

**EAST BUCHANAN C-1  
SCHOOL DISTRICT**

**Student/Parent Handbook**

**2021-2022**

**100 Smith Street**

**Gower, MO 64454**

**816-424-6466**

**Adopted by Board of Education August 16, 2021**

Contents	
Mission C-110-S .....	4
School Board Members G-100-S .....	5
Superintendent information .....	5
School building information and contact information .....	5
Welcome Letter .....	6
Academic Calendar I-100-S .....	6
Attendance and Absence Procedures S-115-S .....	8
School Cancellations and/or Early Dismissal .....	10
Arrival and Dismissal Procedures S-165-S .....	11
Dress Code S-180-S .....	13
Food Service Program F-285-S .....	15
Allergy Prevention and Response S-145-S .....	16
Health Services S-215-S .....	18
Illnesses/Injuries .....	18
Health Screenings .....	18
Health Office .....	18
Administration of Medication S-135-S .....	18
Communicable Diseases F-245-S .....	19
Student Insurance S-140-S .....	20
Student Records S-125-S .....	21
Visitor Procedures C-155-S .....	22
Transportation Services F-260-S .....	22
Student Discipline S-170-S .....	24
Bullying, Hazing, and Cyberbullying S-185-S .....	30
Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S .....	33
Title IX C-131-S .....	34
Lockers .....	35
Student Searches S-175-S .....	35
Student Alcohol/Drug Abuse S-195-S .....	36
Weapons in School S-200-S .....	36
Instruction .....	37
A+ Program S-130-S .....	37
Assessment Program I-195-S .....	38
Teaching About Human Sexuality I-120-S .....	39
Grading and Reporting System .....	39
Graduation Requirements I-190-S .....	43
Virtual/Online Courses I-160-S .....	45

Section 504 I-125-S .....	49
Special Education I-125-S .....	49
Technology F-265-S.....	50
District Sponsored Extracurricular Activities and Clubs I-210-S.....	52
Missouri State High School Activities Association (MSHSAA) Activities .....	52
Parties/Celebrations.....	55
Supply Lists.....	55
Student Parking .....	55
District Policy Information .....	55
English Language Learners S-150-S.....	55
School Nutritional Program F-290-S .....	56
Tobacco-Free Policy C-150-S .....	57
Firearms and Weapons F-235-S.....	57
Signature and Form Requirements .....	58
S-125-A Photo/Video/Audio Release Form Form E .....	59
F-265-P Technology Form A .....	60
F-265-P Technology Usage Agreement Form Form B.....	61
C-105-P District Rules and Guides Form A Student/Parent Handbook Acknowledgment .....	62

### Mission C-110-S

The Mission of the East Buchanan C-1 School District is Family, Community and School--working together, learning for all.



### **VISION STATEMENT**

We envision that East Buchanan High School will be a safe and positive environment in which our students will learn and prepare for success after high school.

### **VALUE STATEMENT**

We value...

- \* teaching and encouraging students to solve problems and make decisions that benefit themselves and others
- \* continual assessments of students' mastery of essential learning skills to monitor progress, reinforce the purpose of learning, and prepare for post-secondary education and/or training
- \* holding teachers and students accountable to high standards, not only academically, but in conduct as well
- \* encouraging students to be responsible, respectful, and self-disciplined members of a community
- \* professional growth through collaboration and education
- \* collaboration with parents and community members to nurture a productive learning climate for all students

### **Get Connected!**

For sign up information for BlackBoard and Parent Portal, please see our district webpage: [www.ebs.k12.mo.us](http://www.ebs.k12.mo.us) and [www.ebs.k12.mo.us/blackboard](http://www.ebs.k12.mo.us/blackboard)

School Board Members G-100-S:

Dean Walkup - President  
Jesse Fisher - Vice President  
Andrea Wilson  
Beth Gregory  
Kyle McCoy  
Lori Caylor  
Rodney Kenagy

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.

Superintendent information

Dr. John Newell, Superintendent  
100 Smith Street  
Gower, MO 64454  
816-424-6466  
newell@ebs.k12.mo.us

School building information and contact information

Mr. Josh Barker, Elementary School  
Principal  
816-424-3111  
barker@ebs.k12.mo.us

miller@ebs.k12.mo.us

Special Education Coordinator  
Mrs. Heidi Shoemaker  
shoemaker@ebs.k12.mo.us

Mr. David Elms, Middle School  
Principal  
816-473-2451  
elms@ebs.k12.mo.us

ELL/Homeless/Migrant Student  
Coordinator  
Mrs. Jenni Busby busby@ebs.k12.mo.us

Mr. Doug Miller, High School Principal  
816-424-6466

Title IX Coordinator  
Mrs. Heidi Shoemaker  
shoemaker@ebs.k12.mo.us

## Welcome Letter

Welcome to the East Buchanan School District! Our priority is to provide excellent learning opportunities for all students in physically and emotionally safe environments. Accomplishing this goal requires collaboration with all stakeholders, including students, parents, staff, and community members. We look forward to working together to ensure students thrive during their school years and are prepared to achieve a vision for their future which they have developed through their own imaginations and with the guidance and support of the whole East Buchanan family.

We strive to provide accurate and timely information throughout the year. This handbook provides critical information about district operating procedures and expectations. Please reach out to the District if you have questions, concerns, or suggestions.

Dr. John Newell, Superintendent

## Academic Calendar I-100-S

### EAST BUCHANAN C-1 2021/2022 CALENDAR

JULY							AUGUST							SEPTEMBER							17-19 Aug Staff Orientation/In-Service/Work Days 23-Aug Students' Opening Day 6-Sep NO SCHOOL - Labor Day 20-Sep Teacher PD Day-NO SCHOOL 15-Oct End of Quarter 18-Oct Teacher PD/ Work Day NO SCHOOL 19-Oct Parent/Teacher Conf 4-8 21-Oct Parent/Teacher Conf 4-8 22-Oct NO SCHOOL 12-Nov Teacher PD Day-NO SCHOOL 24-26 Nov NO SCHOOL Thanksgiving Vacation 17-Dec 12:30 Dismissal - End of Semester 20 Dec-3 Jan 20 NO SCHOOL Christmas Vacation 3-Jan Teacher Work Day 4-Jan Students return to school 17-Jan PD Day-NO SCHOOL (Martin Luther King D 18-21 Feb NO SCHOOL -President's Day Weeken 11-Mar End of Quarter 14-Mar Teacher PD/Work Day NO SCHOOL 14-18 April NO SCHOOL - Easter Break 15-May HS Graduation 2:00 p.m 20-May 12:30 Dismissal - Closing Day 77 1st Quarter 38 Days 2nd Quarter 39 Days 3rd Quarter 46 Days 4th Quarter 46 Days Student Contact Days 169 Days Teacher Work Days 9 Days Total Teacher Contract Days 178 Days Total Student Hours 1085.35 Hours (170*6.45)+(2*4.1) Weather Make-up Ho
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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11	12	13	14	15	16	17	15	16	17	18	19	20	21	19	20	21	22	23	24	25	26-Sep
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OCTOBER							NOVEMBER							DECEMBER							
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JANUARY							FEBRUARY							MARCH							
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16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	20-May
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APRIL							MAY							JUNE							
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					18						15										

Opening & Closing Days  
End of Quarter

Non-Student Work Days  
Not in Session

School Hours

High School (Grades 9-12)

8:20 a.m. – 3:15 p.m.

Middle School (Grades 6-8)

8:15 a.m. – 3:05 p.m.

Elementary School (Grades K-5)

8:20 a.m. – 3:15 p.m.

Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
Block 1/5 8:20-9:45 (80)	Block 1/5 8:20-9:45 (80)	Block 1/5 8:20-9:45 (80)	Block 1/5 8:20-9:45 (80)	Block 1/5 8:20-9:45 (80)
Block 2/6 9:51-11:11 (80)	Block 2/6 9:51-11:11 (80)	Block 2/6 9:51-11:11 (80)	Block 2/6 9:51-11:11 (80)	Block 2/6 9:51-11:11 (80)
Seminar 9-12 11:17-11:46	Seminar 9-12 RTI 11:17-11:46	Seminar 9-12 RTI 11:17-11:46	Seminar 9-12 RTI 11:17-11:46	Seminar 9-12 READING 11:17-11:46
Block 3/7 11:52-1:44 (81) 1 <sup>st</sup> lunch 11:46-12:17 <b>Class 12:23-1:44</b> ----- ----- 2 <sup>nd</sup> lunch 12:17-12:42 <b>Class from 11:52-12:17; 12:48-1:44</b>	Block 3/7 11:52-1:44 (81) 1 <sup>st</sup> lunch 11:46-12:17 <b>Class 12:23-1:44</b> ----- 2 <sup>nd</sup> lunch 12:17-12:42 <b>Class from 11:52-12:17; 12:48-1:44</b>	Block 3/7 11:52-1:44 (81) 1 <sup>st</sup> lunch 11:46-12:17 <b>Class 12:23-1:44</b> ----- -- 2 <sup>nd</sup> lunch 12:17-12:42 <b>Class from 11:52-12:17; 12:48-1:44</b>	Block 3/7 11:52-1:44 (81) 1 <sup>st</sup> lunch 11:46-12:17 <b>Class 12:23-1:44</b> ----- --- 2 <sup>nd</sup> lunch 12:17-12:42 <b>Class from 11:52-12:17; 12:48-1:44</b>	Block 3/7 11:52-1:44 (81) 1 <sup>st</sup> Lunch-11:46-12:17 <b>Class 12:23-1:44</b> ----- - 2 <sup>nd</sup> lunch 12:17-12:42 <b>Class from 11:52-12:17; 12:48-1:44</b>
Block 4/8 1:50-3:15 (80)	Block 4/8 1:50-3:15 (80)	Block 4/8 1:50-3:15 (80)	Block 4/8 1:50-3:15 (80)	Block 4/8 1:50-3:15 (80)

**Extended Learning and Seminar will not be held on early dismissal days.**

## Attendance and Absence Procedures S-115-S

### *Expectations for Attendance*

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

### *Procedures for Reporting an Absence*

Parents must call or email the building secretary by 8:45 a.m. stating the reason for their child's absence. The school will contact parents who do not report a student's absence by the designated time.

When a student is released early from school to a parent or guardian, it constitutes an absence. In general, prior notification is required when a student is dismissed early and the student must be checked out through the office.

### *Verified and Unverified Absences*

Absences are considered either verified or unverified. A failure to notify the District of an absence and the reason for the absence within 48 hours of the first morning of school missed by the student will result in the absence being considered unverified.

- Students with an unverified absence are not allowed to attend after school activities.
- Students with unverified absences may be considered truant and receive appropriate consequences.

Absences over 5 days per semester (or 20 blocks per semester for middle and high school students), even if verified by the parent, will be considered excessive unless absences are for the following reasons:

- A. Illness of student documented by a note from a doctor.
- B. Serious illness in the immediate family.
- C. Death in the family.
- D. Funeral of a friend or family member.
- E. Documented dental and doctor's appointments.
- F. Religious observances
- G. Court appearances or other legal situations beyond the control of the family
- H. Emergency situations as approved by the principal
- I. Visits from a parent or guardian on active military duty who is on leave from or will be immediately deployed, with notification and approval of the principal



OSS days will count in the five-day absence policy.

For high school students, letters will be sent home after the 5th, 8th, and 12th absence from school. The truant officer may be notified on the 12th absence.

The District requires, in cases of excessive absence, that the parent provide documentation in the form of a note from a healthcare professional regarding absence, and the District may require additional documentation in cases of excessive absence.

Any student over the age of 17 who is absent for 10 consecutive days without notification from a parent or guardian will be dropped from the District's rolls.

NOTE: An absence that is excused by the school may not be excused for A+ attendance requirements. (*See A+ Student Handbook*)

Students must be in attendance at least 1/2 a day to attend after school activities. Friday attendance counts for participation in weekend school activities.

Students who attend co-curricular or extra-curricular school activities like Math Olympiad, MARSEF, Ag Contest, and field trips are not considered absent.

Make-Up Work: If a student has a verified absence, the student may turn in work on the next class day without penalty. For each verified absence day, a student has one day to complete make-up work. Students are responsible for contacting their teacher directly or coordinating with the building principal to collect make-up assignments.

Students who are considered excessively absent may not be permitted to make up work. Students who have unverified absences or who receive OSS will be allowed to make up homework for no more than 50% as long as it is completed by the end of the mid term of the quarter. For students who receive OSS at the end of the quarter, the administration will determine the due date for assignments given then. Any work not turned in by the end of the grading period will receive "0".

Long-term project deadlines are left up to the teacher's discretion. If a student has a verified absence during the term of the project, an instructor may maintain the previous set deadline. Each situation will have to be looked at individually. Students leaving on school approved activities are responsible for finding out the assignments they will miss and making arrangements to complete work with their teachers. This needs to be done before they leave for the activity.

Late Work: Any work not turned in during the period in which it is due but is turned in no later than the next calendar day can receive no more than 75%. Work not turned in until the next class period or the second calendar day can receive no more than 60%. Work not turned in until the third calendar day or beyond (as long as it is in by the end of the mid term of the quarter) can receive no more than 50%.

### *Truancy*

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

### *Late Arrival/Tardiness*

A late arrival or tardy occurs when a student arrives after the expected class period has begun, as determined by the District. The District will count tardiness as an absence. Students who are tardy must check in with the office before going to class.

#### High School Student Tardiness:

Students are to be in their seats and ready to work when the bell sounds. Hence, it is possible to receive a tardy should the student be inside the classroom door but not seated. Each new quarter will allow each student to begin with zero tardies.

#### Consequences

First: free

Second: student warning

Third: free

Fourth: 1 lunch detention

Fifth: free

Sixth: 1 after/before school detention

Seventh: free

Eighth: 2 after/before school detentions

Over Nine: ISS

Tardies will be tracked weekly by the office. Parent notification will be mailed weekly as tardies arise.

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

School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing the BlackBoard notification system to notify students and parents/guardians. Announcements will also be made on local television channels. Please do not call the administration or radio/TV stations for this information. Parents are encouraged to sign up for call, text and email alerts to be sure to have timely and accurate information about school closures.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what s/he should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to

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

### Severe Weather

The tornado or bad weather alarm will be a continuous ringing of the bells or an announcement over the P.A. system or by direction of any teacher in charge who has warning by sight. Students will go to the main halls, the P.E. locker rooms and halls, being careful to stay away from doorways and windows and all glass areas. Students and staff should squat down with hands over the head against a west or south wall. Do not, under any circumstances, stay in any of the gyms.

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

#### Elementary School

- **Daily Checkout:** Students may not leave the school grounds during the day without accompaniment of a parent or adult. The parent must check the student out through the office. (Please do not go to the child's room as this disrupts the class in progress.) Your child will be called to the office. We require everyone entering the building to check in at the office before going to classrooms.
- **Arrival:** Students may be dropped off in the cafeteria after 7:30a.m. in the mornings. Please do not take children to their rooms. After 8:00a.m. students will be released from the cafeteria to the elementary hallway.
- **Closed Hallway:** Parents and visitors must obtain a visitor's sticker from the Office between the hours of 7:30am and 3:30p.m.
- **Dismissal:** Parents have the option of Car Pick up, Bus Pick up or students walking home. If parents need to meet with a teacher after school, please make an appointment with the teacher and you will be issued a visitor's pass.

#### Middle School

##### Leaving School Grounds

- Should a student become ill during the school day, please report to the office.
- When parents request early dismissal, please bring a note from home indicating the time of dismissal. Such notes should be turned in to office personnel upon arrival to the middle school.
- Before students leave for early dismissal, please report to the office. An authorized adult must sign out the student.
- A note must be given to the secretary, or parent must call the school before a student is allowed to go home with anyone other than persons listed on the emergency form.

#### High School

##### Student Early Dismissal Procedures

- The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent/guardian.
- Requests shall be in writing. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian.

#### Leaving School Grounds

- Notes will be accepted. The parent or guardian may also call if the student is to be excused.
- Any student leaving school without permission will be subject to disciplinary action.
- Students need to remember that no one is to leave the school grounds to go to the service station, grocery store, etc., at any time during the school day. This includes students who arrive at school on the bus before the 1st bell and students who are released at the end of the day to load the buses. Students should not be excused to do their banking; family shopping; get hair cuts; return home after books, clothes, or equipment; or any similar reasons. These are activities that can be taken care of other than during the school day.

#### Hillyards Students

Hillyards students driving to Hillyards or riding to Hillyards with someone else without permission from the office are subject to:

- 1st Offense 3 days In-School-Suspension
- 2nd Offense 3 days Out-Of-School-Suspension

No students are permitted to leave the school grounds during the school day except by permission of the office. Students arriving on buses are not allowed to go to stations, downtown, or across to the store before schools starts, nor are they allowed to do this after school is out before boarding the buses. Students leaving school grounds without office permission are subject to disciplinary action.

#### Child Custody and Student Pick-Up

Students of single-parent families will be released only upon the request of a parent/guardian who has parental rights to the student or to a person designated by the parent/guardian, in writing, as an authorized pick-up person.

Parents/guardians have the obligation to advise and provide up-to-date documentation to the building principal regarding any change in the legal and/or physical custody of the student. The building principal, at all times, has the authority to investigate and confirm the custodial status of a parent/guardian if the principal has inadequate information or reason to suspect that false or incomplete information has been provided to the District. Additional precautions may be taken by the school administration, appropriate to the age of students, and as needs arise.

### Dress Code S-180-S

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

Pupils are expected to be clean. Dirty hands, faces and unkept appearance detract from the personal well-being and dignity of the individual and reflect upon the total school society. Students will be required to go to the restroom to clean up. Only clothing and personal grooming that dignifies the person for the occasion is expected. There is a very close correlation between sloppy dressing and sloppy action and sloppy school work. Acceptable standards for dress and personal appearance for all students are as follows:

1. Some type of foot wear must be worn. If flip-flops or sandals are worn, students should bring a pair of tennis shoes for P.E. and recess.
2. Head coverings cannot be worn in the building by students, except on the way to their room in the morning before school, to or from recess or on their way to the bus after school.
3. Wearing apparel that has questionable wording and/or graphic display of items is prohibited. (Such as: intoxicating beverages, tobacco, profanity and drugs.)
4. Wearing apparel which does not cover the stomach or the body will not be allowed. (Such as: midriffs, halters, and spaghetti straps.) This may also depend on the age and physical development of the child.
5. Shorts should be worn during warm weather only, and must extend to or below the student's fingertips when their arms are held at their sides. The wearing of shorts should not interfere with normal school activities such as P.E., recess, etc. (Parents are expected to use good judgment.)
6. Students may not color their hair with temporary color other than Homecoming or Halloween. Students may not scratch or write words on their skin unless approved by their teacher or principal for spirit days.
7. In regards to bathroom issues, if a student has a solid accident, parents will be notified. Parents are encouraged to take the child home and clean them up. They then can be brought back to school.

### Student Dress Code

1. The dress code for the middle school is that all apparel worn by students must be neat and clean and in no way distracting or disruptive to the academic process. The administration has the responsibility of determining, that which is unacceptable and/or disruptive. In liberalizing the dress code, it is our intention to avoid being discriminatory or dictatorial to our students or patrons.
2. Any type of dress that is judged by the administration as indecent apparel will not be allowed.

3. School policy prohibits the wearing of apparel that is backless and/or exposes any part of the abdominal area. This includes halter-tops, crop tops, and other such related apparel. This regulation applies to all students.
4. Shorts length - when arms are fully extended the end of your fingers should be able to touch fabric.
5. Clothing consisting of spaghetti straps, tank tops, halter tops, shirts exposing any part of the abdominal area, or other inappropriate apparel is prohibited.
6. Clothing that advertises beer or alcoholic beverages, tobacco products or displays improper language or sexual innuendos is not permitted.

The above rules and regulations will be enforced until further notice. Students violating the dress code will receive a discipline referral. We feel that these rules and regulations are reasonable and ask that all parents and students give us their complete support in the enforcement. A student attending an activity, who is in violation of the dress code, will not be allowed to participate.

#### DRESS CODE FOR HIGH SCHOOL STUDENTS

1. The dress code for the East Buchanan C-1 High School is that any apparel worn by students must be neat and clean and in no way distracting or disruptive to the academic process. The administration has the responsibility of determining, that which is unacceptable and/or disruptive. The dress code is not an attempt to be discriminatory or dictatorial to our student or patrons.
2. Any type of dress that is judged by the Administration, as indecent apparel will not be allowed.
3. School policy prohibits the wearing of apparel that is backless and/or exposes the midriff. This includes “halter tops”, “crop tops”, “spaghetti straps”, “racerback tanks”, and other such related apparel. This regulation applies to all students.
4. Clothing that advertises beer or alcoholic beverages, tobacco products or displays improper language is not permitted.
5. Hats are not to be worn in the building during school hours. They are to be placed in their locker.
6. Extremely short or revealing clothing such as shear spandex, etc. must not be worn to school.
7. Ripped shirts or shirts that are designed to be under garments should not be worn to school.

The above rules and regulations will be enforced until further notice. We feel that these rules and regulations are reasonable and ask that all parents and students give us their complete support in their enforcement. The only exceptions to these rules are either stated or are in the extracurricular athletic programs. Coaches, within their own programs, may elect to enforce a more strict grooming code than for the rest of the student body. This can be justified in so much as athletics are elective activities of the school and participation is not required for credit or graduation

### *Dress Code Expectations*

Shirts and shoes must be worn. No house shoes or slippers are allowed. Clothing should be properly fitted (not overly restrictive or loose). Coverage of the body is expected. Therefore, the following garments are not permitted: see-through garments; tops that are backless, strapless, low-cut, bare-midriff, have overly-large arm openings; or spaghetti straps; clothing that does not cover undergarments when a student is sitting or standing; undergarments worn as outer wear; clothing that does not reach to *mid-thigh* holes in pants that are above *mid-thigh* unless patched. No blankets shall be carried or worn as coats or wraps while in the building. No heavy or loose chains, or straps that create a safety risk are allowed.

### *Dress Code Prohibitions*

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

1. Profane, obscene, or otherwise inappropriate language;
2. Words, symbols or images that promote illegal, sexual, or violent behavior;
3. Advertisements or promotion of alcohol, tobacco, or drugs;
4. Language or symbols that promote gangs.
5. Hats; hoods (hooded sweatshirts worn up); do-rags; handkerchiefs; sunglasses; face paint; overly-dramatic make-up; or 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.

### *Additional Dress Code Information*

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

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

### Food Service Program F-285-S

The cafeteria will begin serving hot lunch and breakfast on the first day of school. All students in the district will have a closed lunch hour. No students are permitted to leave school grounds during lunch or to purchase food. Students must bring their own lunch or purchase lunch in the cafeteria. Hot lunch and an additional second lunch and salad will be offered along with a la carte items that can be purchased with lunch cards.

During the 2021-22 school year, the district will offer breakfast in the High School for students and staff which can be purchased with a lunch card.

Please use the Parent Portal to load money onto your student’s meal account. Parents may also give cash or a check directly to the building secretary for meal accounts. Students must have a balance on their accounts in order to purchase breakfast or lunch.

Students may not share hot lunches provided by the school. Students may not borrow each other’s lunch cards. If a lunch card is lost, a replacement card may be requested at a cost of \$5.00.

*Meal Costs*

Breakfast	\$2.00
Adult Breakfast	\$2.56
Reduced Breakfast	\$0.30
Elementary Lunch	\$2.50
Middle School Lunch	\$2.50
High School Lunch	\$2.50
Adult Lunch	\$3.75
Reduced Lunch	\$0.40

*Free and Reduced Lunch Application*

Free/Reduced Lunch application forms are included in enrollment paperwork, are available on the district’s website and upon request from the building secretary. Please return the form to the building principal’s office. Students who qualify for Free/Reduced Lunch will also qualify for breakfast.

*Adult Visitors for Lunch*

Adults who wish to attend lunch with their student should contact the building office. All visitors require office approval.

Allergy Prevention and Response S-145-S

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

*Building-Wide and Classroom Approaches*

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



as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine as allowed by District rules.

Because of the commonality of Peanut Allergies, the district will follow the policy of a “modified” peanut-free environment. No food containing peanuts will be served by the school cafeteria. Students bringing lunch from home are allowed to bring in peanut containing items. There will be a designated “peanut free” table in the lunch room that no student eating peanut containing food can eat at. Parents bringing classroom treats for occasions such as birthdays or holiday parties that are to be shared with all students in class will be encouraged to bring in prepackaged and peanut-free items. Classrooms will be closely monitored regarding student safety as specific allergy needs are identified.

#### **Pets in Classroom**

Due to allergy concerns pets are not to be brought into the classroom. Arrangements may be made with the principal in special situations.

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

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

#### ***Individual Approaches***

The District will evaluate and determine whether a student’s allergies rises to the level of a disability that require 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.

#### *Food/Insect Allergies*

A child whom has suffered any anaphylactic reaction to any foods or insect bites needs to provide the school with an up-to-date medical action plan signed by a licensed physician.

#### 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*

Parents/guardians are responsible to have someone available to pick up their child if he/she becomes ill or hurt. Students with a temperature of 100.4 degrees Fahrenheit or higher, or who have had vomiting or diarrhea, must be fever, vomit and diarrhea free for 24-hours without the use of medications before returning to school.

Parents or Emergency contacts listed on the enrollment forms will be contacted if an emergency or concern arises. Please make sure the office has updated phone numbers and emergency contact numbers in the child's file. In the unlikely event that an emergency occurs and no contacts can be reached the student will be taken to the nearest health care facility

#### *Health Screenings*

Annual vision and hearing screenings are performed on students in grades Kindergarten through Fifth. Vision and hearing screenings may be performed for students in grades Six through Twelve. These screenings typically take place in the during the first semester of the school year.

#### *Health Office*

If you have any questions, please contact Katie Anderson, 816-424-3111.

#### Administration of Medication S-135-S

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

*Non-Prescription Medication* – A written note from the parent/guardian with the student’s name, reason for the medication, the time the medication is to be given, the dosage prescribed, and the number of days the medication is to be administered at school. These medications include, but are not limited to, allergy medication, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), cough drops, or other. All non-prescription medication brought from home must be in its original container. Forms are available on the school website-Health Services tab. Student Health sheet must be completed every school year before any OTC medications are administered. These sheets are kept on file in the health room.

*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. A written request from a parent/guardian for the medicine to be taken at school will be kept in the student’s cumulative health record. This request must include the time the medication is to be taken and for how long. Forms are available on the school website-Health Services tab. Medication should be delivered to the school by a parent/guardian or other responsible adult. If medication must be transferred on the school bus it must be given to the bus driver who will hand it to a school employee when the bus arrives at school.

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 or the school office.

Students may carry their inhalers as long as they have the appropriate paperwork on file in the health room.

#### 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.

A student is exempted from obtaining immunizations if the district has on file the completed, original forms necessary to show that the student will not be immunized for religious or medical reasons. An exemption for medical reasons requires certification by a licensed doctor of medicine or osteopath that either the immunization would seriously endanger the child's health or life or that the child has documentation of laboratory evidence of immunity of the disease. An exemption for religious reasons requires written certification from one parent/guardian that immunization of the student violates his or her religious beliefs. This record will be kept on file in the Health Room. Parents will be notified if their child appears to need additional immunizations before attending school. If additional immunizations are received, please send record to the school nurse.

#### 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://mydss.mo.gov/healthcare/mohealthnet-for-kids>

### 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 and file complaints regarding the records as allowed by law. 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. 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; 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; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

*Military and Higher Education Access*

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

*Release*

Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form.

*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

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.

Transportation Services F-260-S

If your child will not be riding the bus on a given day, please contact the bus barn (816-424-6110) so the driver is made aware. If you have questions about the bus routes, please contact Jackie Saul (816-424-6110).

The following is the approximate schedule for bus arrival and departure from school:

Arrive at Middle School	7:55 – 8:00 a.m.
Arrive at Elementary School	7:45 – 7:55 a.m.
Shuttle buses will leave for Middle School	7:55 a.m.
And from Middle School to Elementary School	7:45 – 7:55 a.m.

Shuttle buses will leave Middle School at	3:05 p.m.
All buses will leave Elementary School	3:20 – 3:25 p.m.

No students living less than one mile from school will be transported. All such students will be required to walk to school or be otherwise transported by parent/guardian arrangements. Vehicles dropping off and picking up students may not block the bus parking area on school grounds. Parking is available west and south of the Elementary school.

Students are not permitted to leave school grounds once they are dropped off by the bus in the morning or while waiting for buses to arrive at the end of the school day. Students are required to come directly into school upon drop off.

Students residing on the east side of town in the Gregory 1 Addition or the Platte Purchase must use the crosswalk in front of the Subway to cross the highway. Those students living on the Gower Addition east of Field Street should walk on the east side of the highway in the afternoon.

#### Student Conduct on School Transportation

Students, parent/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation.

The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible. When students fail to comply with the rules, the district administrators will act in accordance with the following guidelines in addition to the District’s Student Code of Conduct.

Final disciplinary action will rest with the building principals.

- First written notification of discipline problem: The student will be counseled by the building principal and the parent will be notified.
- Second written notification of discipline problem: The student will be counseled by the building principal and the parent will be notified in person or by phone. Both student and parent will be advised of possible three-day suspension should a third written notification occur.
- Third written notification of discipline problem: The student will be suspended from riding the school bus where the problem occurred, for the next three days. Both student and parent shall be informed of this action by telephone followed by a letter.
- Fourth written notification of discipline problem: The student will be suspended from riding the school bus, where the problem occurred, for the next five days. Both student and parent will be advised of the school district action.

- Fifth written notification of discipline problem: The student shall be expelled from riding the school bus for the remainder of the school year. Both student and parent will be advised of the school district action.

An automatic suspension from riding the school bus may occur in the principal's or designee's discretion based on the severity of misconduct.

### 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 prohibits confining a student in an unattended, locked space except for an emergency situation while awaiting the arrival of law enforcement personnel.

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

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

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

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

### *Standards of Conduct and Consequences*

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

### *District Policy for Discipline* *Definitions*

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

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

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

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

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

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

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

*Physical Restraint* – The use of person to person physical contact to restrict the free movement of all or a portion of a student’s body. It does not include briefly holding a student without undue force for instructional or other purposes, briefly holding a student to calm the student, taking a student’s hand to transport him or her for safety purposes, physical escort, or intervening in a fight.

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

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

<b>Prohibited Conduct</b>	<b>Definition</b>
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include

	plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person’s work, failure to contribute to a team project, or other misconduct related to academic work.
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 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.
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	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).
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 in view of others 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; misuse of personal electronic devices.
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.
Other Weapons	Possession or use of any weapon as defined in District rules, other than those defined by 18 U.S.C. § 921, 18 U.S.C. § 921(g)(2) or § 571.010, RSMo.

**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 coordinators are the building principals and can be reached by contacting the school office.

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

#### *Reporting Bullying or Cyberbullying*

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

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. Complaint forms may be requested from the school office or counselor’s office. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

High School and Middle School Reporting: Sprigeo is an online reporting system that students may use to report bullying and/or school safety threats. The Sprigeo

icon is on all school issued laptops or can be accessed by going to [www.sprigeo.com](http://www.sprigeo.com). The student needs to indicate the school building they attend and then follow the prompts provided. An email will then be sent to the building principal and building counselor to notify them of the issue.

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

### *Investigation*

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

### *Retaliation*

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

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

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

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

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



### *Public Notice*

The District will:

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

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

### 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: Dr. John Newell, Superintendent  
Phone #: 816-424-6466  
Email: newell@ebs.k12.mo.us

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: Mrs. Heidi Shoemaker, Director of Special Services  
Phone #: 816-424-6466  
Email: shoemaker@ebs.k12.mo.us

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

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

#### Title IX C-131-S

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

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

Name or Title: Mrs. Heidi Shoemaker, Director of Special Services  
Address: 100 Smith Street  
Gower, MO 64454  
Email Address: shoemaker@ebs.k12.mo.us  
Phone #: 816-424-6466

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.

### *Lockers*

Each student in grades 6 through 12 is assigned a hallway locker for a given school year. Students who lose their locks are required to pay for a replacement lock. Locks will NOT be furnished for student, however, students may purchase a lock to use. Students are responsible for their lock. If the student loses the lock key or forgets their combination, the lock will be cut off the locker. Lock replacement is at the student's expense.

Students should not tamper with or loiter around lockers other than their own. Do not compile lists of locker combinations, seek to find out other students' combination without their knowledge, or engage in any activities that result in your having unauthorized access to other students' possessions.

Lockers are school property and remain at all times under the control of the school. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice and without student consent.

Lockers are a privilege; they are not a right. Abuse of the privilege could result in loss of locker privileges.

### Backpacks and Bookbags

Students are allowed to bring backpacks/bookbags to school. Some teachers may allow backpacks/bookbags in their classrooms, some may not. Please follow each teacher's classroom policy. Students may visit their lockers between each class. However, they are encouraged to pick up all of their materials for their morning classes at the beginning of the day, and return to their lockers after lunch to pick up materials for their afternoon classes.

### 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. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

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

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

A student who refuses to submit to a search may be appropriately disciplined by school officials.

#### 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 a 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.*)

#### 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 at least 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

#### *A+ Program S-130-S*

##### *A+ Program Description*

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

##### *A+ Program Requirements*

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

More information about the A+ program may be accessed through on the District website the high school counselor, and/or the District A+ Coordinator, Val Jones.

CADET PROGRAM A+ tutoring requirements have been revised for cadets who are tutors. Tutors must maintain a 2.5 GPA. Tutoring hours must be logged on a daily basis and must be turned in to the A+ Coordinator on or before the last class day of each month. Preference will be given to A+ seniors who have not previously been a cadet and who have completed the tutoring application their junior year. Other A+ seniors who need tutoring hours will be placed next. Juniors will be placed as needed on GPA and completion of the tutoring application. There will be NO placement of cadets as tutors after the last day of class changes in August/January. Cadets will not receive academic credit for this class period.

### *Assessment Program I-195-S*

All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is as follows:

#### Elementary School:

##### State Assessment Procedures:

- Students in grades 3-5 will take the Missouri Assessment Program (MAP) in the Spring.
- Grades 3<sup>rd</sup>-4<sup>th</sup> will take the English-Language Arts (ELA) and Math Assessments.
- Grade 5 will take the English-Language Arts (ELA), Math and Science Assessments.

##### District Assessment Procedures:

- Students in grades K-5 will take the aimswebPlus assessments for Math and English-Language Arts 3 times per school year.
  - K-1 testing is completed 1 on 1
  - 2-5 testing is completed in the computer labs

#### Middle School:

##### State Assessment Procedures

- 6th grade students will be assessed by the MAP assessment in the areas of Communication Arts and Math.
- 7th grade students will be assessed in the areas of Communication Arts and Math. 8th grade students will be assessed by the MAP assessment in the areas of Communication Arts, Math, and Science.
- MAP A may be given if the student has the appropriate recommendations listed in their IEP.
- State assessments will be given during the spring, typically the months of April and May. Informal assessments such as the Kuder Career Inventory, Star-Math, and Star-Reading may be given to all students at intermittent times during the school year.

#### High School:

All students are expected to participate in the state required End of Course Exams. The exams will be given in the following classes: LA I, LA II, Algebra I, American Government, and Biology I. Possible consequences for not participating in the East Buchanan and Missouri Assessment Program are an inability to graduate based on failure to complete required assessments.

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

Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. 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. This instruction is provided at only the Middle and High School levels, within specific courses. All curriculum materials used in the District's human sexuality instruction are available for review prior to its use in instruction.

### Supplies and Textbooks

1. Students are expected to report to class with necessary supplies and materials.
2. Textbooks are provided by the school and may be checked out by students at any time.
3. The student will pay for all lost or damaged books. The following schedule is used to determine the cost:
  - a. 1 to 2 years old in good condition: 100% of original cost
  - b. 3 to 4 years old in good condition: 60% of original cost
  - c. 5 to 6 years old in good condition: 30% of original cost.
4. Google Meet is the official online interaction system for the East Buchanan School District

### *Grading and Reporting System*

#### Parent- Teacher Conferences

A parent/teacher conferences will be set up after the first quarter. The parent at this time will be given the student's report card and discuss the student's performance. This establishes communication between parent and teacher. Conferences are encouraged throughout the year as the need arises.

#### Parent-Principal Conferences

It is advisable that parents seek a conference with the teacher regarding student problems first. If problems still exist, a conference with the principal is then suggested.

#### Physical Education Classes

If a student has a written excuse from home regarding physical education classes that excuse must be turned into the building office for review. If necessary, parents will be called regarding the requested excuse. If necessary, a student will be excused from an activity that may be detrimental to the students condition. Students are not excused

from dressing out, walking-warm ups, stretching, and doing other activities the instructor deems fit.

Special PE uniforms are not required; however, for hygienic reasons, students are asked to supply a change of clothes for physical education.

### Elementary Curriculum Information

Education at East Buchanan means: Focusing and organizing all of the school's programs and instructional efforts around concepts that all students should acquire and demonstrate before they leave school. Students are taught basic concepts as determined by both state and local guidelines.

A report card is maintained for each student. The following report code is utilized:

- A through F (Grades 3,4, & 5)
- S=The student has demonstrated satisfactory proficiency. (Grades K-2)
- N=The student needs improvement with a specific concept. (Grades K-2)
- U=The student has demonstrated unsatisfactory proficiency. (Grades K-2)
- Blank=The concept has not been taught. (Grades K-2)
- I=Incomplete (Applies to Art, Music, and P.E. only)

### Letter Grades

Letter grades are earned by students in Grades 3-5. These grades are determined by the percentage of proficiency the student has demonstrated on tests, daily work, and homework.

The following grade scale is used to determine letter grades for grades 3-5:

A 95-100	C 73-76
A- 90-94	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 63-66
B- 80-82	D- 60-62
C+ 77-79	F Below 60

### Report Cards

Report cards will be sent home to parents or guardians at the end of each of the four quarters. A parent conference will be held at the end of the first quarter. Mid-quarter reports, if needed, will be sent home during each quarter to encourage more progress. Parents are able to see student grades within Lumen. If you need to set up this parent portal please email [Eric@ebs.k12.mo.us](mailto:Eric@ebs.k12.mo.us). When questions or concerns come up we ask that you please contact the teacher.

### Honor Roll

There are two honor rolls for grades 3-5 each quarter. The Gold Honor Roll consists of all A's in all subjects (90% and above) and satisfactory in Art, Music, and P.E. The Blue Honor Roll consists of all A's and B's in all subjects (80% and



above) and satisfactory in Art, Music, and P.E. Any discrepancies will be decided by the principal.

### Homework (Grades 3-5)

Homework is a valuable part of the learning experience. It allows students to practice skills and reinforce their understanding. It gives students additional time to complete tasks and allows students to develop good study and work habits.

Each grade level will send home expectations for homework. Parents or guardians need to sign and return the homework expectations document to the classroom teacher to indicate an understanding of those expectations.

### Video Conferencing

Some teachers may have virtual meeting opportunities for students. The East Buchanan School district utilizes Google Meet for teacher-led conferencing if that should occur.

### Student Emails

Students in grades 4-5 will have district-provided email capabilities. A student acceptable use agreement will be required for all 4<sup>th</sup> and 5<sup>th</sup> grade students to acknowledge the rules of utilizing the emails. This provides students a virtual way to communicate with teachers outside of the classroom setting.

### Vacation Homework

Parents should plan to make arrangements one week in advance with their child's teacher prior to taking vacation during the school year. Parents should pick up school work/homework no later than the day before the child leaves for vacation. All school work/homework should be completed prior to returning to school and given to the child's teacher on the day the student returns to school.

## Middle School Curriculum Information

### Homework Purpose and Definitions

- Practice or review of material already mastered in class, such as skills practice and/or studying for a test or quiz.
- Introduction to new material to be presented in future lessons, examples- reading about or researching a topic.
- Extension of knowledge, which involves applying something previously learned to a new situation and/or extending that knowledge to real-life situations.
- Integration of skills learned in class through deadline - oriented projects.

### Specific Details About Homework at East Buchanan Middle School

- Homework may be assigned on a daily basis; this could include weekends and holidays.
- Homework tells teachers if a student understands new material or still needs more practice.

- Homework is expected to be turned in at the stated/written deadline.
- Homework is to be of high quality.
- Make-up work due to absence is responsibility of the individual student. The teacher, counselor, or Parent Link is a great way to check on assignments missed due to absence. The time limit policy for assignments due to absence can be found in the Parent/Student Handbook, above.
- Each teacher will handle the grading of late assignments according to their classroom policy.

#### Parent Role in Homework at East Buchanan Middle School

- Parents should facilitate the completion of homework, not do the homework for the student.
- Parents should support the idea that homework is just as important as outside activities by helping their students manage time so that both homework and activities can be completed.
- If there are any questions about assignments, parents could call and discuss the questions with the teacher, during planning time or before and after school.

#### High School Curriculum Information

##### Alternative Education Program

The Alternative Program gives students at East Buchanan the opportunity to recover credits that were failed, earn credits which will allow them to graduate with their cohort group or help them meet the requirements to receive their high school diploma. Also upon recommendation by the High School Principal and Counselor, students may also be given the opportunity to take classes that the schedule may not be able to offer on a year-to-year basis. If there are classes available in the offered schedule that students can still take, those classes must take first priority. Students will not be allowed to take classes that will help them gain an advantage in GPA and class rank if all students in that cohort group do not have that same opportunity. The Alternative Program currently uses EdGenuity as the curriculum for the offered classes.

##### Grading Scale

A 95-100	C 73-76
A- 90-94	C- 70-72
B+ 87-89	D+ 67-69
B 83-86	D 63-66
B- 80-82	D- 60-62
C+ 77-79	

##### Honor Roll

Two honor rolls will be used: High Honor Roll and Honor Roll. In order to get on the High Honor Roll, a student must have grades of A or A- in all courses. In order to get on the Honor Roll, a student must have grades of B- or better in all courses. Weighted classes are used in the computation of both honor rolls.

Incentives

Semester Finals Incentive: A student may earn the opportunity to opt out of semester finals by achieving the following academic goals.

- No student may opt out of the semester final for a class they are failing.
- No student may opt out of a dual credit or college credit semester final.
- No student may choose to opt out of a semester final that is the Missouri End of Course assessment for that class.
- A student may not opt out of a semester final if they have more than three tardies to that class.

Academic standing starts over for the second semester. A student that has an A or a B in a class may opt out of the semester final provided it is not one of the exceptions listed above. A student may choose to take the final in an attempt to raise their grade.

Off Campus Lunch Incentive: This incentive is for seniors only, and subject to the approval of the High School Principal. Thursday is the only day a student may leave campus for lunch. This incentive begins at the start of the second quarter and is based on goals achieved and measured by the quarter. Students sign out in the HS office before leaving campus. Students are not permitted to drive. Students are excused from seminar/class five minutes early to leave campus, get their lunch and return to the lunchroom to eat. To be eligible for this incentive, a senior student must have earned a 3.75 GPA the preceding quarter and must have successfully logged five hours of community service during the preceding quarter. Eligibility will be checked at the beginning of the second, third, and fourth quarter.

Retention

The District has a retention policy which will affect the high school. The number of credits a student has passed at the end of a school year will determine which grade level the student will be classified in for the next school year. It is necessary to have successfully passed the following number of credits to be classified and participate in the appropriate class:

- 0-6.5 credits: Freshman
- 7-13.5 credits: Sophomore
- 14-19.5 credits: Junior
- 20-32 credits: Senior

Students will not be permitted to participate in activities or attend class meetings restricted to members of other classes.

*Graduation Requirements I-190-S*

Class of 2010 and beyond will be required to have 28 credits for graduation.

<u>Department</u>	<u>General Diploma</u>	<u>Academic Diploma</u>
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English (LA I & LA II)	4	4
Social Studies (Gov't, Am History)	3	3
Mathematics	3	3
Science	3	3
Fine Arts	1	1
Practical Arts	1	1
Physical Education	1	1
Health/Personal Finance	1	1
Electives	11	5
Advanced Electives	-	5
Foreign Language	-	1
<b>Total</b>	<b>28</b>	<b>28</b>

The East Buchanan Board of Education shall permit a waiver of one academic credit of Science for students who complete a three-unit career and technical education program of study. Students who have completed a three-unit agricultural program consisting of Agriculture 1, Agriculture 2, and either Animal Science/Food Science, Conservation Natural Resources, or Greenhouse 1 would be awarded one Science credit. This waiver of credit by the local board is permitted under the DESE Graduation Requirements for Students in Missouri Schools.

#### Additional Requirements

1. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the United States government and the electoral process.
2. Pass Proficiency exams concerning American History, American Institutions, and the Missouri and the United States Constitutions.
3. Have enrolled and earned a minimum of 3 credits in the East Buchanan C-I School Districts educational program between the ninth and twelfth grades.
4. Students must meet all graduation requirements to participate in the graduation ceremony.

#### Exceptions

1. Juniors or Seniors transferring from another accredited Missouri school to East Buchanan who have not been enrolled at EB for at least two semesters or more who cannot reasonably complete the East Buchanan requirements, may be permitted to graduate based on the successful completion of a program of study that would have met the graduation requirements at the school they formerly attended. Such students are to meet the requirements in Additional Requirements 1 & 2, above.

2. Students who transfer from another state or country of an unaccredited private, public, or home school and who are placed in the ninth grade will be required to meet all established graduations requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents/guardians to develop a program of study that will result in graduation if successfully completed.
3. The total credits required for graduation for students attending Hillyards for a two-year program will be 24 credits to graduate due to moving students to attend in the afternoon.

### Earning Requirements

1. The Superintendent/designee is directed to assign credit values for courses offered by or through the district and to develop formulas and procedures for awarding credit to transfer students who transfer from a district that uses a different standard for awarding credit.
2. The East Buchanan School District recognizes units of credit obtained through correspondence courses or courses delivered primarily through electronic media, such as satellite video, cable video or computer driven online courses, in accordance with District policy and the law.

For the purposes of these rules, an “accredited school” is a DESE-approved MOCAP provider; a private agency where students with disabilities are placed by a public school; or any school accredited by the Missouri Department of Elementary and Secondary Education (DESE), the North Central Association of Colleges and Schools (NCA), the Independent Schools Association of the Central States (ISACS) or the University of Missouri Committee on Accredited Schools Non-Public (CAS). If a school is located in another state or country, that school must be accredited by that state’s or country’s department of education, NCA, ISACS or the equivalent agencies.

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

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

For more information regarding online courses, consult the secondary course catalog and/or speak with your school counselor. Additional information about resources and processes may be accessed on the District’s website at:  
[https://f8e4a7c9-a1ce-413b-b073-10cf31946b46.filesusr.com/ugd/60e050\\_c23640ba884b4d8aa181a48aa88e4850.pdf](https://f8e4a7c9-a1ce-413b-b073-10cf31946b46.filesusr.com/ugd/60e050_c23640ba884b4d8aa181a48aa88e4850.pdf)  
and District Policy.

Diplomas Students will be awarded either a diploma or certificate of attendance in accordance with this policy and as permitted by law.

### Graduation Recognition System

The East Buchanan High School graduation recognition system will honor graduates based on the below Cum Laude system.

- Summa Cum Laude “With Highest Distinction”: 4.0 and above
- Magna Cum Laude “With Great Distinction”: 3.87-3.99
- Cum Laude “With Honors”: 3.75-3.86

Valedictorian and Salutatorian: East Buchanan High School will recognize the Valedictorian and Salutatorian in each graduating class (the first and second place weighted GPA academic diploma recipients). Aside from Valedictorian and Salutatorian, no rank will be provided to students after the graduating class of 2018. We will award Academic and Regular diplomas at graduation.

### Academic Diploma Advanced Classes

These courses have been designated ADVANCED for the Academic Diploma and will meet the requirements needed for the five advanced electives. This does not necessarily mean that each advanced class is weighted. Advanced classes cannot count as both a required class for graduation AND an advanced class.

Accounting I/II	Conservation of Nat Resources
ACT Prep	Concert Choir II, III, IV
Apparel and Textiles	Creative Writing
Ag Business, Sales, Marketing	Earth and Space Science
Ag Construction	English 101/102
Ag Animal Science/Food Science	English Literature/Coll Prep
Ag Management & Economics	Entrepreneurship in FACS
Ag Mechanics	Family – Consumer Res. Management
Ag Science II	Family Living and Parenthood
Ag Structures	General Foods
American History 101	Geometry
Applied Biology/Chemistry	Greenhouse
Applied Communications Art II, III, IV	Hillyards Housing & Human Environments
Band II, III, IV	IDL Classes
Advanced Band	Journalism
Biology II	LA III/IV
Business Technology	Nutrition and Wellness
Business Law/Management	Physics
Calculus	Pre-Veterinary Science
Chamber Choir II, III, IV	Psychology/Sociology
Chemistry I	Spanish II, III, IV
Chemistry II	Speech/Drama
Chemistry 211/L	Trigonometry
Child Development	Hotel/Restaurant Mgmt.
Advanced Child Development	World Geography
College Algebra	

### Class Weighting

The East Buchanan C-1 High School has designated specific classes as "weighted classes". This means that students taking the weighted classes will be able to earn additional grade points in those classes.

#### EXAMPLE:

Grade	Non-Weighted	Weighted
A	4.00	4.333
A-	3.667	4.00
B+	3.333	3.667
B	3.0	3.333
B-	2.667	3.0
C+	2.333	2.667
C	2.0	2.333
C-	1.667	2.0
D+	1.333	1.333

\*NOTE: NO ADDITIONAL POINTS WILL BE AWARDED IN A WEIGHTED CLASS FOR ANY GRADE BELOW A C-.

The following classes are weighted:

Level I - Advanced math, Advanced Band, Algebra II, Biology II, Chemistry I, Geometry, Psychology/Sociology, Speech II, College Prep/English Literature, Spanish III/IV

Level II - Any dual credit college class, College Algebra, Chemistry 211, Chemistry II, English 110/English 101/102, Physics, Trigonometry, American History 101/American History to 1877

### Academic Letter Enrollment Requirements

1. A student must be enrolled at East Buchanan C-1 High School at the end of the first quarter of the current school year.
2. A student must be classified as a Freshman, Sophomore, Junior, or Senior.
3. COURSES:  
A student must be enrolled in one (1) class from each of these four (4) areas: English, Mathematics, Science, Social Science.  
He/she must be enrolled in a total of eight (8) units of credit.
4. GRADE POINT AVERAGES:  
A student must have maintained a 3.667 GPA during the first three (3) quarters of the current school year. (The GPA includes weighted classes.)

Letter:

1. An academic letter will be awarded to those students eligible for an initial academic letter.
2. A bar will be awarded after receiving an initial academic letter.

### Dual Credit Classes

Classes that meet the requirements for both high school and college credit (dual credit/dual enrollment) have become increasingly popular for junior and senior students. While some of these classes are taught by East Buchanan teachers (adjunct college professors), many of these classes are taught online. Students and parents need to remember that when a student is enrolled in dual credit courses, almost all of the decisions made regarding the courses are made by college faculty and are not subject to influence by East Buchanan teachers, counselors, administration. Students must be prepared to handle the workload and to accept the decisions/grades assigned by the college faculty.

Mr. Holloway and Mr. Painter are adjunct professors for UMKC. All other classes offered are online through Central Methodist, MWSU, or NCMC.

When a student is enrolled in an online class, they are given time during the high school schedule to complete work associated with the class. The student is independent and working through the college/university.

Dual credit classes while in high school typically receive a reduced tuition rate. This tuition is responsibility of the student and his/her parent/guardian. East Buchanan High School does NOT pay for tuition for any students. Financial obligations incurred by the student are solely the responsibility of the student and his/her parent/guardian. There are fees associated with these classes outside of tuition – textbooks and access codes (online courses) are the most common. East Buchanan WILL pay for these costs for the following classes: Chemistry 211, College Algebra/Trigonometry, English 110. All other classes that a student may CHOOSE to take will include the student and his/her parent/guardian paying any textbook or fees associated with the course.

The decision to take dual credit courses should not be taken lightly. These courses are rigorous and the grades earned will be included on your college transcripts. STUDENTS MUST MEET THE FOLLOWING CRITERIA TO TAKE DUAL CREDIT COURSES: 3.0 overall cumulative HS GPA, ACT composite of 21 or higher, EOC score of Proficient or Advanced in subject area. NOTE: Certain colleges may require ACT subscores in subject area.

### Middle School and High School Class Changes

Students may drop or add a class during the first, 5-day period of each semester ONLY. NO classes can be added after this time period. Exceptions are made for college classes. This deadline also applies to requests to drop or add online or virtual courses.

### Summer School Courses (High School)

Summer school classes must be approved in advance by the high school principal for inclusion on the high school transcript. Only one class for credit will be approved. Summer school classes are not counted towards extracurricular activities eligibility.



### *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 Taylor Barker. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

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

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

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

The District assures that personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents have the right to file complaints with

the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

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

This plan may be reviewed Monday – Friday (8:30 am – 4:30 pm) in the office of the Taylor Barker. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

### Technology F-265-S *Cell Phone Guidelines*

Cell phones are a pervasive and prevalent part of today's culture in a rapidly changing world. As a privilege for Middle and High School students, the use of cell phones is permitted before and after school, during passing periods between classes, and during lunch. Cell phones may not be used during classroom instructional time unless specifically permitted by the teacher.

The use of other electronic devices, including, but not limited to beepers; radios; CD players; mp3 players; iPods; laser pointers; and portable/handheld video, music and gaming devices is allowed during classroom instructional time only with the teacher's permission. Portable music devices (iPods, mp3 players, etc.) may be used during passing periods and during lunch periods. The unapproved use of these devices may be subject to confiscation with parents being required to pick up the electronic device from staff and administration. The school will not be responsible for items that are lost, stolen, or broken.

Elementary students are not permitted to use cell phones or other personal electronic devices during the school day.

If a student is not using a personal electronic device properly, is being disruptive with the device, or is using a device at a time not permitted, or otherwise violating district rules with the device, the following consequences may be utilized, at the discretion of the building principal, in addition to any other applicable provision of the Student Code of Conduct:

- 1st offense- Student asked to put the cell phone away.
- 2nd offense- Principal will take the phone and keep until the end and it will be given to the student before the day is out.
- 3rd offense- Principal will take the phone and keep until a parent/guardian comes to pick it up.

### *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.

#### Student Computer Access

Students have opportunities to work on computers. Students have individual log in accounts. We remind students and parents that the log in information has been created for the individual student only and the information should not be shared with any other individuals. Students in grades 5 through 12 may be issued a device to take home with them. Misconduct associated with District-issued tech devices, whether the conduct occurs on or off campus, is addressed in the Student Code of Conduct.

#### *Acceptable Use*

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

#### *Unacceptable Use*

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

#### *User Agreements*

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

#### *Safety and Cybersecurity*

The District monitors the online activities of students and operates a technology protection measure (“filtering/blocking device”) on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to

protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

### *District Sponsored Extracurricular 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.

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

The District complies with all MSHSAA guidelines. The MSHSAA Handbook for the current school year can be located here: <https://www.mshsaa.org/>

All students participating in extracurricular activities governed by MSHSAA are expected to review the handbook and become familiar with the guidelines and rules.

### Middle School Extracurricular Groups/Organizations

East Buchanan Middle School offers many different activities and organization for its students to be involved with, both academically and athletically. These activities and organizations are an extension of the classroom and high expectations will be the norm.

#### Groups/Organizations

- Football
- Volleyball
- Boys and Girls Basketball
- Boys and Girls Wrestling
- Boys and Girls Track
- Scholar Bowl
- Play
- Math Counts
- Student Council

- Band and Choir
- STEM

All extracurricular activities are governed by the policies and regulations of the MSHSAA.

East Buchanan students, parents, and patrons should follow rules of good citizenship when in attendance of activities and organizations. Failure to do so will result in the inability to continue to attend activities and organizational meetings.

Equipment will be well maintained throughout the season. Any school purchased equipment or uniforms not turned in promptly at the end of the season will be considered lost and a bill will be issued.

Each activity will have their own rules and regulations that will apply to their specific sport/activity/organization.

Students who are failing classes at the end of each period are subject to ineligibility as determined by MSHSAA guidelines. Grades will be checked at the end of subsequent grading periods to reinstate a student`s athletic eligibility.

#### High School Extracurricular Groups/Organizations

East Buchanan High School offers many different activities and organization for its students to be involved with, both academically and athletically. These activities and organizations are an extension of the classroom and high expectations will be the norm.

#### Activities

Football  
Volleyball  
Softball  
Cross Country  
Boys and Girls Golf  
Boys and Girls Basketball  
Boys and Girls Wrestling  
Baseball  
Boys and Girls Track  
Scholar Bowl  
Play  
Band and Choir

#### Organizations

FCCLA  
FBLA  
FFA  
Student Council  
STEM

Students must have a C- average to participate in extra-curricular activities the prior semester. Students must also meet requirements set by MSHSAA. Students who are ineligible may go to meetings and practices but may not participate in any other activities. This includes all activities, except an activity that relates to a class grade (Example: music program for band or choir participation grade). The previous year's last semester activities (excludes freshmen), and 1st semester grades will determine 2nd semester eligibility.

Students who are serving an Out-of-School Suspension from school will not be allowed to attend any extracurricular activities during that suspension. Students serving OSS will not be allowed to attend or participate in any school activities, including home and away activities.

### Ethics in Athletics

1. Show good sportsmanship by being considerate of those participating.
2. Don't "boo" officials or players.
3. Keep your spirit up even though your team loses. Be as good a loser as you are a winner. Try it! It's a lot harder!
4. Enthusiasm is great. Don't overlook it.
5. Be courteous to visitors.
6. Observe proper conduct at all activities.
7. We are competing WITH not AGAINST our opponents.
8. All students are expected, during basketball games, to support their team by being in the gym.

Remember, your only purpose in coming to games should be to watch the games in support of your team.

### Citizenship Standards

Students who represent a school in interscholastic activities must be creditable citizens and judged so by the proper school authority certifying a list of students for competition. Those students whose character or conduct is such as to reflect discredit upon themselves or their schools are not considered "creditabile citizens." Conduct shall be satisfactory in accord with the standards of good discipline. A student shall not be considered eligible while serving out of school suspension. The student who is expelled or who withdraws from school because of disciplinary measures shall not be considered eligible for 365 days from the date of expulsion or withdrawal. If a student misses classes the date of a contest without being excused by the principal, he/she shall not be considered eligible on that date. Students are required to review and comply with the MSHSAA Citizenship Requirements in the MSHSAA handbook at the site listed above.

### Elementary Field Trips

- Field trips are not mandatory. The selection of the field trip is to be determined by teachers for each grade level and must be approved by the building principal.

- Due to expense incurred in travel, Teachers must accompany students on the bus. Parents attending field trips will be asked to carpool to prevent the need for additional buses.
- Smoking is not permitted by parents on field trips or in the school building.

### *Parties/Celebrations*

#### Elementary School

Two parties will be held with the aid of room parents: Halloween and Valentine's Day. Other parties must be approved by the principal.

Birthday treats should be arranged with the classroom teacher. In order to meet State Guidelines we recommend that snacks and parties include some type of nutritious snack such as cereal bars, yogurt bars, baked chips, or pretzels. (A list of recommended snack items is available in the Elementary Office.)

#### Gifts

if parents send flowers or gifts to school for a student, they will be kept in the office until the end of the day. At that time the student will take the items home.

#### Dances

Dances are planned by the Student Council and announced in the daily bulletin. Ending times are announced well enough in advance that there should be no reason for students to call for a ride. Rides should be prompt in picking up students.

#### *Supply Lists*

School supply lists are located on the District's website annually.

#### *Student Parking*

The students are not to park in any of the teacher parking lots. Careless driving or improper parking will result in consequences which will be determined at Administrations discretion. Parking in school grounds is a privilege that can be revoked at any time.

#### District Policy Information

##### *English Language Learners S-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. The website features the ability to translate information into more than 100 languages. You may download the Google Translate which features multiple languages.

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

Name of Coordinator: Val Jones, Curriculum/A+ Coordinator  
Email: jones@ebs.k12.mo.us

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: Val Jones, jones@ebs.k12.mo.us

All District policies can be located on the District's website: <https://www.ebs.k12.mo.us/>

### *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, 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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

*Tobacco-Free Policy C-150-S*

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

*Firearms and Weapons F-235-S*

Possession of weapons, including concealed weapons, 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.

### Signature and Form Requirements

- *Photo/Video/Audio Release Form*
- *Email Consent/Permission Form*
- *Technology Usage Agreement Form*
- *Student/Parent Handbook Acknowledgement Form*

Throughout the school year, there may be times that the District staff, the media, or other organizations, with the approval of the school principal, may take photographs of students, audio/videotape students, or interview students for school-related stories in a manner that would individually identify a specific student. These images or interviews may appear in District publications, District-approved social media sites, in the news, or other organizations' publications.

I, Parent/Guardian of (please print) \_\_\_\_\_, provide to my child's school and to the District permission to use my child's photographs, image, and/or recordings for the purposes mentioned above. I understand and agree that the District may use these photos and/or videotaped images in subsequent school years unless I revoke this authorization by notifying the school principal in writing. Further, I consent that such photographs, images, recordings are the property of the school for District use clear of any claim on my part. I therefore agree to allow my child to be photographed, audio/videotaped, or interviewed by the news media or other organization for school related stories or articles.

Parent/Guardian Signature:

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date:

\_\_\_\_\_

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

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

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

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

Name of Student (please print:)

\_\_\_\_\_

Email Address(es):

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Parent/Guardian Name (please print):

\_\_\_\_\_

Date:

\_\_\_\_\_

*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, my access privileges may be revoked. I also understand that any violation of the policy 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 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, access privileges may be revoked. I also understand that any violation of the policy 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 2021-2022 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

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Parent/Guardian Name (please print):

---

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

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