

King City R-I School District
Elementary Student/Parent Handbook
2026-2027



Adopted by the Board of Education: July 1, 2026

Contents	
Mission C-110-S	4
School Board Members G-100-S	4
School Building and Contact Information	4
Superintendent Information	5
Welcome Letter	6
Academic Calendar I-100-S	6
Attendance and Absence Procedures S-115-S	7
Dress Code S-180-S	10
Food Service Program F-285-S	12
Allergy Prevention and Response S-145-S	14
Health Services S-215-S	15
Illnesses/Injuries	15
Parent Guidelines for Keeping Children at Home	15
Health Screenings	16
Health Office	16
Health Records	16
Administration of Medication S-135-S	16
Communicable Diseases F-245-S	18
Student Insurance S-140-S	18
Student Records S-125-S	19
Personnel Records E-190-S	22
Parent and Family Involvement and Engagement (Title I, Part A) I-135-S	22
Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S	23
English Language Learners I-150-S	23
Visitor Procedures C-155-S	25
Transportation Services F-260-S	26
Student Discipline S-170-S	27
Bullying, Hazing, and Cyberbullying S-185-S	34
Report Form	38
S-185-A Bullying Incident Report Form	38
Complaints or Concerns C-120-S	40
Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures	40
Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S	43
Title IX C-131-S	44
Student Searches S-175-S	44
Student Alcohol/Drug Abuse S-195-S	45
Weapons in School S-200-S	45

Instruction	46
Assessment Program I-195-S.....	46
Teaching About Human Sexuality I-120-S	46
Section 504 I-125-S	47
Special Education I-125-S	47
Virtual/Online Courses I-160-S.....	48
Services Provided to King City R-I Elementary Students	48
Guidance and Counseling	49
Technology F-265-S.....	50
Building Information.....	57
Grading and Reporting System	57
Parent-Teacher Conferences.....	57
Missouri State High School Activities Association (MSHSAA) Activities	57
District Sponsored Extra-curricular Activities and Clubs I-210-S	60
School Cancellations and/or Early Dismissal.....	61
Arrival and Dismissal Procedures S-165-S.....	61
Field Trips	62
Lockers	62
Supply Lists.....	63
Telephone Use	63
Recess.....	63
Taking Books Home	63
District Policy Information	63
Physical Examinations and Screenings S-146-S.....	63
Surveying, Analyzing, and Evaluating Students S-150-S.....	64
School Nutritional Program F-290-S	64
Student Transfers S-120-S	65
Trauma-Informed Schools Initiative.....	66
Tobacco-Free Policy C-150-S.....	66
Firearms and Weapons F-235-S.....	66
Use of Recording Devices or Drones C-165-S.....	66
Signature and Form Requirements	67
F-265-P Technology Usage Agreement Form Form B.....	68
C-105-P District Rules and Guides Form A Student/Parent Handbook Acknowledgment	69

Mission C-110-S

The King City R-I School District challenges everyone involved in the educational process to utilize their strengths to find success while holding the ideals of education in the highest regard, thereby becoming positive contributors to both community and society.

Vision Statement

We believe that the most promising strategy for achieving the mission at the King City R-I School District is to develop our capacity to function as a Professional Learning Community. We envision a school in which all stakeholders will work collaboratively to achieve a common purpose and clear goals:

- Utilizing a variety of instructional strategies to promote the academic success of all students.
- Systematically monitoring and evaluating each student's progress through varied assessments, providing interventions to ensure student success.
- Demonstrating personal commitment to the academic success and general well-being of all.
- Aligning and teaching all curriculums in accordance with Missouri State Standards.
- Uniting parents and staff to share resources, strategies, and information to help students succeed.
- Developing and participating in professional development to enhance the skills of all staff.

School Board Members G-100-S

Chuck Spiking President
Eric Eaton Vice-President
Josh Veale
Hayden Hager
Seth Law
Stuart Shifflett
Michael Willis

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

Vance Proffitt, Principal

Phone #: 660-535-4319

Email Address: vanceproffitt@kingcityschools.org

King City R-I

P.O. Box 189

King City, MO 64463

Mrs. Amy Schellhorn, Elementary Secretary

King City R-I

P.O. Box 189

King City, MO 64463

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

Superintendent Information

Dr. Danny Johnson

660-535-4319

King City R-I

P.O. Box 189

King City, MO 64463

Welcome Letter

Dear King City Parents/Guardians,

We are excited to have your child attend and learn in the King City Elementary School. Our hope is to prepare your child for their future by providing a solid educational experience that balances their social, emotional, and academic needs. I believe the learning process requires a strong 3-prong approach: school, student, and parents. The success of your child benefits best when there is a strong working relationship between all three components.

This handbook is designed to give you a reference of the policies and regulations that are necessary to run the school effectively. Please look over this handbook and discuss it with your child.

We are expecting this to be a great year,

Sincerely,

Vance Proffitt, King City Elementary Principal

Academic Calendar I-100-S

KING CITY R-I SCHOOL DISTRICT

2026-2027

CALENDAR

Adopted March 16, 2026

AUGUST 24	TEACHER WORK DAY
AUGUST 25	INSERVICE FOR PERSONNEL
AUGUST 26	INSERVICE FOR PERSONNEL
AUGUST 27	CLASSES BEGIN FOR STUDENTS
SEPTEMBER 7	NO SCHOOL---LABOR DAY
SEPTEMBER 18	EARLY OUT---12:15 DISMISSAL TEACHER PROF. DEVELOPMENT
OCTOBER 5	EARLY OUT---12:15 DISMISSAL TEACHER PROF. DEVELOPMENT
OCTOBER 28	EARLY OUT---PARENT/TEACHER CONFERENCES 12:15P.M DISMISSAL
OCTOBER 29	NO SCHOOL---FALL BREAK
OCTOBER 30	NO SCHOOL---FALL BREAK
NOVEMBER 9	EARLY OUT---12:15 DISMISSAL TEACHER PROF. DEVELOPMENT
NOVEMBER 25, 26, & 27	NO SCHOOL---THANKSGIVING VACATION
DECEMBER 18	END OF 2ND QUARTER/1ST SEMESTER-DISSMISS@12:15
DECEMBER 21	NO SCHOOL---CHRISTMAS VACATION BEGINS
JANUARY 4	NO SCHOOL--- TEACHER PROFESSIONAL DEVELOPMENT
JANUARY 5	SCHOOL RESUMES FOR STUDENTS
FEBRUARY 12	EARLY OUT---12:15 DISMISSAL TEACHER PROF. DEVELOPMENT
FEBRUARY 15	NO SCHOOL---PRESIDENT'S DAY
MARCH 11	EARLY OUT---12:15 DISMISSAL TEACHER PROF. DEVELOPMENT

MARCH 12 NO SCHOOL---(Snow Day Make-Up #1)*
MARCH 26 NO SCHOOL
MARCH 29 NO SCHOOL---(Snow Day Make-Up #2)*
APRIL 16 NO SCHOOL
MAY 16 COMMENCEMENT
MAY 20 EARLY OUT-CLASSES END----SCHOOL DISMISSED @ 12:15 P.M.
MAY 21 Snow Day Make-Up #3*
MAY 24 Snow Day Make-Up #4*
MAY 25 Snow Day Make-Up #5*
MAY 26 Snow Day Make-Up #6*

*Denotes a make-up day for snow. Snow days will be made up if the district misses more than 5 days of school due to winter weather conditions.

<u>MONTH</u>	<u>DAYS IN ATTENDANCE</u>	<u>HOURS IN ATTENDANCE</u>	<u>IN SERVICE/ FULL DAYS</u>	<u>CONTRACT 1/2 DAYS</u>
AUGUST	3	20.4999	3	0
SEPTEMBER	21	140.7493	0	0
OCTOBER	20	131.1660	0	0
NOVEMBER	18	120.2494	0	0
DECEMBER	14	92.9162	0	0
JANUARY	19	129.8327	1	0
FEBRUARY	19	127.0827	0	0
MARCH	20	133.9160	0	0
APRIL	20	143.4993	0	0
MAY	<u>11</u>	<u>92.9162</u>	<u>0</u>	<u>0</u>
TOTAL	169	1,132.8277	4	0

SNOW DAYS: 1ST ---- MARCH 12
 2ND ---- MARCH 29
 3RD ---- MAY 21
 4TH ---- MAY 24
 5TH ---- MAY 25
 6TH ---- MAY 26

QUARTER ENDING DATES: 1ST QT OCT. 23 (41 DAYS),
 2ND QT DEC. 18 (35 DAYS)
 3RD QT MAR. 5 (43 DAYS),
 4TH QT MAY 20 (50 DAYS)

Attendance and Absence Procedures S-115-S

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student's absence and support families when attendance becomes a concern. It is the responsibility of the student to make up work due to an absence. Students who wish to participate in school-sponsored activities must arrive at school no later than 9:30 a.m. on the day in which the activity occurs, unless the principal has pre-approved the absence based upon special circumstances.

Verified and Unverified Absences

An absence for any reason will be counted as an absence. No distinction will be made to determine if the absence was excused or unexcused, however there is a distinction between verified and unverified. The administration may request documentation to determine whether an absence is verified or unverified. Verified absences will have a note from a doctor, court, or a note/call from a parent. etc.

A parent phone call or note will be treated as verified.

Students must be in attendance 90% of the days per semester. This allows for 8 days per semester for students to be absent because of sickness without a doctor excuse. Absences will be kept on an hourly basis. Seven hours count as 1 full day of school.

Procedures for Reporting an Absence

Parents must report a student's absence by 9:00A.M. on the day of the absence via a phone call (535-4712) or note. The school will contact parents who do not report a student's absence by the designated time. When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office. The administration may request documentation to determine whether an absence is excused.

Excessive 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.

Make-Up Work

Students who are absent are encouraged to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher.

Parent Notification

Parents will be kept informed of the student's attendance record with the following system:

- A. If a student's total absences equal 6 full days in a given semester, the office will send a letter home urging the parent to contact the building principal.
- B. If a student's total absences equal 8 full days in a given semester, the office will send a letter home requesting a conference with the parent of the student. Those attending the scheduled conference will be: classroom teacher(s), social worker, building principal, and superintendent. **At this time, promotion to the next grade level will be discussed based on student's academic standing and reason for unexcused absences.** At this time the juvenile officer and/or Division of Family Services may be contacted.

Section 210.115, RSMo mandates certain professionals to report to the Division of Family Services when there is reasonable cause to suspect that a student's nonattendance is due to the educational neglect of the parents/guardian. Along with other professionals mentioned, the law specifically mentions "teacher, principal, or other school official" as well as "nurse and "social worker."

Late Arrival/Tardiness

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence.

Tardies will be monitored closely by the principal. Students SHOULD NOT be tardy unless an emergency arises. If your child is going to be tardy for some reason, please call the school and report what time the child will arrive. This will help in breakfast/lunch count accuracy. **IT IS THE PARENT'S RESPONSIBILITY TO SEE THAT CHILDREN ARE AT SCHOOL ON TIME.**

Upon 5th Tardy in a given semester, the office will send a letter home urging the parent to contact the building principal, reminder of next step and importance of having students at school on time will be discussed (Lunch/breakfast count accuracy, cause of distraction, and missing instructional time).

Upon the 8th Tardy in a given semester, the office will send a letter requesting a conference with the parent of the student. Those in attendance will be classroom teacher, social worker, building principal, and superintendent. A plan will be devised to ensure student will arrive on time and how missed time will be made up (Detention, etc.). At this time the juvenile officer and/or Division of Family Services will be contacted.

Truancy

The Board of Education believes regular attendance is important to academic success. Therefore, the Board directs problems with attendance on the part of any student be investigated and acted upon promptly.

Truancy is when the student is absent from school without permission of the parents/guardians or school official. Truancy includes, but is not limited to, skipped classes, falsely informing the school about the reason(s) for the absence, or absences that have not been pre-arranged and pre-approved. The District may assign disciplinary measures for truancy. Students who are truant are encouraged to make-up the work to aid learning. The timelines for turning in make-up work and any impact on grading will be according to the guidelines of the building and at the direction of the teacher. Families are entitled to appeal assigned consequences to the Superintendent or designee.

Any school official or employee who knows or has reasonable cause to suspect that there is reasonable cause to suspect that a student's truancy is due to the educational neglect of the parents/guardian will immediately report to the Missouri Division of Family Services (DFS) and the building principal. The building principal shall inform the Superintendent/designee that a report has been made and keep the Superintendent apprised of the status of the case.

Leaving School During the Day

For the welfare and protection of your child, your cooperation with the following procedures will be sincerely appreciated:

1. Children leaving school during the day for any reason should bring in advance a signed note from the parents or guardian stating the reason for the absence. AN ADULT MUST SIGN THE CHILD OUT IN THE OFFICE WHEN THE CHILD LEAVES THE BUILDING EARLIER THAN DISMISSAL TIME. ALSO, IF THE CHILD RETURNS THE SAME DAY, AN ADULT MUST SIGN THE CHILD BACK IN TO SCHOOL IN THE OFFICE.
2. Adults calling for a child must first go to the principal's office to present identification.
3. Children will not be allowed to walk home during school time or meet their parents in front of building. Parents or parent-approved adult must come inside to the office to pick up your child.

Dress Code S-180-S

The Board of Education expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy, and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities.

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. Student dress and grooming will be the responsibility of the individual and their parents. Good taste should govern the way a student dresses. 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

Dress and grooming will be clean and in keeping with health, sanitary, and safety requirements. Shirts and shoes must be worn. Footwear should be of reasonable type for the activity that the student will participate in. Clothing should be properly fitted (not

overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted:

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

Additional Dress Code Information

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

Additional dress regulations may be imposed upon students participating in certain extracurricular activities. All groups representing King City R-I School, at home or away shall be encouraged to wear dress clothing unless conditions require otherwise.

When, in the judgment of a principal, a student's appearance or mode of dress disrupts the educational process, or constitutes a threat to health or safety, the student may be required to make modifications in order to continue in attendance.

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

Food Service Program F-285-S

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

- Elementary students will be allowed to charge a maximum of ten (\$10.00) dollars.
 - a) These meals will include only the menu items of the reimbursable meal.
 - b) After the balance exceeds ten (\$10.00) dollars, the student may be given a designated menu alternate.
- 1. No charges will be allowed for a la carte foods and beverages.
- 2. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
- 3. On May 15 annually all charging will be cut off.
 - Parents/guardians will be sent a written request for “payment in full.”
 - All charges not paid before the end of the school year will be carried forward into the next school year.
- 4. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.

Breakfast

Breakfast is served from 7:20-7:45 a.m. in the cafeteria. Breakfast is \$1.00 for full price and \$0.30 for reduced.

Lunch

King City R-I Schools uses an automated lunch program that utilizes technology and computer software that assists in making our accounting more efficient, provides improved record keeping, and up to date reports. Each student will be issued a laminated numbered card much like a credit card. This card is personalized just for one student and replaces the former method of record keeping. Students are issued a new card each year after picture day. Cards for elementary students will be kept at school by the teacher and should never be taken home. The card system does not change anything about free and reduced priced meals. Those students qualifying for free or reduced meals receive a card that is no different from any other student's card.

Paying for Lunch and Breakfast:

Regular Price of Lunch	\$2.60
Extra/Afternoon Milk	\$.30

Reduced Price of Lunch	\$.40
Adult Lunch	\$3.75

Students qualifying for free lunch will not need to bring anything unless they plan to eat extra food, drink extra milk, or buy afternoon milk, in which case they will need to bring money to put in their meal account. NO CASH will be taken during lunch or breakfast. Students on full pay or reduced priced meals will need to bring money periodically to deposit in their meal account—to keep it current.

To make sure the school credits the right account, we insist on the following:

- **Money being placed in an envelope**
- **Marked with student's name, account number, grade, and date**

Students will turn their envelopes in to Mary Bryson before class begins or their teacher first thing in the morning. The school would prefer payments to be made by check. The account paid will be added to the students account and money subtracted each time the student buys a meal or drink.

When money is sent to school for your student's meals and afternoon milk, all the money will be deposited in the student's account. No change will be given. If any money is left in your account at the end of the year, it will be carried over to the next year. The only time money will be refunded is when a student leaves the district. Each student will keep the same account number from one year to the next.

How Does the Card Work?

Your student's card is scanned each time he/she uses the card (whether for breakfast, lunch, or afternoon milk) and the proper account is deducted. As long as the student has money in his/her account, the card will be accepted. When the amount of money in the account reaches a level below \$4.00, a warning will appear and the students will be told that they need to bring money. Again, cash will not be accepted in the lunch or breakfast line for extra items such as milk or extra food.

The child's card will be scanned and the amount of the item will be taken out of the account. Parents, please arrange with your child **your rules** on buying extra items.

****Parents will not need to send exact amounts. You may send \$10, \$20, \$50, or any amount you wish. One call to the office and a few keystrokes on the computer can give you your current balance.**

****All students are required to eat their lunch or sack lunch in the cafeteria. Any drinks brought to school must come in unbreakable containers. Pop will be unacceptable for your child's lunch.***

****Information about procedures for qualifying for free and reduced lunch is distributed at the time of registration or may be obtained in the principal's office.***

Free and Reduced Lunch Application

Applications are distributed to all students prior to the start of the school year. Additional copies may be obtained from the building's main office.

Adult Visitors for Lunch

Parents are allowed to have lunch with their child at school. The school asks that parents notify the office the morning of eating so that accurate meal preparation takes place.

Parents may drop off items for a student in the office and the office will make arrangements for the items to be delivered to the student.

Allergy Prevention and Response S-145-S

The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including 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

Snacks for class parties or birthday celebrations should be pre-packaged.

Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse or principal in writing.

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

Individual Approaches

The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For those students who have allergies that do not rise to the level of disability, a designated team

may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

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

Health Services S-215-S

Health services are provided under the direction of a school nurse. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office.

Illnesses/Injuries

When a student is involved in any accident at school, either during the school day or during after school activities, the school RN should be notified immediately. If the principal is not available, the superintendent should be contacted. If neither is in the building, the secretary of the building should be notified. The RN and principal (or superintendent) should proceed in the following manner:

1. Call an ambulance as necessary
2. Administer First Aid
3. Contact parent or relative (in that order)

The school staff member supervising the student involved is responsible for providing a written report (Accident Report Form) of the incident.

Parent Guidelines for Keeping Children at Home

Please review the following guidelines. Our school asks that you abide by them when deciding whether your child is well enough to be in school.

1. If your child's oral temperature exceeds 100 degrees F, or 1 to 2 degrees above the child's normal temperature. A child with such a fever should remain home for 24 hours. (Ex. If a student is sent home at 10:00 am from school, that child will not be permitted to return until 10:00 am the next day, assuming they have been fever free without medication for 24 hours).
2. If the child vomits and continues to experience nausea and/or vomiting they should remain home for 24 hours. If a child vomits at school they will not be permitted back to school for 24 hours.

3. If your child complains of severe, persistent pain, the symptom should be referred to a physician for evaluation.
4. If your child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn.
5. If there are signs of conjunctivitis ("pinkeye") with matter coming from one or both eyes, itching, crusts on eyelids, the child should be evaluated by a physician.
6. If a rash is present that has not been evaluated by a physician.
7. If there are signs of infestation with lice (nits in the hair, itchy scalp) the child should be evaluated for treatment with a pediculicide.

Health Screenings

The King City R-I School District conducts hearing and vision screenings on students.

Health Office

If you have any questions, please contact Brandon Baldwin, Registered Nurse; 660-535-4319; brandonbaldwin@kingcityschools.org

Health Records

Except as otherwise required to comply with the Individuals with Disabilities Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 (Section 504), records containing student health information will be stored separately from other student records in a locked file cabinet or in a secure computer file.

Administration of Medication S-135-S

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

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

If under exceptional circumstances a child is required to take oral medication during school hours and the parent cannot be at school to administer the medication, the school RN and/or principal's designee will administer the medication in compliance with the regulations that follow.

Non-Prescription Medication – A written note from the parent/guardian with the student's name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy

medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or others. Oral medication that is non-Prescription may be administered under the supervision of the school RN and/or principal's designee if authorized by the parent. **Students are not to carry medication with them at school. It is suggested that there be enough dosage sent to the school for the day only.**

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

➡ Medication left for emergency use (such as bee sting kit, asthma medication, etc.) must be labeled and include complete instructions by the physician.

Procedures

The school RN and/or principal's designee will follow the procedures listed below regarding the dispensing of personal medication.

- A. Inform appropriate school personnel of the medication.
- B. Keep a record of the medication administered.
- C. Keep medication in a locked cabinet.
- D. Return unused medication to the parent or dispose of it if the parent requests disposal.

The school district retains the right to reject request for administering medication. The parent/guardian of the student must assume responsibility for informing school personnel of any change in the student's health or change in medication.

Exception for Potentially Harmful Administration

It shall be the policy of this District that the District will not knowingly administer any medication to a student if the District's registered professional school nurse believes, in his/her professional judgment, that such administration could cause harm to the student, other students, or the District itself. Such cases may include, but are not necessarily limited to, situations in which the District is being asked to administer medication in a dosage that exceeds the highest recommended dosage listed in the current annual volume of the Physician's Desk Reference or other recognized medical or pharmaceutical text.

This regulation has been modified to save space in the student handbook. You may review the full text of Regulation 2870 in the King City School District's administrative offices.

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.

Communicable Diseases F-245-S

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

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

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

Immunizations and Vaccinations

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

Student Insurance S-140-S

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

Students participating in interscholastic athletics are required to have insurance coverage. This may be in the form of either family coverage or the coverage offered through the District. Missouri State High School Activities Association (MSHSAA), requires that a student be covered through insurance before being allowed to practice or

compete for a school team. The student will not be allowed to participate in interscholastic practices or competitions until proof of insurance is provided.

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

<https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf>.

Student Records S-125-S

Access to and Release of Student Information

All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records to obtain the proper form. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information

Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent or eligible student unless a parent or eligible student notifies the District in writing. Parents and eligible students will be notified annually of the information the District has designated as directory information and the process for notifying the District if they do not want the information released. Even if parents or eligible students notify the District in writing that they do not want directory information disclosed, the District may still disclose the information if required or allowed by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you

do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing within 10 days after the Student Parent Handbook is provided to the parent.

The District designates the following items as directory information:

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

Limited Directory Information: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

School Officials with a Legitimate Educational Interest

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

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

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

Release of Records to Other Agencies or Institutions

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

Military and Higher Education Access

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

Release

Parents or guardians may designate additional adult(s) to have access to their student's records by sending a letter with consent for disclosure of education records be signed and dated, specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made.

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

Parents/guardians have the right to obtain a copy of the written policy adopted by the Board of Education of the King City R-I School District in compliance with FERPA. A

copy may be obtained in person or by mail from: Superintendent of Schools, P.O. Box 189, King City, MO 64463

Personnel Records E-190-S

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

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

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

- Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State academic assessments required under Title I.A.
- 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.

This information may be requested by contacting: Vance Proffitt.

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

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

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their student(s) attend and actively solicit parental/family support and assistance for school programs.

5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The Schoolwide Program Plan and the School Parent and Family Engagement Plan may be accessed online through the DESE website here

(<https://apps.dese.mo.gov/DESEApplicationsSignin/Index?ReturnUrl=%2FDESEApplicationsSignin%2FApplicationMenu>) and follow these instructions:

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

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

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

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

Name:	Ryan Anderson
Phone #:	(660) 535-4319
Email Address:	ryananderson@kingcityschools.org

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:

Name: Ryan Anderson
Phone #: (660) 535-4319
Email Address: ryananderson@kingcityschools.org

Suggestions for all Parents

BE INVOLVED! You will always be welcome and chances are you will be amazed at what an interesting, educational experience you will have. At any time, please feel free to call and arrange a time with your child's teacher to discuss progress or ways to be more involved!

Helpful suggestions:

1. When you are confused or upset over a school matter, see or call the teacher or principal to get it settled. Don't criticize the school or teacher in front of your child. This reaps no benefits to either party.
2. When you want to coordinate home learning with school methods or teaching, make an appointment with the teacher to share ideas.
3. Be in attendance when you are invited for conferences, open house, programs, or meetings.

Parental Information and Resource Center (PIRC)

Parental Information and Resource Center (PIRC) Local educational agencies (LEAs) or buildings that receive Title I.A funds must assist parents and parental organizations by informing them of the PIRCs and their purpose. The following is a sample notification that LEAs could put in a Parent Handbook, in their district newsletter, provide to their PTO/PTA, and that buildings could also send in a newsletter, provide to booster clubs/groups, etc. The LEA or building might want to use the link below to go to Missouri's PIRCs' website to include more specific information for their area. Documentation of notifications need to be kept on file.

The Parental Information and Resource Center (PIRC) program is funded by the US Department of Education, Office of Innovation and Improvement, established to provide training, information, and support to parents and individuals who work with local parents, districts, and schools that receive Title I.A funds. PIRCs provide both regional and statewide services and disseminate information to parents on a statewide basis.

PIRCs help implement successful and effective parental involvement policies, programs, and activities that lead to improvements in student academic achievement, and that strengthen partnerships among parents, teachers, principals, administrators, and other school personnel in meeting the education needs of children; and to assist parents to communicate effectively with teachers, principals, counselors, administrators, and other school personnel.

The recipients of PIRC grants are required to: serve both rural and urban areas, use at least half their funds to serve areas with high concentrations of low-income children, and use at least 30 percent of the funds they receive for early childhood parent program. Centers must include activities that establish, expand, or operate early childhood parent education programs and typically engage in a variety of technical assistance activities designed to improve student academic achievement, including understanding the accountability systems in the state and school districts being served by a project. Specific activities often include helping parents to understand the data that accountability systems make available to parents and the significance of that data for such things as opportunities for supplemental services and public school choice afforded to their children attending buildings in school improvement.

PIRCs generally develop resource materials and provide information about high quality family involvement programs to families, schools, school districts, and others through conferences, workshops, and dissemination of materials. Projects generally include a focus on serving parents of low-income, minority, and limited English proficient (LEP) children enrolled in elementary and secondary schools.

Missouri has two PIRC – one in St. Louis and one in Springfield. For service and contact information, go to their website at <http://www.nationalpirc.org/directory/MO-32.html>

Visitor Procedures C-155-S

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

For the safety of our students and staff no visitors will be allowed past the office or conference room between 7:00 am -3:15 pm. Visitors may enter the main office door at 7:20 a.m. daily Monday through Friday during the school year for appointments only with teachers. Visitors should sign-in with the secretary. A teacher or staff member will be called to meet the parent in the office for the appointment. Upon leaving at the conclusion of the meeting, the parent should sign-out in the main office before departing. Conferences will occur only during unstructured time either during a teacher planning period or outside the school day. Visitors wishing to have lunch with children may do so provided they call in advance. This ensures adequate room and food is available during the child's lunch time. Students can bring one friend to the parent table

in the lunchroom. Exceptions will be made for special events such as, but not limited to- Grandparents Days, Quarterly Assemblies, Holiday Parties, Daddy Donut Day, Mommy Munchie Day, etc.

Due to the disruption to the child's instructional program, pupil visitors are normally discouraged.

Transportation Services F-260-S

The safety of students during their transportation to and from school is a responsibility, which they and their parents share with the bus drivers and school officials. Therefore, the rules of student conduct will be issued to all students at the beginning of the school year, and to new students upon enrollment.

Students who fail to observe these rules will be subject to immediate disciplinary action since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the principal on the same school day if the incident occurs in the morning or the next morning if it occurs in the afternoon. The following action will be taken:

1. The principal will determine if the incident warrants parent/guardian notification.
2. Those offenses warranting parent/guardian notification will result in:
 - **First offense:** A warning ticket (made in triplicate) will be issued any student who violates rules of conduct on the bus. The copy given to the rider must be signed by the parent and returned to the bus driver the next morning before he/she will be allowed to board the bus. A second copy will be retained by the driver and a third copy will be sent to the school office.
 - **Second Offense:** A ticket will be issued providing for a 3-day suspension from riding the bus.
 - **Third Offense:** A ticket will be issued providing for a 5-day suspension from riding the bus.
 - **Fourth Offense:** A ticket will be issued providing for suspension from riding the bus the balance of the school year.

Extremely dangerous behavior will result in immediate disciplinary action by the principal.

Standards of School Bus Conduct

Following are reasons for which Bus Conduct Tickets will be issued to riders:

1. Deliberate defiance—refusal to cooperate with driver
2. Obscene and unacceptable language, gestures, and remarks, signs or material.
3. Excessive talking and unnecessary noise—lack of courtesy and respect.
4. Throwing items of any kind in the bus or out of windows.
5. Fighting or scuffling on the bus.
6. Deliberate delay—loading or unloading.
7. Refusal to stay seated—turning around in seat.
8. Having or using tobacco on the bus.

9. Extending hands, arms or head out of windows.
10. Tampering with equipment-defacing or damaging the bus-deliberate vandalism.
Family of student causing damage is to pay for the damage.

The rules of conduct have been established solely in the interest of the children's safety.

Student Discipline S-170-S

Student Code of Conduct

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

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

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

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

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

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

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

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

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

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

Standards of Conduct and Consequences

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

District Policy for Discipline

Definitions

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

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

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

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

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

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

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

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

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

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

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

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

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

	on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.
Fighting	A conflict: verbal, physical, or both, between two or more people.
Weapons and Firearms	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

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

	or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.
Theft	Taking or attempting to take the property of others without consent or knowingly taking possession of stolen property.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through an unauthorized entrance.
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.

Discipline Procedures

Each classroom teacher will develop and administer an assertive discipline plan within the classroom setting. Assertive discipline is a systematic approach to discipline, which utilizes written lists of classroom rules, consequences for misbehavior, and a reward system for good behavior.

Bullying, Hazing, and Cyberbullying S-185-S

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

Definitions

Bullying – Intimidation, unwanted aggressive behavior or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school’s campus or at a District activity using the student’s own person technological resource.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be teacher-level or above and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated. The building anti-bullying coordinator is: Ryan Anderson and can be reached at 660-535-4712.

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

Reporting Bullying or Cyberbullying

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

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

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

Investigation

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

Retaliation

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

Consequences of Bullying, Cyberbullying, or Retaliation

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

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, conference with teacher, parents contacted, conference with principal, 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, number of instances, severity of behavior, disciplinary history, and other educationally relevant factors.

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

Public Notice

The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in

bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.

3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

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

Your Name (Person Completing Form): _____

Your Role: (Circle one)

Student

Parent/Guardian

Community Member

Your Telephone Number: _____

Your Email Address: _____

Victim's First Name: _____

Victim's Last Name: _____

Victim's Student ID: _____

Victim's School: _____

Name of person(s) you believe committed bullying: _____

State the nature of your report. Please describe the action(s)/incident(s) you believe may be in violation of the District's anti-bullying policy as clearly as possible, including such things as what physical force or contact, if any, was used and any verbal statements that were made (i.e. threats, requests, demands, etc.). Definitions of 'bullying', 'hazing', and 'cyberbullying' under District Policy can be found by clicking [here](https://egs.edcounsel.law/king-city-r-1-school-district-policies/) or by visiting the District's website at: <https://egs.edcounsel.law/king-city-r-1-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):

[illegible]

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

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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: Danny Johnson, Superintendent
Phone #: 660-535-4319
Email Address: dannyjohnson@kingcityschools.org

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

Name: Ryan Anderson
Phone #: 660-535-4319
Email Address: ryananderson@kingcityschools.org

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

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

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

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

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

1. What is a complaint?

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

2. Who may file a complaint?

Any individual or organization may file a complaint.

3. How can a complaint be filed?

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

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

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

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

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

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

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

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

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

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

The following activities will occur in the investigation:

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

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

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

9. How will appeals to the Department be investigated?

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

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

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

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

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

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

Name: Danny Johnson, Superintendent
Phone #: 660-535-4319
Email Address: dannyjohnson@kingcityschools.org

In the event the 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: Ryan Anderson
Phone #: 660-535-4319
Email Address: ryananderson@kingcityschools.org

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:	Ryan Anderson
Address:	P.O. Box 189; King City, MO 64463
Email Address :	ryananderson@kingcityschools.org
Phone # :	660-535-4319

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

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

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

Student Searches S-175-S

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

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

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

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

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

Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of parking privileges, loss of technology privileges, and referral to law enforcement. (See the Handbook's section on Student Discipline for more information.)

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

Weapons in School S-200-S

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

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife,

machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

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

Instruction

Assessment Program I-195-S

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities.

K-6 students are assessed quarterly with the Dynamic Indicators of Basic Early Literacy Skills (K-3) and the STAR Reading Test (Accelerated Reader) to determine mastery of the key reading components, measure progress in these areas, or to determine referrals to the Student Support Team. Common mathematics and communication arts assessments have been developed at each grade level and will be administered in the fall, winter, and spring to determine progress and mastery of mathematics and communication arts objectives.

Home School

Students returning to our public school from home schooling will be evaluated/assessed by district staff. The student's grade level entrance into the district will be dependent upon the results of this evaluation/assessment(s), not necessarily based upon the age of the student.

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. In the 6th grade students are taught sexual abuse prevention through the Northwest Child Advocacy Center.

Section 504 I-125-S

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

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

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed in the office of the Elementary Principal Vance Proffitt, King City R-I School District; 300 N. Grand; King City, MO 64463; vanceproffitt@kingcityschools.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Special Education I-125-S

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

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

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

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

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

This plan may be reviewed during regular school hours on days school is in session in the Office of the Superintendent of Schools. If you have questions or know of a child with a disability who is not attending the King City R-I school district, please contact Ryan Anderson, Elementary Principal or Erin Price, Special Services Coordinator, King City R-I School District. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Virtual/Online Courses I-160-S

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

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District's website at www.kingcityschools.org and District Policy.

Services Provided to King City R-I Elementary Students

KING CITY R-1 PRESCHOOL	READING FIRST PROGRAM (K-6)
EARLY CHILDHOOD SPECIAL EDUCATION	RtI DURING SCHOOL INTERVENTION PROGRAM
SPECIAL EDUCATION (K-6)	READING FIRST INTERVENTION PROGRAM (K-4) --TIER 2 AND 3
504 PROGRAM SERVICES	TITLE I MATHEMATICS (2-5)
SPEECH AND LANGUAGE THERAPY (K-6)	GUIDANCE AND COUNSELING

Guidance and Counseling

Guidance and Counseling

The role of the school counselor at King City R-I involves working with students, parents, and the school staff to develop and maintain a healthy environment for emotional growth. The counselor, using the Missouri Model Guidance program, works to achieve this goal in four major areas.

Developmental Education

As children grow there are certain areas in which they often require instruction and guidance. These include making friends, controlling emotions in a healthy way, taking responsibility for their behavior and so on. This education is an ongoing process wherever the children are; at home, in the classroom, at church. The counselor's role here is to provide teachers and parents with specific objectives, materials, ideas, and support as they carry out the bulk of the direct contact with the children.

Crisis and Adjustment Guidance

Beyond the day-to-day concerns of growing up there are often particularly difficult situations that many children encounter. These might include the death of loved ones, parents, having marital problems, being handicapped in some way, and so on. In these situations, the counselor may be involved in leading class discussion groups or individual guidance. Also, the elementary counselor is available to aid parents and teachers in being effective in the guidance efforts as well.

Intervention

In spite of everyone's best efforts, there will always be individuals who develop unhealthy or unacceptable behaviors and/or attitudes. Or sometimes there are situations that develop which require intervention from someone trained to help sort out emotional tangles. In either case, it is the counselor's job to take responsibility for the remediation efforts. This can take the form of small group, family, and/or individual counseling to those involved. Traditionally, many school counselors have concentrated their services in this area. Our goal at King City R-I is to invest more time to the first two areas so that the need for the third type of intervention occurs less frequently.

Referrals

Occasionally it is also the job of the school counselor to assist parents and school staff in acquiring aid from outside sources for problems beyond the scope of the school's resources. This might include medical attention, clergy, mental health counselors, social services, etc. This role, as well as others, is offered with a commitment to confidentiality and our best efforts to secure competent outside help.

The counselor at King City R-I is given the additional responsibility of administering and interpreting various group and individual tests. Also as a part of the student support team, the counselor helps make decisions regarding the educational needs of children who encounter academic difficulties.

For more information regarding any of these areas, please feel free to contact your school counselor at 535-4712. We appreciate your support as we continue efforts to improve this service to you and your children.

Technology F-265-S

Introduction

King City R-I School District recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Acceptable Use Policy outlines the guidelines and behaviors that users are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The King City R-I School District network is intended for educational purposes.
- All activity over the network or using district technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children's Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- King City R-I School District makes a reasonable effort to ensure students' safety and security online but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the district network or other technologies are expected to alert IT staff immediately of any concerns for safety or security.

Policy on Student Display or Use of Electronic Personal Communications Devices

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

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

Prohibited Display or Use

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

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off.

Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices.

Disciplinary Procedures

Violations of this policy shall result in disciplinary measures consistent with the district's student code of conduct. Disciplinary action may include

- First offense: Phone confiscated and returned to student at the end of the day.
- Second offense: Phone confiscated and returned to a parent during school hours. 8:00-4:00 Monday through Friday.
- Third offense: ISS and phone turned in directly to the principal for the remainder of the semester. Phone returned to a parent during school hours. 8:00-4:00 Monday through Friday.
- Fourth offense: ISS and loss of all after school activities for 30 calendar days. Phone returned to a parent during school hours. 8:00-4:00 Monday through Friday.
- Fifth offense: ISS and loss of all after school activities for the remainder of the semester. Phone returned to a parent during school hours. 8:00-4:00 Monday through Friday.

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.

Technology Devices and Acceptable Use Policy

The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are

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

Technology Devices

Technologies Covered

King City R-I School District may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more.

As new technologies emerge, King City R-I School District will attempt to provide access to them. The policies outlined in this document are intended to cover *all* available technologies, not just those specifically listed.

Mobile Devices Policy

King City R-I School District may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same acceptable use policies when using school devices off the school network as on the school network.

Users are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to your care. Users should report any loss, damage, or malfunction to IT staff immediately. Users may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus.

Acceptable Use

All use of District devices and Internet usage must support educational purposes consistent with the District mission. All users are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know. 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).

Examples of Acceptable Use

I will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of myself and others.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Unacceptable Use

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

Examples of Unacceptable Use

I will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.
- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally-identifying information, about myself or others.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Use language online that would be unacceptable in the classroom.

- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Limitation of Liability

King City R-I School District will not be responsible for damage or harm to persons, files, data, or hardware.

While King City R-I School District employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

King City R-I School District will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

The King City R-I School District is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measures for not adhering to them. **ANY ATTEMPT TO VIOLATE THE PROVISIONS OF THIS POLICY WILL RESULT IN DISCIPLINARY ACTION IN THE FORM OF TEMPORARY AND/OR PERMANENT REVOCATION OF USER ACCOUNTS, REGARDLESS OF THE SUCCESS OR FAILURE OF THE ATTEMPT.** The King City R-I School District reserves the right to amend this document at any time.

The users of the network are responsible for respecting and adhering to local, state, and federal and international laws. Authorized personnel have the right to access information on the network and computing system. Any attempt to break those laws through the use of the network may result in litigation against the offender by the proper authorities. If such an event should occur, the King City R-I School District will fully comply with the authorities to provide any information necessary for the litigation process.

User Agreements

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

General Computing

Once a user receives a password to be used to access the network and computer systems on that network, they are solely responsible for all actions taken while using the password. Therefore:

- Applying for a password under false pretenses is a punishable disciplinary offense.
- Sharing your password with any other person is prohibited. In the result that you do share your password with another person, you will be held responsible for the actions that the other person appropriated.
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent is prohibited.
- Attempts to evade or change resource quotas are prohibited.
- Continued impedance of other users through mass consumption of system resources is prohibited.
- Use of facilities and/or services for commercial purposes is prohibited.
- Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration.
- Any use of the network to obtain, view, download, or otherwise gain access to objectionable materials is prohibited.
- Any unauthorized disclosure, use, and dissemination of personal information regarding minors is prohibited.
- Users may only install and use properly licensed software, audio, or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless approved by the district.
- All damage incurred due to misuse of the district's technology will be charged to the user. This district will hold all users accountable for the damages incurred and will seek both criminal and civil remedies, as necessary.
- Users are required to obey all laws, including criminal, copyright, privacy, defamation, and obscenity laws. The school district render all reasonable assistance to local state or federal officials for the investigation and prosecution of persons using district technology in violation any law.

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.

Downloads

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

Personal Safety

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet someone they meet online in real life without parental permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult or administrator (teacher or staff, or supervisor if you’re at school; parent if you’re using the device at home) immediately.

Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, King City R-I School District may provide users with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

Email

King City R-I School District may provide users with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If users are provided with email accounts, they should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the district policy or the teacher.

Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

Building Information

Grading and Reporting System

Teachers evaluate and report on student work throughout the school year. Friday Feedbacks are sent home approximately every 2 weeks for Grades 2-6. Mid-quarter progress reports are sent home with all elementary students, with report cards following at the end of each quarter. Parents are able to access their child's academic progress by using the Student Information Systems web-based program. Information on how to access this website will be made available to all parents at the start of the school year.

Parent-Teacher Conferences

Parent-Teacher Conferences will be held at the end of the first quarter and during the school year on an individual basis as needed. Parents are encouraged to contact school personnel at any time they have questions or need additional information concerning their child.

All parents of King City Elementary students are encouraged to take part in the Parent Teacher Organization. Each year, the PTO is highly active in promoting successful student activity initiatives as well as fundraising opportunities.

Missouri State High School Activities Association (MSHSAA) Activities

Missouri State High School Activities Association Eligibility Standards

All of the schools of the Missouri State High School Activities Association have adopted the standards outlined below. Eligibility to participate in school activities is a privilege granted if a student meets these standards, it is not an inherent right. These eligibility requirements must be met by girls as well as boys who compete interscholastically.

Extra-Curricular Academic Eligibility Standards

Students in grade 6 must meet the Academic Eligibility for grades 7 and 8 as outlined below.

Grades 7 and 8 Requirements: A 7th or 8th grade student must meet the following requirements in order to be academically eligible to participate in interscholastic activities:

- a. Grading Period Prior: A "grading period" is a period no less than six weeks and no greater than nine weeks where progress is determined and is reported to students/parents. A student must have been promoted to a higher grade or a higher level in special education at the close of the previous year. However, any such student who failed more than one scheduled subject, or failed to make standard progress in special education, shall be ineligible the following grading period regardless of promotion to the higher grade. (However, see also item c below).

- b. Grading Period of Participation: The student shall be currently enrolled in and regularly attending the normal course for that grade or must have enrolled in a full course at his or her level in any public school special education program for the handicapped approved by the Missouri State Department of Education which, though ungraded, enrolls pupils of equivalent chronological age
- c. Entry into 7th or 9th Grade: This section shall not apply to students promoted for the first time into the 7th or into the 9th grade prior to the first day of classes.

All Missouri schools follow the MSHSAA academic eligibility guidelines which are put forth as a broad set of governing rules for the state. Each individual school has the right to set further academic guidelines and expectations for their students to meet academic eligibility to participate in activities and sports. **Following are the extended academic eligibility guidelines King City R-I has set forth that all students must also meet to participate in MSHSAA and other extracurricular activities:**

Weekly eligibility policy:

The principal will run a weekly grade check every Monday morning after the first two full weeks of school in August. This grade check generates a report of all students receiving below a 60% in a class. The following actions will be taken:

1. Each student whose name appears on the “F” list for the first time each quarter will be notified by their respective teachers and by the principal. Parents will receive notification for “F’s” through written communication.
2. Students will be notified by their respective teachers each week they receive an “F”. After the second “F” in the same class, a student becomes ineligible to participate in any extracurricular activity from that Monday until the next Monday’s grade check is completed. Ineligible students will not have free time before school or during the noon hour at school, and the parents will receive notification of the student’s ineligibility.
3. A list of ineligible students will be given to each teacher on Monday. Grade checks will be from Monday to Monday, or on the first day of the week school is in session.

Class grades will not be affected if a student cannot participate in the extra-curricular activity. A student cannot be graded on something they are unable to attend due to the ineligibility process. Any questions on this policy should be taken to the administration with due process procedures to be followed.

Quarterly eligibility policy:

Any student, grades 6-12, who receives a failing grade in more than one class for the quarter, or at semester for the semester, will not be eligible for the next quarter. For example, a student who receives six passing grades and two failing grades on their report card for the quarter would be ineligible for the next quarter. This will carry over from 4th quarter according to the semester grade. If a student receives two F’s for the semester, they will be ineligible for the first quarter of the next year regardless of what grade they are being promoted from. This will apply to 8th grade students being

promoted to the 9th grade also, the only exception being that student being promoted from the 8th grade to the 9th grade will only be ineligible for a four week period, at which point a grade check will be run to determine further eligibility.

This policy affects any students involved in an activity other than school day classes. For example, students would not be able to attend field trips, dances, pep rallies, sporting events, etc... if they are receiving an “F”.

High School students wishing to participate in any extracurricular activity, either during or after school hours, must meet the preceding MSHSAA and local standards and the following local requirements:

1. The student participant must have been in school attendance on the day of the event. Students will be ineligible to participate in extracurricular activities if they are absent a portion of the day of the event. Only by special permission from the principal can the eligibility for this activity be restored for that particular day.
2. The student participant in grades 6-12 must maintain the appropriate academic standards. A total grade average of C minus must be achieved or a student will be ineligible for the following quarter regardless of whether the student was promoted.
3. Extracurricular activities that are included in this policy are:

Athletics	FBLA	School Play	FCCLA
History Day	FFA	NHS	Mascot
Math Contest	Student Council		Math Olympiad
Conference & Clinic Bands			Cheerleading
District and State Music Activities			Science Contest

“Rules of Behavior”

For Participation in Extra-Curricular Activities

Students who represent King City School or the community by participation in extra-curricular activities are expected to be creditable citizens. Those students whose conduct is a discredit to themselves, the school or the community of King City will be considered in violation of the extra-curricular activities “Rules of Behavior.”

Any student who:

Is observed by an administrator, sponsor or teacher of grades seven through twelve during the school year, and/or school sponsored summer activities or is convicted of (Includes Juvenile Officer jurisdiction.)

Any of the following acts will be considered in violation of the extra-curricular “Rules of Behavior.”

1. Assault
2. Stealing
3. Vandalism
4. Use, possession or sales of alcohol, tobacco or illegal drugs.

Consequences are as follows. In all cases parents will be notified. Other authorities will be notified if deemed necessary by administration.

1st offense-The student will be suspended from all extra-curricular activities for a period of ten consecutive school days.

2nd offense-The student will be suspended from all extra-curricular activities for a period of twenty consecutive school days. The student will be required to seek help through an approved intervention program if they want to continue participation in extra-curricular activities following the twenty consecutive school days suspension.

3rd offense-The student will not be permitted to participate in any extra-curricular activities for the remainder of the school year. The student will be under the following conditions: required to seek extended counseling through an approved program if they want to participate in extra-curricular activities the following year. If the family/student chooses to seek counseling they are to request that the intervention personnel give periodic reports of the student's continued participation in the program.

Suspensions will include all activities that occur on weekends and holidays but will not count as part of the numbered days. The school principal will evaluate each incident to determine if the student may practice during their suspension.

Additional training and/or conduct rules not covered in this policy may be required by the sponsor/coach (eg. Curfew). The sponsor/coach will have such rules approved by the building principal. The sponsor/coach will present the rules in writing to those students involved in their activity and require the signature of the student and their parent/guardian indicating they have received a copy of the rules.

Appeals: Follow Due Process procedures.

Elementary students shall not participate in two sports in the same season.

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

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

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. Due to the timing of this legislation passing and printing of this material, there may be additional MSHSAA requirements in place the District must comply with as well.

School Cancellations and/or Early Dismissal

School will be closed when weather conditions are such that buses are unable to run safely. Please discuss with your child the procedure he/she should follow if early dismissal occurs due to extreme weather conditions. A broadcast will be made utilizing the TV and radio stations below to notify students and parents/guardians. Announcements will also be made on the District's Facebook page and notification will be sent via TextCaster. Please do not call the administration or radio/TV stations for this information.

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.

TV STATIONS	KQTV—CHANNEL 2 KMBC—CHANNEL 9 KCTV—CHANNEL 5 FOX 4 – CHANNEL 4
RADIO STATIONS	KKJO—105.5 ST. JOSEPH KSJQ—92.7 FM KAAN—95.5 BETHANY KSFT 1550 AM KFEQ—680 ST. JOSEPH KNIM 97.1 FM

Arrival and Dismissal Procedures S-165-S

- Students are not to arrive at school before 7:20 am. Students should be in their classroom and ready to work at **7:45 am**.
- Students should use the crosswalk in front of the building when crossing the driveway.
- The yellow painted areas on the driveway are restricted to buses only.
- Students crossing Highway Z within one block of the school (east or west) are to use the crosswalk at the southwest corner of the school grounds.
- A crossing guard will be on duty at the Highway Z crosswalk each morning and evening. Students are to respond promptly and courteously to her direction.
- School is dismissed at 2:50 pm for bus riders and at 3:00 pm for those not riding a bus.

- Bus riders are to board their respective buses IMMEDIATELY. Students will be required to ride their assigned bus unless prior **written** notice from the parent or guardian has been received by the school that day. Students will be required to have a bus pass from the elementary office to ride a bus other than their regular route. In cases of late changes, parents or guardians may contact the school by phone to make changes. Buses will leave the school grounds at 3:00 pm.
- Students not riding a bus are to go home right after dismissal at 3:00 pm unless involved in an adult sponsored after school activity. Crosswalks are to be used.
- **At dismissal**, students not riding a bus are to wait until all buses have left the driveway before exiting the building. This pertains to both walkers and those students whom are being picked up by an adult.

Cars are not allowed on school driveway from 7:00-8:00 a.m. and from 2:30 to 3:15 pm. For the safety of our students, **please observe this.**

Change in Child's After-School Routine

If someone other than the parent is to pick up a student, the teacher should be notified (**preferably in writing**). If there is a change from the usual home routine a child is to follow after school, a note should be sent to the teacher. **IF THE TEACHER IS NOT NOTIFIED, THE CHILD WILL BE SENT HOME FOLLOWING HIS/HER NORMAL ROUTINE.**

Child Custody

In most cases, when parents are divorced, both parents retain parental rights. However, if you have a Court Order that limits the rights of one parent in matters such as custody or visitation, please provide a copy for your child's student records. Unless your Court Order is on file with us, we must provide the rights that the law allows to parents concerning records, visitation and information about the child. The school will not serve as a transport place for change of custody between parents.

Field Trips

Field trips are part of the child's learning experience and are part of the school curriculum. They are planned and supervised by the classroom teacher. A permission slip must be signed by the parent prior to the scheduled trip in order to allow the student to participate. Students may be required to bring money or food for field trip lunches and similar activities. Field trips are an extension of the school program and all school rules apply. **TRIPS ARE LIMITED TO SCHOOL-AGED CHILDREN** of the participating grade level. Pre-School aged children and siblings at other grade levels are not allowed to participate in the Field Trip. Students may be excluded from these opportunities as a result of academic deficiencies, discipline matters, excessive school bills, and excessive absences (8 or more unexcused absences in a given semester).

Lockers

Each student in 6th grade is assigned a hallway locker. The District will provide locks. Other locks are prohibited.

Supply Lists

The District will provide supply lists prior to the beginning of school.

Telephone Use

Teachers and students are called to the phone for emergencies only. Students will not be interrupted during class time to speak with a parent or sibling unless it is deemed an emergency. Parents should call the office if their child is ill, and request homework at this time. Homework may be picked up right after school.

Recess

All pupils have approximately 20 to 30 minutes of supervised recess each day on the playground or in case of inclement or extreme cold weather in the gym or the classroom.

Parents are reminded to dress children so they are prepared to go outside for recess during cold weather. Parents who do not wish their children to go outside for recess due to illness should send a note. The note should specify the day the child is to remain inside. This is for the purpose of recovering from an illness or injury only. All children are expected to participate in recess unless they are ill or injured.

If the wind chill, according to www.weather.com for King City, MO, “feels like” 25° or below, there will be no outdoor recess. Students should always dress for outside recess when the “feels like” temperature is between 25°-50° including jackets, coats, hats, gloves, scarves, and boots. If temperature permits students will be allowed to go outside in the snow.

Taking Books Home

Students are permitted to take textbooks and library books home for study purposes. There are times when current-reading books will not be allowed to go home. Students are expected to pay for lost and damaged books and damage to other school equipment.

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.

If a parent/guardian would like to request the review of any of the above materials, please contact: Danny Johnson, Superintendent.

All District policies can be located at: <https://egs.edcounsel.law/king-city-r-1-school-district-policies/>

School Nutritional Program F-290-S

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, 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

This institution is an equal opportunity provider.

Student Transfers S-120-S

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

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. Any student who transfers to a school outside the student's attendance area based upon residence will be subject to all eligibility rules of the Missouri State High School Activities Association (MSHSAA). The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.
2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.
3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school Districts, Districts may contract for necessary services for students with disabilities.
4. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the District in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

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

Tobacco-Free Policy C-150-S

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

Firearms and Weapons F-235-S

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

Use of Recording Devices or Drones C-165-S

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

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

Signature and Form Requirements

- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

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

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

Student Signature:

Student Name (please print):

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

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

Parent/Guardian Signature:

Parent/Guardian Name (please print):

Date: _____

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

I acknowledge that I have received and reviewed the 2026-2027 Student/Parent Handbook. I understand the policies and guidelines of the District and that violations of these policies and guidelines may result in disciplinary action.

Parent/Guardian Signature

Parent/Guardian Name (please print):

Date: _____

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