EAST BUCHANAN C-1 SCHOOL DISTRICT

Student/Parent Handbook

2026-2027

100 Smith Street

Gower, MO 64454

816-424-6466

Adopted by the Board of Education: July 20, 2026

Contents

Mission C-110-S 4
School Board Members G-100-S 4
Superintendent information 5
School building information and contact information 5
Welcome Letter 6
Academic Calendar I-100-S 7
Attendance and Absence Procedures S-115-S 10
School Cancellations and/or Early Dismissal 13
Arrival and Dismissal Procedures S-165-S 14
Dress Code S-180-S 16
Food Service Program F-285-S 17
Allergy Prevention and Response S-145-S 18
Health Services S-215-S 20
Illnesses/Injuries 20
Health Screenings 20
Health Office 20
Administration of Medication S-135-S 20
Communicable Diseases F-245-S 21
Student Insurance S-140-S 22
Student Records S-125-S 23
Personnel Records E-190-S 25
Parent and Family Involvement and Engagement (Title I, Part A) I-135-S 26
Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S 27
English Language Learners I-150-S 27
Visitor Procedures C-155-S 27
Transportation Services F-260-S 28
Student Discipline S-170-S 29
Bullying, Hazing, and Cyberbullying S-185-S 36
Complaints or Concerns C-120-S 39
Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures 40
Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S 42
Title IX C-131-S 43
Lockers 44
Student Searches S-175-S 44
Student Alcohol/Drug Abuse S-195-S 45
Weapons in School S-200-S 46
Instruction 46

© Copyright 2020 EdCounsel, LLC

A+ Program S-130-S 46
Assessment Program I-195-S 47
Teaching About Human Sexuality I-120-S 48
Teaching About Computer Science I-123-S 48
Grading and Reporting System 49
Graduation Requirements I-190-S 53
High Demand Occupations 55
Virtual/Online Courses I-160-S 55
Section 504 I-125-S 59
Special Education I-125-S 59
Technology F-265-S 60
District Sponsored Extracurricular Activities and Clubs I-210-S 62
Missouri State High School Activities Association (MSHSAA) Activities 63
Parties/Celebrations 66
Supply Lists 66
Student Parking 66
District Policy Information 67
Physical Examinations and Screenings S-146-S 67
Surveying, Analyzing, and Evaluating Students S-150-S 67
School Nutritional Program F-290-S 67
Student Transfers S-120-S 68
Trauma-Informed Schools Initiative 69
Tobacco-Free Policy C-150-S 69
Firearms and Weapons F-235-S 69
Use of Recording Devices or Drones C-165-S 69
Signature and Form Requirements 70
S-125-A Photo/Video/Audio Release Form Form E 71
F-265-P Technology Form A 72
F-265-P Technology Usage Agreement Form Form B 73
C-105-P District Rules and Guides Form A Student/Parent Handbook Acknowledgment 74

© Copyright 2020 EdCounsel, LLC

Mission C-110-S
The Mission of the East Buchanan C-1 School District is Family, Community and School Working Together for the Success of All.

VISION STATEMENT

Foundation-Cultivation--Ignition--Innovation

Foundation: Laying the groundwork for success

Cultivation: Guiding and Encouraging

Ignition: Providing Inspiration

Innovation: Sparking critical thinking and creativity

BELIEF STATEMENTS

- All students are capable of learning
- We have an impact on students
- We are responsible for creating equitable opportunities for students
- We provide safe environments for students (physically and emotionally)
- We grow, "whole," student
- We hold our students and ourselves to high expectations

Get Connected!
For sign up information for Finalsite Mass Notifications, please see our District webpage: https://www.ebs.k12.mo.us/notifications

For Parent Portal information, please see our District webpage: https://www.ebs.k12.mo.us/parent-portal-information

School Board Members G-100-S

Jesse Fisher - President
Beth Gregory - Vice President
Andrea Wilson
Kyle McCoy
Mike Oswald
Jeremy Henry
Ryan Harper

© Copyright 2020 EdCounsel, LLC

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

Mrs. Rachael Parkey, Elementary School Principal
816-424-3111
parkey@ebs.k12.mo.us

Mr. Doug Miller
High School Principal
816-424-6466
miller@ebs.k12.mo.us

Mr. Chris Anderson, Middle School Principal
816-473-2451
andersonc@ebs.k12.mo.us

Mrs. Heidi Shoemaker, Assistant Superintendent of Curriculum and Special Services, ELL/Homeless/Migrant Student Coordinator, Title IX Coordinator and 504 Coordinator
816-424-6466shoemaker@ebs.k12.mo.us

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

© Copyright 2020 EdCounsel, LLC

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.

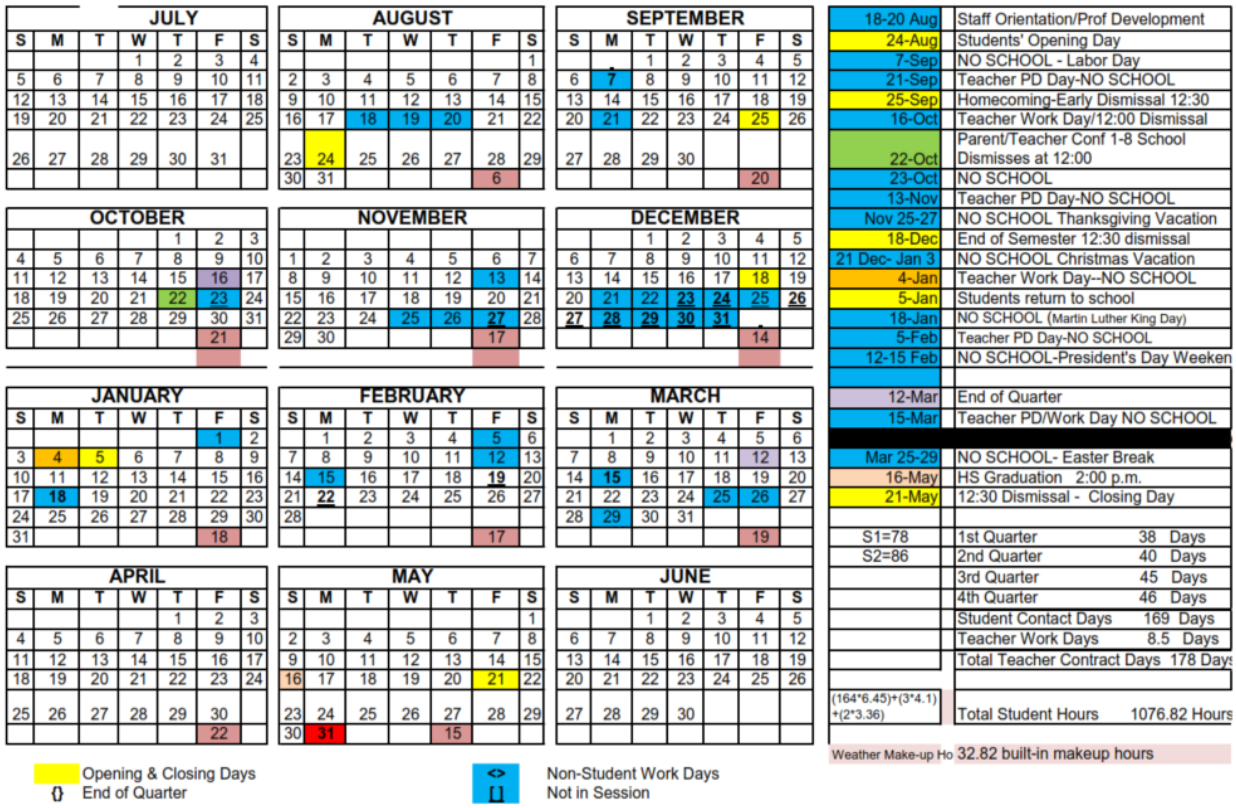
Dr. John Newell, Superintendent

© Copyright 2020 EdCounsel, LLC

Academic Calendar I-100-S

The District's 2026-2027 Academic Calendar can be found on the District's website here: https://drive.google.com/file/d/1dQLGq7-T_Wl48BNjVQnqycSyt66ktqvH/view?usp=sharing

EAST BUCHANAN C-1 2026/2027 Calendar



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

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

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

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

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

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

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

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

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

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

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

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

18-20 Aug	Staff Orientation/Prof Development
24-Aug	Students' Opening Day
7-Sep	NO SCHOOL - Labor Day
21-Sep	Teacher PD Day-NO SCHOOL
25-Sep	Homecoming-Early Dismissal 12:30
16-Oct	Teacher Work Day/12:00 Dismissal
22-Oct	Parent/Teacher Conf 1-8 School Dismisses at 12:00
23-Oct	NO SCHOOL
13-Nov	Teacher PD Day-NO SCHOOL
Nov 25-27	NO SCHOOL Thanksgiving Vacation
18-Dec	End of Semester 12:30 dismissal
21 Dec- Jan 3	NO SCHOOL Christmas Vacation
4-Jan	Teacher Work Day--NO SCHOOL
5-Jan	Students return to school
18-Jan	NO SCHOOL (Martin Luther King Day)
5-Feb	Teacher PD Day-NO SCHOOL
12-15 Feb	NO SCHOOL-President's Day Weeken
12-Mar	End of Quarter
15-Mar	Teacher PD/Work Day NO SCHOOL
Mar 25-29	NO SCHOOL- Easter Break
16-May	HS Graduation 2:00 p.m.
21-May	12:30 Dismissal - Closing Day
S1=78	1st Quarter 38 Days
S2=86	2nd Quarter 40 Days
	3rd Quarter 45 Days
	4th Quarter 46 Days
	Student Contact Days 169 Days
	Teacher Work Days 8.5 Days
	Total Teacher Contract Days 178 Days
(164*6.45)+(3*4.1)+(2*3.36)	Total Student Hours 1076.82 Hours
Weather Make-up Ho	32.82 built-in makeup hours

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)	8:10 a.m. – 3:05 p.m.
Elementary School (Grades K-5)	8:20 a.m. – 3:15 p.m.

Class Schedule

© Copyright 2020 EdCounsel, LLC

High School Class Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
1 Hour 8:20-9:11	**1 Hour** 8:20-9:01	**1 Hour** 8:20-9:11	**1 Hour** 8:20-9:11	**1 Hour** 8:20-9:11
2 Hour 9:16-10:07	**2 Hour** 9:06-9:47	**2 Hour** 9:16-10:07	**2 Hour** 9:16-10:07	**2 Hour** 9:16-10:07
3 Hour 10:12-11:03	**3 Hour** 9:52-10:33 **Seminar** 10:38-11:03	**3 Hour** 10:12-11:03	**3 Hour** 10:12-11:03	**3 Hour** 10:12-11:03
1st Lunch 11:08-11:32 / **4 Hour** 11:08-11:59	**1st Lunch** 11:08-11:32 / **4 Hour** 11:08-11:59	**1st Lunch** 11:08-11:32 / **4 Hour** 11:08-11:59	**1st Lunch** 11:08-11:32 / **4 Hour** 11:08-11:59	**1st Lunch** 11:08-11:32 / **4 Hour** 11:08-11:59
4 Hour 11:36-12:27 / **2nd Lunch** 12:03-12:27	**4 Hour** 11:36-12:27 / **2nd Lunch** 12:03-12:27	**4 Hour** 11:36-12:27 / **2nd Lunch** 12:03-12:27	**4 Hour** 11:36-12:27 / **2nd Lunch** 12:03-12:27	**4 Hour** 11:36-12:27 / **2nd Lunch** 12:03-12:27
5 Hour 12:32-1:23	**5 Hour** 12:32-1:23	**5 Hour** 12:32-1:23	**Seminar** 12:32-12:57 **5 Hour** 1:02-1:43	**5 Hour** 12:32-1:23
6 Hour 1:28-2:19	**6 Hour** 1:28-2:19	**6 Hour** 1:28-2:19	**6 Hour** 1:48-2:29	**6 Hour** 1:28-2:19
7 Hour 2:24-3:15	**7 Hour** 2:24-3:15	**7 Hour** 2:24-3:15	**7 Hour** 2:34-3:15	**7 Hour** 2:24-3:15

Notes:

- 51 minute periods.
- 5 minute passing times; 4 minute passing time to or from lunch.
- 24 minute lunch.
- 41 minute periods on seminar mornings or afternoons.
- 25 minute seminar.

East Buchanan Middle School Bell Schedule

Regular School Day

8:05	Bell to Dismiss to 1st Period	
8:10	Bell to Start 1st Period	
8:58	Bell to End 1st Period	
9:01	Bell to Start 2nd Period	
9:47	Bell to End 2nd Period	
9:50	Bell to Start 3rd Period	
10:36	Bell to End 3rd Period	

© Copyright 2020 EdCounsel, LLC

10:39	Bell to Start 4th Period	
11:25	Bell to End 4th Period	Start First Lunch
11:28	Start 5th Period	
11:45		End First Lunch
11:48		Start Second Lunch
12:08		End Second Lunch
12:18		Start Third Lunch
12:38	End 5th Period	End Third Lunch
12:41	Start 6th Period	
1:27	End 6th Period	
1:30	Start 7th Period	
2:16	End 7th Period	
2:19	Start 8th Period	
3:05	End 8th Period	

Hourly Schedule

1st Period	8:10 – 8:58
2nd Period	9:01 – 9:47
3rd Period	9:50 – 10:36
4th Period	10:39 – 11:25
5th Period	11:28 – 12:38
6th Period	12:41 – 1:27
7th Period	1:30 – 2:16
8th Period	2:19 – 3:05

2 Hour Late Start Schedule

10:05	Bell to Dismiss to 1st Period	
10:10	Bell to Start 1st Period	
10:41	Bell to End 1st Period	
10:44	Bell to Start 2nd Period	
11:14	Bell to End 2nd Period	Start First Lunch
11:17	Bell to Start 5th Period	
11:34		End First Lunch
11:37		Start Second Lunch
11:57		End Second Lunch
12:00		Start Third Lunch
12:20	End 5th Period	End Third Lunch
12:23	Start 3rd Period	
12:53	Bell to End 3rd Period	
12:56	Bell to Start 4th Period	

© Copyright 2020 EdCounsel, LLC

1:26	Bell to End 4th Period	
1:29	Start 6th Period	
1:59	End 6th Period	
2:02	Start 7th Period	
2:32	End 7th Period	
2:35	Start 8th Period	
3:05	End 8th Period	

Assembly Schedule

8:05	Bell to Dismiss to 1st Period	
8:10	Bell to Start 1st Period	
8:55	Bell to End 1st Period	
8:58	Bell to Start 2nd Period	
9:42	Bell to End 2nd Period	
9:45	Bell to Start 3rd Period	
10:29	Bell to End 3rd Period	
10:32	Bell to Start 4th Period	
11:16	Bell to End 4th Block	Start First Lunch
11:19	Start 5th Block	
11:36		End First Lunch
11:39		Start Second Lunch
11:59		End Second Lunch
12:03		Start Third Lunch
12:23	End 5th Period	End Third Lunch
12:26	Start 6th Period	
1:09	End 6th Period	
1:12	Start 7th Period	
1:55	End 7th Period	
1:58	Start 8th Period	
2:41	End 8th Period	
	Assembly	
3:05	Dismissal	

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

© Copyright 2020 EdCounsel, LLC

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, will be immediately deployed, or immediately returned 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.

© Copyright 2020 EdCounsel, LLC

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 ½ a day to attend after school activities. Friday attendance counts for participation in weekend school activities.

Students who attend co-curricular or extracurricular 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:

For Middle School, any work not turned in during the period in which it is due will be considered late. Work turned in up to 5 school days late can receive no more than 75%. Work turned in 6-10 school days late can receive no more than 50% credit. Work that is more than 10 days late will receive no credit.

For High School, 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

© Copyright 2020 EdCounsel, LLC

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.

Middle School Tardies:
Students will receive a warning for the first three tardies of a semester. A tardy will be classified as arriving to class after the bell has rang to start class without an excusable reason. Consequences will follow for the 4th tardy of the semester and beyond. These consequences could include but are not limited to: principal conference, detention, or in-school suspension.

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

© Copyright 2020 EdCounsel, LLC

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 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 7:30a.m. 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.

© Copyright 2020 EdCounsel, LLC

- 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 discipline.

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.

© Copyright 2020 EdCounsel, LLC

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.

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 Expectations and Prohibitions

© Copyright 2020 EdCounsel, LLC

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

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

Additional Dress Code Information

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

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 2026-27 school year, the District will continue to offer breakfast in the High School for students and staff which can be purchased with a lunch card.

© Copyright 2020 EdCounsel, LLC

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	$2.60
Adult Breakfast	$3.67
Reduced Breakfast	$0.30
Student Lunch	$3.70
Adult Lunch	$4.99
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 and wear a visitor badge that is visible at all times while on school grounds.

Allergy Prevention and Response S-145-S
The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District. The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches
Parents/guardians should provide, at the time of enrollment, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications as allowed by

© Copyright 2020 EdCounsel, LLC

District rules. If you do not want these medications administered to your student in an emergency, please notify the principal in writing.

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

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

© Copyright 2020 EdCounsel, LLC

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 and athletic trainer. The school nurse or athletic trainer for your student's building may provide services in other buildings as well. Although the nurse or athletic trainer may be not physically present at all times in a specific building, the nurse/athletic trainer 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.

The District utilizes a school nurse and certified athletic trainer as a resource to provide healthcare services to students. The District generally allows its employees to use their best judgment or refer students to the school nurse or athletic trainer for injuries and illnesses incurred while at school or school related activities. If parents and guardians would prefer to opt out of non-emergency physical evaluations and screenings provided by the school nurse or athletic trainer, it must be submitted in writing to the District.

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 during the first semester of the school year.

Health Office
If you have any questions, please contact Jessica Friess, 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

© Copyright 2020 EdCounsel, LLC

can be given at home before or after school. When this is not possible, medication should be brought directly to the health office and must be accompanied by the following information:

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

© Copyright 2020 EdCounsel, LLC

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.

© Copyright 2020 EdCounsel, LLC

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf.

Student Records S-125-S

Access to and Release of Student Information

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

Directory Information

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

© Copyright 2020 EdCounsel, LLC

written consent (with exception of disclosures required by law), you must notify the District in writing by September 1st of each school year.

The District designates the following items as directory information:

> *General Directory Information*: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); participation in District-sponsored or District-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the District; schools or school Districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
>
> *Limited Directory Information*: In addition to general directory information, a student's address, telephone number and email address; and the parents' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents and to raise funds for District activities; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest
One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

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

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

Release of Records to Other Agencies or Institutions

© Copyright 2020 EdCounsel, LLC

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

Military and Higher Education Access
The District will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent or a secondary school student who is at least 18 submits a written request, the District will not release the information without first obtaining written consent from the parent of the student/eligible student.
Release
Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form.

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

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

Personnel Records E-190-S

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

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

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

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

© Copyright 2020 EdCounsel, LLC

- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your student has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting: Heidi Shoemaker, shoemaker@ebs.k12.mo.us, 816-424-6466.

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

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

The Schoolwide Program Plan and the School Parent and Family Engagement Plan may be found online through the DESE website. Parents are able to access the Schoolwide Compliance Plans for each K-12 building by visiting (https://apps.dese.mo.gov/DESEApplicationsSignin/Index?ReturnUrl=%2FDESEApplicationsSignin%2FApplicationMenu) and following these instructions:

- Click "ePeGS – Public"
- Select Independence 30 from the dropdown menu
- Click "Funding Application Menu"
- Click "Quality Schools"
- Click "ESEA Consolidated"
- Click "Budget Application"
- Click "Initial"
- Select "ESEA Consolidated Plan" from left side menu
- Click "School Level"
- Select your student's school

© Copyright 2020 EdCounsel, LLC

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

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

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

Name:	Heidi Shoemaker
Phone #:	816-424-6466
Email Address:	shoemaker@ebs.k12.mo.us

English Language Learners I-150-S

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

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help. 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: Heidi Shoemaker, Curriculum/A+ Coordinator
Email: shoemaker@ebs.k12.mo.us

Visitor Procedures C-155-S

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

Since classroom observations and visits can be disruptive, the District does not permit parents/guardians or other family members to visit classrooms during instructional time for the purpose of observing students unless the principal has approved the visit 72 hours in advance.

© Copyright 2020 EdCounsel, LLC

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).

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 school 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

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

(4) Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

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

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

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

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

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

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

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

© Copyright 2020 EdCounsel, LLC

District Policy for Discipline

Definitions

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

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

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

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

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

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

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

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

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

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

© Copyright 2020 EdCounsel, LLC

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

Prohibited Conduct	Definition
Academic Dishonesty	Any type of cheating that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.
Assault, First or Second Degree	Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes criminal assault in the first or second degree.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.
Automobile/Vehicle Misuse	Discourteous or unsafe driving on or around District property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

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

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

© Copyright 2020 EdCounsel, LLC

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. 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.

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

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.

Complaints or Concerns C-120-S

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

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

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

Name:	John Newell, Superintendent of Schools 100 Smith Street, Gower, MO 64454
Phone #:	816-424-6466

© Copyright 2020 EdCounsel, LLC

Email Address: newell@ebs.k12.mo.us

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

Name: Heidi Shoemaker
Phone #: 816-424-6466
Email Address: shoemaker@ebs.k12.mo.us

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

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

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

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

1. **What is a complaint?**

© Copyright 2020 EdCounsel, LLC

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

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

   Any individual or organization may file a complaint.

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

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

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

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

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

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

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

   A complaint filed with the Department must be a written, signed statement that include:
   - A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
   - The facts on which the statement is based on the specific requirements allegedly violated.

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

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

   The following activities will occur in the investigation:

   - **Record.** A written record of the investigation will be kept.
   - **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
   - **Resolution at LEA.** The LEA will then initiate its local compliant procedures in an effort to first resolve the complaint at the local level.
   - **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and

© Copyright 2020 EdCounsel, LLC

complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.

- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

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

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

9. How will appeals to the Department be investigated?

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

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

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

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

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

© Copyright 2020 EdCounsel, LLC

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: John Newell, Superintendent of Schools
Phone #: 816-424-6466
Email Address: 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: Heidi Shoemaker
Phone #: 816-424-6466
Email Address: 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: Heidi Shoemaker, Assistant Superintendent of Curriculum and 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

© Copyright 2020 EdCounsel, LLC

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 5 through 12 is assigned a hallway locker for a given school year.

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.

© Copyright 2020 EdCounsel, LLC

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 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.)

© Copyright 2020 EdCounsel, LLC

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

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.

Weapons prohibited by law are: blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife (as defined by statute), machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade knife.

Other prohibited items include any knife, regardless of blade length; mace spray, or any other items customarily used, or which can be used, to inflict injury upon another person or property.

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

Instruction

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

© Copyright 2020 EdCounsel, LLC

25% (12.5 hours) may include job shadowing prior to graduation. Good citizenship and the avoidance of unlawful use of alcohol and drugs is required. A score of proficient or advanced on the Algebra I end of course exam or a higher level DESE approved end-of-course mathematics exam must be achieved. Finally, the student must apply for non-payback scholarships by completing a FAFSA (free application for federal student aid) form.

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

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 3rd-4th will take the English-Language Arts (ELA) and Math Assessments.
- Grade 5 will take the English-Language Arts (ELA), Math and Science Assessments.
- MAP A may be given if the student has the appropriate recommendations listed in their IEP.

District Assessment Procedures:

- Students in grades K-5 will take the NWEA assessments for Math and English-Language Arts 3 times per school year.
- Students in grades K-3 will take the Foundational Reading Assessment 3 times per school year.

Middle School:

State Assessment Procedures:

© Copyright 2020 EdCounsel, LLC

Students in grades 6-8 will take the Missouri Assessment Program (MAP) in the Spring.

- 6th and 7th grade students will be assessed by the MAP assessment in the areas of English-Language Arts (ELA) and Math.
- 8th grade students will be assessed by the MAP assessment in the areas of English-Language Arts (ELA), Math, and Science.
- MAP A may be given if the student has the appropriate recommendations listed in their IEP.

District Assessment Procedures

- Students in grades 6-8 will take the NWEA assessments for Math and English-Language Arts 3 times per school year.

High School:

State Assessment Procedures:

- All students are expected to participate in the state required End of Course Exams. The exams will be given in the following classes: ELA I, ELA II, Algebra I, American Government, and Biology I. Possible consequences for not participating in the East Buchanan and Missouri Assessment Program End Of Course Exams are an inability to graduate based on failure to complete required assessments.
- MAP A may be given if the student has the appropriate recommendations listed in their IEP.

District Assessment Procedures

- Students in grades 9-12 will take the NWEA assessments for Math and English-Language Arts 3 times per school year.

Teaching About Human Sexuality I-120-S

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

Teaching About Computer Science I-123-S

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

© Copyright 2020 EdCounsel, LLC

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)

© Copyright 2020 EdCounsel, LLC

- 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. When questions or concerns come up we ask that you please contact the teacher.

Homework (Grades 3-5)

Each grade level will provide families with information regarding completion of student work at the beginning of the school year. Parents or guardians are asked to review, sign, and return the expectations document to the classroom teacher to acknowledge their understanding of these expectations.

While most student work is intended to be completed during the school day, unfinished work may be sent home when a student has not completed assignments due to refusal to work, off task behavior, or failure to use class time appropriately. Families are encouraged to support students in completing and returning any assigned work by the requested due date.

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 4th and 5th grade students to

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

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

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.

Retention

The District has a retention policy which will affect the middle school. Students who fail 2 or more core classes (English, Math, Social Studies, or Science) or students who fail 3 or more courses in total will be required to attend summer

© Copyright 2020 EdCounsel, LLC

school in order to be promoted to the next grade level. Students, in which the above applies, who do not satisfactorily complete summer school will not be promoted to the next grade level. For the purposes of mandatory summer school and/or retention, an average of the students' first and second semester grades will be used. If a student has more than 1 failing grade due to missing assignments, the student could be assigned to academic services at the discretion of the principal. Academic services will include the student working on assignments during the school day. Academic services could be for a class period, a school day, or multiple days.

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
- 20-31 credits: Senior

Graduation Requirements I-190-S

Department	General Diploma	Academic Diploma
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	9	4
Advanced Electives	-	4
Foreign Language	-	1
Total	**26**	**27**

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.

© Copyright 2020 EdCounsel, LLC

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.

Students Eligible for Services under the IDEA

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

1. The student's Individualized Education Program (IEP) prescribes special education, transition planning, transition services or related services beyond the student's four years of high school, and

© Copyright 2020 EdCounsel, LLC

2. The student's IEP team determines the student is making progress toward the completion of the IEP and that participation in the graduation ceremony is appropriate.

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

High Demand Occupations

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

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

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

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.

© Copyright 2020 EdCounsel, LLC

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
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 four 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. At least one credit of foreign language is required.

Accounting I/II
College and Career Readiness
Apparel and Textiles
Ag Business, Sales, Marketing
Ag Construction
Ag Animal Science/Food Science
Ag Management & Economics
Ag Mechanics
Ag Science II
Ag Structures
American History 101
Applied Biology/Chemistry
Applied Communications Art II, III, IV
Band II, III, IV

Biology II
Business Technology
Business Law/Management

Calculus

Chemistry I
Chemistry II
Chemistry 211/L
Child Development
Advanced Child Development
College Algebra
Conservation of Nat Resources

Creative Writing
Earth and Space Science
English 101/102
English Literature/Coll Prep
Entrepreneurship in FACS
Family – Consumer Res. Management
Family Living and Parenthood
General Foods

© Copyright 2020 EdCounsel, LLC

Geometry
Greenhouse
Hillyards Housing & Human Environments

Journalism
LA III/IV
Modern Media
Nutrition and Wellness

Physics

Psychology/Sociology
Spanish II, III, IV
Speech/Drama
Trigonometry

World Geography

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, Algebra II, Biology II, Chemistry I, Geometry, Psychology/Sociology, 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.

© Copyright 2020 EdCounsel, LLC

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.

© Copyright 2020 EdCounsel, LLC

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 Heidi Shoemaker. 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.

© Copyright 2020 EdCounsel, LLC

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 Heidi Shoemaker. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Technology F-265-S
Policy on Student Display or Use of Electronic Personal Communications Devices
For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

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

Prohibited Display or Use
Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day. Elementary students should not have electronic devices out or in use beginning at 7:30 am when the building opens until they have left school grounds for the day. This includes, but is not limited to, cell phones, smart watches, iPads, Nintendo Switches, gaming devices, and other personal electronic devices. Electronic devices brought to school must remain stored away and not on the student while on school grounds.

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

- Verbal warning

© Copyright 2020 EdCounsel, LLC

- Confiscation of the device for the remainder of the school day
- Parent/guardian notification
- Temporary loss of device privileges
- Detention or other consequences as determined appropriate

Exceptions
Display or use of an electronic personal communications device shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended
- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

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

- In case of an emergency, a serious, unexpected, and dangerous situation that requires immediate action. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.

Technology Devices and Acceptable Use Policy
The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

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.

© Copyright 2020 EdCounsel, LLC

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

© Copyright 2020 EdCounsel, LLC

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
- Boys and Girls Cross Country
- Softball
- 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.

© Copyright 2020 EdCounsel, LLC

Middle School grades will be checked every week, if a student has a grade lower than 60% they will be placed on academic probation- warning, no games during this week. After one week on probation, grades will be checked again. If the student has raised their grades to all above 60%, then they will be taken off athletic academic probation and allowed to play in games. If their grade is still below the 60% mark after two weeks, then they will remain on probation (no games), after the 4th week they will be dismissed from the team for the remainder of the season.

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
NHS

Students may have earned no more than one F and have a cumulative GPA of a C- to be eligible to participate in extracurricular 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

© Copyright 2020 EdCounsel, LLC

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 "creditable 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.

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

Elementary Field Trips

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

© Copyright 2020 EdCounsel, LLC

- Field trips are designed to enhance and extend student learning beyond the classroom. To help maintain a focus on the educational experience, families are strongly discouraged from bringing siblings on field trips.
- Due to the expense incurred in travel, teachers must accompany students on the bus. Parents attending field trips will be asked to carpool separately to prevent the need for additional buses.
- Smoking or the use of tobacco products is not permitted by parents or visitors on field trips or anywhere on school property.

Parties/Celebrations

Elementary School

Two classroom parties will be held each year with the assistance of room parents: Halloween and Valentine's Day. Any additional classroom parties or celebrations must be approved by the building principal.

To help maintain a safe, organized, and enjoyable experience for all students, parents are asked to make arrangements for other childcare during classroom parties. Siblings are not permitted to attend classroom parties, as these celebrations are designed specifically for the students in the classroom and to support meaningful interactions with their classmates.

Birthday treats should be arranged in advance with the classroom teacher. Any treats or food items brought to school to share with students must be commercially prepared and prepackaged. In order to meet State Guidelines we recommend that snacks and parties include some type of nutritious snack.

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.

© Copyright 2020 EdCounsel, LLC

District Policy Information

Physical Examinations and Screenings S-146-S
The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

Parents and guardians will be provided an opportunity to opt out of any nonemergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S
The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact: Heidi Shoemaker, shoemaker@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 (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

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

© Copyright 2020 EdCounsel, LLC

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

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

This institution is an equal opportunity provider.

Student Transfers S-120-S

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

1. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.

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

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

© Copyright 2020 EdCounsel, LLC

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

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

Firearms and Weapons F-235-S
Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

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

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

© Copyright 2020 EdCounsel, LLC

Signature and Form Requirements

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

© Copyright 2020 EdCounsel, LLC

S-125-A Photo/Video/Audio Release Form Form E

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.

© Copyright 2020 EdCounsel, LLC

F-265-P Technology Form A

Email Consent/Permission Form

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 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:

_____

© Copyright 2020 EdCounsel, LLC

F-265-P Technology Usage Agreement Form Form B

Student Technology Usage Agreement

Students (for ages --- and above)

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

Student Signature:

_____

Student Name (please print):

_____

Student ID: _____ Grade: _____ Date: _____

Parent Technology Usage Agreement Permission Form

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

Parent/Guardian Signature:

_____

Parent/Guardian Name (please print):

_____

Date: _____

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

© Copyright 2020 EdCounsel, LLC

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

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

Parent/Guardian Signature

_____

Parent/Guardian Name (please print):

_____

Date: _____

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

© Copyright 2020 EdCounsel, LLC