building procedures. Please note that the beginning of the school year brings longer wait times as more parents drop off and pick up students and procedures are new to many. Patience and kindness are expected.

The elementary building will open at 7:25 a.m. Students may not arrive until 7:25 a.m.

The middle school and high school buildings will open at 7:30 a.m. Students may not arrive until 7:30 a.m. unless they are present for an extracurricular activity or meeting of an organization.

Upon arrival, all students are to proceed directly to the designated location. Students are not allowed to congregate in the parking lot. Once they arrive, they must come inside immediately. After leaving the building, they need to leave school grounds in a timely manner. If a student must see a teacher before class, permission must be obtained from the teacher on duty. Once a student has arrived at school, he/she may not leave without school permission. Students who leave school grounds without permission will be considered truant and will be subject to the unexcused absence rule.

After dismissal in the afternoon, students riding the bus should go to the designated location. Students being picked up will need to go to the designated location. Students remaining in the building after school is dismissed for school sponsored activities should be in the designated area under direct supervision of school personnel for that activity and not roaming freely around the school.

Emergency Procedures
Spokane School District conducts periodic drills to ensure the safety of our students. Throughout the school year, students will practice the proper response to crisis events to include: school lockdown, earthquakes, tornado/severe weather, and fire/explosion

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drills. You may learn more about earthquake safety at: https://www.fema.gov/earthquake-safety-school. These drills are taken very seriously! Students are expected to remain orderly and extremely quiet during all drills. Any student acting upon or assisting others with a false fire alarm will be suspended from school and the incident will be reported to the local police departments.

Building Security
Spokane Schools are monitored by video surveillance 24 hours a day.

Before/After School Care Program
Owl Care is offered both before and after school. Monday Owls is also available. These programs are fee based and contingent on staffing.

Deliveries
Students are not to have food delivered from any commercial establishment during the lunch period. Parents are permitted to bring their own child lunch prior to the beginning of the lunch period.

Any items to be dropped off for students should be left at the office. The item which could include sports equipment, band instrument, materials for an assignment, etc. remain at the office until either the student is called to the office to pick the delivery up or the item is delivered to the student. We ask that balloons not be delivered to school as they are a safety concern on buses.

Energy Pouches
The District wants to make parents aware of an emerging trend we are seeing among students involving products known as "energy pouches" (commonly marketed under names like Grinds).

These products are small pouches placed in the mouth that deliver caffeine. While they do not contain nicotine, they:

- Often contain high levels of caffeine
- Are used in a way that closely resembles nicotine products
- Can be difficult for staff to distinguish and monitor during the school day

To maintain a safe and consistent learning environment, Spokane High School will not allow students to possess or use these products during the school day.

This decision is based on:

- Student health considerations
- Maintaining clear and consistent expectations
- Preventing confusion with prohibited nicotine products

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We will continue to focus on creating a positive school culture where students are Respectful, Responsible, and Ready to Learn.

If you have questions or would like more information, please feel free to contact the high school office.

Parties/Celebrations

Dances

Throughout the year dances will be hosted to promote school engagement and spirit. The dances are considered a privilege and not a right. Dances are reserved for students of Spokane High School. Dances may be limited by grade or building. Students wishing to bring other guests should seek approval from administration.

Information regarding parties or celebrations will be communicated at the building level. The Highlandville PTO coordinates parties at Highlandville Elementary School. We ask that food items for parties/celebrations be pre-packaged and that healthy options are available.

All foods and beverages sold to students during the school day on any property under the jurisdiction of the district will meet the U.S. Department of Agriculture (USDA) school meal and Smart Snacks in School (Smart Snacks) nutrition standards. These nutrition standards apply to all food and beverages sold to students, including those sold in vending machines, school stores and through district-sponsored fundraisers, unless an exemption applies. In addition, the Smart Snacks standards apply to all food and beverages provided, but not sold, to students outside the reimbursable school meals program during the school day.

Student Sales and Distribution of Items Policy

To maintain a safe, orderly, and distraction-free learning environment, students are not permitted to sell or distribute items on school property without prior written approval from school administration. This includes, but is not limited to:

- Food or drink items
- Clothing or accessories
- Personal goods or merchandise
- Fundraising items for outside organizations
- Digital goods or services

Policy Guidelines:

1. **Unauthorized Sales Prohibited**
   Students may not engage in personal or group sales for profit or non-school-related fundraising on campus during school hours or school-sponsored events.
2. **School-Sponsored Fundraisers**
   All fundraising activities must be sponsored by a school organization (e.g.,

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student council, athletic teams) and approved in advance by administration. Approved sales may only occur at designated times and locations.

3. **Disciplinary Consequences**
   Unauthorized sales may result in:
   - Confiscation of items or money
   - Parent notification
   - Disciplinary action (e.g., detention, loss of privileges)
   - Reimbursement or return of funds/items when applicable
4. **Use of School Resources**
   Students may not use school resources (e.g., lockers, classrooms, devices, Wi-Fi, printers) to promote or conduct personal sales.
5. **Rationale**
   This policy helps:
   - Prevent disruption to the educational process
   - Protect student safety and wellbeing (e.g., food allergies, unsafe products)
   - Ensure equity among students
   - Maintain compliance with district and health regulations

If you have any questions regarding whether an activity is permitted, contact the principal or superintendent prior to initiating any sales or distribution.

Lockers
Students in grades 6-12 are assigned lockers. In grades 6-8, students rent a lock from the office. In grades 9-12, students may supply their own lock but the combination has to be provided to the office.

Textbooks
The school district furnishes books to all students. Reasonable wear is expected as a result of daily use. If a textbook or workbook is damaged or lost, the student and parents will be responsible for replacement.

Personal Property
Expensive items or materials of value should not be brought to school. ***The school will not be responsible for lost or stolen items***.

Supply Lists
A student school supply list will be available on the District's website, in the office, or local retail stores by August 1.

Student Parking
Parking permits are issued from the high school parking lot for a small fee. Each student seeking to obtain a valid district parking permit, shall receive a copy of the drug testing policy and a student drug testing consent form. The form will be distributed at the beginning of the school year and must be read, signed and dated by both the student and the student's parent/guardian, and returned to the school.

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Students who enroll after the beginning of the school year will be provided with a consent form and must return the signed form. These students may also be subject to immediate drug testing.
Any student who fails to return a signed consent form, to be established annually, will be ineligible to receive a valid district parking permit during the remainder of the school year.

Parking spaces are determined at the discretion of SHS leadership.

Field Trips
Students will occasionally have an opportunity to go on an educational field trip that will require bus transportation. In addition to the Field Trip Permission Slip signed by parents at the beginning of the year, the supervising teacher will send permission slips home at the time of the event. These must be signed and returned to school, prior to the field trip. The school cannot bus students without parent's permission. Students must go and return on the bus to any school sponsored event unless picked up by a parent, or unless the parent has sent a written request to the teacher stating what arrangements have been made.

Library
The library is under the direction of a certified librarian who will assist students in the use of the library.

Expectations

- Students must have a pass to use the library during school hours.
- Students with overdue/lost materials may use materials only while in the library and will not be permitted to check out additional items until materials are paid for or returned.
- Students disturbing the work of others will be asked to leave.
- **No food, drink, or gum is permitted in the library.**
- Students caught removing materials from the library without checking them out may have library privileges revoked.
- Students are responsible for the materials check out in their name. They should NOT allow other students to use materials they have checked out.
- Students will be charged the purchase price of any lost book. If the book is found and returned, this charge will be refunded minus the late fee.
- Graduating seniors will not be issued their diplomas until all outstanding library charges are paid.

Lost and Found
Found items should be turned into the 'lost and found.' If an item is lost, instruct your child to check with the 'lost and found' immediately. Found items will be kept for 30 days and then donated to the appropriate services.

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Notice of Asbestos
Inspections, surveillance, and response to actions related to asbestos taken can be reviewed in each building office.

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.

Inspection
Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teacher's manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the

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information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Consent Required
In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.
3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of family relationships. Lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Notice and Opportunity to Opt Out
In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

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In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy S-125-P.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

PPRA Model Notice and Consent/Opt-Out for Specific Activities
[LEAs should adopt the following model form as appropriate]

The Protection of Pupil Rights Amendment (PPRA), 20 U.S.C. § 1232h, requires **Spokane School District** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas ("protected information surveys"):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income, other than as required by law to determine program eligibility.

This parental notification requirement and opt-out opportunity also apply to the collection, disclosure or use of personal information collected from students for marketing purposes ("marketing surveys"). Please note that parents are not required by PPRA to be notified about the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions. Additionally, the notice requirement applies to the conduct of certain physical exams and screenings. This includes any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student. This does not include

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hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required by State law.

If a parent/guardian would like to request the review of any of the above materials, please contact:
Superintendent: Mr. Kent Doyle, doylek@spokane.k12.mo.us.
Little Owls Learning Center Administrator: Mrs. Jessica Burke, burkej@spokane.k12.mo.us
Highlandville Elementary School Principal, Mrs. Jessica Burke, burkej@spokane.k12.mo.us
Spokane Middle School Principal: Dr. Sarah Yocum, yocums@spokane.k12.mo.us
Spokane High School Principal: Mr. Don Gimlen, gimlend@spokane.k12.mo.us

All District policies can be located at: https://egs.edcounsel.law/spokane-r-7-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

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Student Transfers S-120-S
The District will enroll students in the school associated with the attendance area in which the student resides. The Superintendent or designee may consider exceptions to this policy under the following conditions:

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

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

Withdrawal Procedure
Students transferring or dropping from school shall pick up a withdrawal form from the counseling center. Students are to turn in all books to each teacher and have their teachers sign off on the form indicating the books have been received. Each teacher shall also record the current grade on the form at the time of withdrawal. Students are to return the completed form to the counseling center.

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

Tobacco-Free Policy C-150-S
To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Firearms and Weapons F-235-S
Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by

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the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

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Signature and Form Requirements

- *Authorization for Release of Educational Records*

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S-125-A Authorization for Release of Educational Records Form D

This Authorization constitutes consent to disclose personally identifiable information about your child and/or information contained in your or your child's student educational records. This Authorization complies with District policies and procedures governing student educational records and information. Please note that federal and state law authorizes disclosure of certain student educational 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) educational records and medical information as described specifically herein.

2. Please describe the purpose of this Authorization:
_____
_____
_____

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

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 #: _____
_____
_____

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

_____	_____
Student's Name	Eligible Student/Parent's Signature
_____	_____
Student's Date of Birth	Requestor Contact Information

Date:_____

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Technology Insurance Agreement

COVID has shown us the importance of technology to maintain connections to work and school. As we plan for the weeks ahead, we recognize that this pandemic is an ever changing situation. For students not having access to technology at home, we believe it is important to offer district devices. The use of district technology at home also presents a financial risk to the school district; therefore, we are offering technology insurance to help protect both the district and families from incurring costs resulting from accidents. The benefits of the technology insurance are outlined below. If there are financial hardships in the household preventing you from paying the insurance cost, please contact the school counselor or school administration to discuss the cost. The insurance is voluntary; however, if a device is damaged or destroyed, a student's parent or guardian will be assessed the cost for repair or replacement.

Annual Coverage (With Coverage)		
Mechanical Breakdown (no cost)	**Accidental Damage (Deductible)**	**Stolen (no cost w/police report)**
Deductible 1st Incident: Covered 2nd Incident: Covered 3rd Incident: Covered 4th Incident: Covered Includes battery, internal/ external components, buttons	Deductible: 1st Incident: Covered 2nd Incident: $30 3rd Incident: $60 4th Incident: $120 Full coverage for devices if damaged by fire, flood, or natural disaster	Stolen Chromebooks: full coverage with a copy of the police report.
Incidents Not Covered		
Intentional Damage: determined by observation, type of damage, or via investigation conducted by school staff. Lost or damaged charger and case (if applicable) are not covered. (These are estimates only-prices may vary by vendor and availability)		
Replacement Cost (without coverage) (Major costs or replacement cost)		
Chromebook	Basic model (non-touch)	$175
New/Lost/Stolen	Touchscreen	$330
	Cracked Screen (non-touch)	$75

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	Cracked Screen (touch 500e)	$200
Charger		$25
Case	Carrying case	$25
Note: If an incident requires a deductible payment, the school may issue a replacement device for use at school only. Students will be permitted to take the replacement device home once the deductible has been satisfied.		

Technology Insurance
(1 year for 1 student: $20) (1 year for a family: $40)

Note any student on free and reduced lunch will pay 50% of the premium ($10 individual,$20 family)

_____I am purchasing 1 year of Technology Insurance as marked above:
Student Name:
_____
Or Names of Students within Family:_____
_____

Parent Signature: _____ Date: _____
Please send cash or check to the building office.
_____I am declining Technology Insurance for my student(s). I acknowledge that if my student damages a district device, I am liable for repair or replacement up to the total cost of the device.
Student Name:
_____

Parent Signature: _____Date:_____
***All insurance fee funds will be earmarked to address the repair and upkeep of technology and to purchase new devices as required due to damages.

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