

# Hyde Accelerated School



Home of the  
Warriors

509 Thompson St.  
St. Joseph, MO  
64504  
816-671-4210

## Dear Parents and Students

Welcome to Hyde Accelerated School. On behalf of the faculty and administration, we welcome you to this academic school year. We are eager to work together to make this year successful.

Our goal is to provide a warm environment conducive to learning. We are a school that is constantly staying on the cutting edge of innovative and creative teaching techniques. Children are our number one priority, and it is our purpose to build an excellent future for each student.

This folder has been prepared to give basic information concerning rules and procedures for the successful daily operation of Hyde School. Clearly understood policies and procedures enable us to provide the best possible educational experiences for every student. In the event concerns arise, please feel free to call the office and make an appointment.

Mrs. Jeaneen Boyer,  
Principal

### School Hours

Parent and student cooperation is requested in observing the daily school schedule.

1. Classes will begin at 8:55.
2. Students that walk or car riders should not arrive before 8:35; there is no supervision for them.
3. Breakfast is served at 8:35.
4. The tardy bell will ring at 9:00.
5. The students are dismissed as follows:  
Car riders - 3:35  
Walkers - 3:40  
Bus riders - 3:35 (when buses arrive)
6. The school office is open each day Monday-Friday from 8:00 to 4:00. The telephone number is (816) 671-4210. Please call with any questions or concerns.
7. If these times are not convenient for your schedule, know that childcare is offered at Hyde through the YMCA.

You would need to sign your student up so they have proper supervision before and after the staff is on duty.

### Arrival Options:

#### Bus Riders:

Students will be unloaded at 8:35 on Thompson Street in front of the building. Students will enter the front doors and either eat breakfast or join their classes in their designated places.

#### Car Riders:

Parents may utilize the circle drive to drop off students in the AM. Students will either eat breakfast or join their classes in their designated places. **If you plan to enter the building with your child, please park in the parking lot as your vehicle will block the flow of the circle drive.**

#### Walkers:

Students that walk to school should either eat breakfast or join their classes in their designated places.

**Students should not be dropped off or arrive before 8:35 AM. There is no supervision before this time, so please do not allow students to arrive early.**

Patrols should arrive no earlier than 8:25 AM and be on post by 8:30 AM.

### Dismissal Options:

#### Bus Riders:

Buses will be called at 3:35 or when they arrive, students will load in front of the building.

#### Car Riders:

Parents may utilize the circle drive to pick up students in the PM. Students will be dismissed at 3:35 and should use the proper exit plan taught by their teacher. **If you plan to enter the building, please park in the parking lot so your vehicle will not block the flow of the circle drive.**

OR

### Benton Pick-up

Parents may utilize the Benton Parking lot to pick up their students.

### Please note the following change:

The "pass-through" street from 4<sup>th</sup> and Harmon and the Benton staff parking lot will become a "one-way" street going "South" towards Mason road. (This does not include 5<sup>th</sup> Street, just the pass-through.) Anyone who will be picking up their children in the BHS staff lot or on the "West" side of Hyde should enter those areas by way of the 4<sup>th</sup> and Harmon or the access road North of the "Springer Gym."

**OR**

You are also welcome to park in our parking lot or the side streets to wait for your students. Please make these arrangements in advance so your students know where to meet you.

### Walkers:

Students that walk to school will be dismissed at 3:40 and should use the proper exit plan taught by their teacher. Students should go straight home and not stop to play on the playground. There is no supervision for students after school unless you have signed them up with the YMCA.

### Visitors

We would like to invite and encourage parents to visit our school. You are welcome to visit any day. For your child's safety and others' please stop by the school office, sign in, and get a visitor badge.

### Absentees

If your child is sick or must be absent, we ask that you please call school (671-4210) before 9:30 am to let us know. This is for your child's safety. Please schedule doctor and dentist appointments after school hours whenever possible. If your child will be picked up by someone other than yourself a note must be provided before we can let him/her leave.

### Accidents/Illness

If your child is injured or becomes ill at school, we will make him/her comfortable and then call you immediately. If you cannot be reached, we will contact the emergency number you have listed on the registration form. The following items should be kept current for emergency reasons:

1. Parent or guardian names.
2. Complete and up to date address.
3. Home telephone, parent work number and or cell number.
4. Emergency telephone number of a friend or relative.
5. Physician's name and telephone.
6. Medical alert information.

### Medication

District personnel shall not dispense oral or topical medicine of any type, including over the counter types, without written authorization from a physician. All medications will be kept in the nurse's office.

### Bus Regulations

Riding the school bus is a privilege. Improper conduct on the buses could result in the privilege being denied. A copy of the bus safety rules will be given to each child who rides the bus at the beginning of the school year. Please see that your child abides by these rules for his/her safety.

### Care of Textbooks and Library Books

Students are responsible for all textbooks and library books issued to them during the school year. All lost or damaged books must be paid for before another book is issued. If a lost book is found, money paid will be refunded. Any book not paid for by Field Day will result in the loss of Field Day.

### Breakfast and Lunch Programs

Free and reduced breakfast and lunch programs are available. Only those who wish to apply need to return the forms. Students may purchase lunch or bring their lunch from home. Extra milk or snacks may be purchased in the lunchroom. Students are

encouraged to pay for lunches on a monthly or weekly basis. Students will not be allowed to charge their lunches. If a student forgets to bring his/her lunch money, the lunchroom staff will provide some type of nourishment. Prices for breakfast and lunch will be determined at the beginning of the school year and you will be notified about the price. Pop is discouraged.

#### **School Volunteers**

If you are interested in becoming a school volunteer, please call the school and ask for the volunteer coordinator. Your interest and involvement is always appreciated.

#### **Withdrawal of Students**

If you are moving and are withdrawing your child, please call or come by the school a few days prior to the withdrawal date. This will give ample time to complete the necessary paperwork. Your cooperation is always greatly appreciated.

#### **Class Parties/Birthdays/Treats**

There will be two school-wide parties scheduled during the school year, determined by the staff. Hyde PTA provides beverages for the school parties. If your child wishes to celebrate his/her birthday at school, an individually wrapped store bought healthy treat (no soda pop) is appropriate. For health code reasons no homemade treats may be served at school.

#### **Picking up Homework**

If a child is absent for the day, and you call in advance, homework may be picked up in the office at the end of the day.

#### **Progress Report**

Progress reports will be sent home midway through each quarter. This will provide information to the parents on your child's progress. The progress reports are to be signed by the parent and returned to your child's teacher. Feel free to contact the teacher if there are any questions or to schedule a conference.

#### **School Colors/School Mascot**

The Hyde School mascot is the Warrior and the school colors are red and white. We encourage students to participate in Hyde Pride Days. These usually occur on Fridays. On pride days, students should wear school colors or school shirts.

#### **Personal Property**

Students are not to bring personal items to school i.e toys, CD's, cell phones, etc. We reserve the right to confiscate these items.

#### **Field Trips**

Classroom teachers schedule field trips. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a small amount of money (non-refundable) may be requested from each student to help defray transportation or facility use costs. Hyde students are expected to follow the directions of the teacher and other staff members of Hyde Accelerated School.

## **SJSD Elementary Handbook**

Note: A complete copy of all board policies referred to in this handbook can be found on the district's website: <http://web.sjisd.k12.mo.us>.

### **Attendance Policy**

The school district will work in conjunction with the Buchanan County Prosecuting Attorney's Office and the Buchanan County Juvenile Office to assure compliance with the Missouri attendance law. Parents of students who are unexcused will be notified when their child reaches five (5) days of unexcused absences. If absences per semester exceed fifteen (15) days for elementary students and seven (7) days for middle and high school students, the case may be referred to the Prosecuting Attorney's Office for consideration of criminal prosecution as a class C misdemeanor.

The Prosecuting Attorney uses the following guidelines when considering some days as unexcused absences.

1. Assignments are to be picked up at the school. Failure to do so after three (3) will result in the absences recorded as unexcused.
2. Notification of absences is extremely important. Parents should contact school whenever a child is absent or going to be absent.
3. If a child is absent for more than two (2) consecutive days, it is presumed that medical treatment will be sought. If no doctor's excuse is provided after five (5) consecutive days, the absence will be considered unexcused.

If there are extenuating circumstances causing the excessive absences, parents should contact the building principal. When a student returns to school from any absence, a written excuse is required.

### **Bus Safety**

Student safety is of great importance to the St. Joseph School District. Our school bus transportation service is one area in which we place a heavy emphasis on safety. Misbehavior simply cannot be permitted and will be treated through a bus conduct notice system. The suggested use of how conduct notices can be handled is as follows:

- First Notice: student will receive a warning, with the notice signed by the parent the bus driver, and the principal.
- Second Notice: student will conference with a principal and could face school discipline or further suspension from the bus not to exceed 3 school days.
- Third Notice: student will conference with a principal and could face school discipline or further suspension from the bus not to exceed 5 days.
- Fourth Notice: student will conference with a principal and could face school discipline or further suspension from the bus not to exceed 10 days.
- Subsequent Notices: Should a student receive a 5<sup>th</sup> notice, a meeting must occur between the parent, principal, and representatives from the transportation division to determine next steps for the student.

Any student found guilty of substance abuse or any other safe schools violation will face possible removal from the bus for the remainder of the school year. Should bus students misbehave at school and be detained after school, parents will be given one day's notice to make transportation arrangements. The school principal has full authority to apply the consequences for bus misconduct and considers the requests of school bus drivers. The principal is not obligated, however, to issue certain consequences on demand of the bus driver, but instead has full authority to determine the course of action in the best interests of students and school bus safety.

### **Check Policy**

Personal checks are welcome at the St. Joseph School District. The School District retains a collection service to recover all bad checks. When paying by check it is important that the check writer is aware that they are authorizing any dishonored checks to be collected electronically from their account along with a minimum service fee of \$25.00. The check writer is also responsible for all other collection costs.

### **Corporal Punishment Prohibited (Board Policy JGA)**

No person employed by or volunteering on behalf of the St. Joseph School District shall administer or cause to be administered corporal punishment upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student without advance notice to the principal, if it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the school district. Principals should make every effort to inform parents if any physical effort has been made to control the student.

### **Detention and/or In-School Suspension (Board Policy JGB)**

The provisions of detention or an in-school suspension program for student violations of policies, rules, and regulations shall provide principals with an additional alternative for dealing with disciplinary problems that occur in the schools. When this alternative is appropriate, students will be assigned to serve a specified time period in the in-school suspension program. These assignments, and the determination of the time period for them, shall be determined by the principal, or his or her designee.

### **Student Discipline**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, or any aggravated circumstance of any offense or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and school transportation, or at a school activity, whether on or off school property.

### **Reporting to Law Enforcement**

It is the policy of the St. Joseph School District to report all crimes occurring on school grounds to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is in violation of the district's policy.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

### **Documentation in Student's Discipline Record**

The principal, designee or other administrators or school staff will maintain all discipline records as deemed necessary for the orderly operation of the schools and in accordance with law and policy JGF.

### **Participation in Activities**

Students who are suspended or expelled for any reason are prohibited from attending or taking part in any district-sponsored activity, regardless of location, or any activity that occurs on district property. Students who violate this provision will be required to leave the activity and may face further discipline, including an additional period of suspension or expulsion.

### **Prohibition against Being on or near School Property during Suspension**

All students who are suspended or expelled are prohibited from being on school property for any reason unless permission is granted by the superintendent or designee.

Any student who is suspended for any offenses listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline shall not be allowed to be within 1,000 feet of any public school in the district unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian or custodian.
2. The student is under the direct supervision of another adult designated by the student's parent, legal guardian or custodian. The designation must be made in advance and in writing to the principal of the school that suspended the student.
3. The student is in an alternative school that is located within 1,000 feet of a public school in the district.
4. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension," listed below.

#### **Prohibited Conduct**

The following are descriptions of prohibited conduct as well as potential consequences for violation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. **Academic Dishonesty**--Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics.

**First Offense:** No credit for the work, grade reduction, or replacement assignment.

**Subsequent Offense:** No credit for the work, grade reduction, course failure, or removal from extracurricular activities.

2. **Arson**--Starting or attempting to start a fire or causing or attempting to cause an explosion.

**First Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion. Restitution if appropriate.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion. Restitution if appropriate.

3. **Assault**

- a. Hitting, striking and/or attempting to cause injury to another person; placing a person in reasonable apprehension of imminent physical injury; physically injuring another person.

**First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.

**First Offense:** Expulsion.

4. **Automobile/Vehicle Misuse**--Discourteous or unsafe driving on or around school property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on school property.

**First Offense:** Suspension or revocation of parking privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** Revocation of parking privileges, detention, in-school suspension, or 1-180 days out-of-school suspension.

5. **Bullying (see Board policy JFCF)**--Repeated and systematic intimidation, harassment and attacks on a student or multiple students, perpetuated by individuals or groups. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or damaging property; oral or written taunts, including name-calling, put-downs, extortion, or threats; or threats of retaliation for reporting such acts. Bullying may also include cyber bullying or cyber threats. Cyber bullying is sending or posting harmful or cruel text or images using the Internet or other digital communication and or electronic devices. Cyber threats are online materials that threaten or raise concerns about violence against others, suicide or self-harm.

**First Offense:** Detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

6. **Bus or Transportation Misconduct (see Board policy JFCC)**--Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.

7. **Dishonesty**--Any act of lying, whether verbal or written, including forgery.

**First Offense:** Nullification of forged document. Principal/Student conference, detention, in-school suspension or 1-10 days out-of-school suspension.

**Subsequent Offense:** Nullification of forged document. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

8. **Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)**--Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom work, school activities or school functions. Students will not be disciplined for speech in situations where it is protected by law.

**First Offense:** Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

9. **Drugs/Alcohol (see Board policies JFCH and JHCD)**

- a. Possession, sale, purchase or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.

**First Offense:** In-school suspension or 1-180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

- b. Possession of or attendance while under the influence of or soon after consuming any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants,

counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

**First Offense:** In-school suspension, 1-180 days out-of-school suspension.  
**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

- c. Sale, purchase or distribution of any prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drugs, imitation controlled substances or drug-related paraphernalia, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202 of the Controlled Substances Act.

**First Offense:** 1-180 days out-of-school suspension or expulsion.  
**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

10. **Extortion--**Threatening or intimidating any person for the purpose of obtaining money or anything of value.

**First Offense:** Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

11. **Failure to Meet Conditions of Suspension--**Coming within 1,000 feet of any public school in the district while on suspension for an offense that requires reporting to law enforcement or for an act of school violence or drug-related activity defined by district policy as a serious violation of the district's discipline policy. See section of this regulation entitled, "Prohibition against Being on or near School Property during Suspension."

In determining whether to suspend or expel a student, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence within 1,000 feet of the school is disruptive to the educational process or undermines the effectiveness of the school's discipline policy.

**First Offense:** Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** Verbal warning, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

12. **False Alarms (see also "Threats or Verbal Assault")--**Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of school property.

**First Offense:** Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

13. **Fighting (see also, "Assault")--**Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

**First Offense:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

- Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.
14. **Gambling**--Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.
- First Offense:** Principal/Student conference, loss of privileges, detention, or in-school suspension.
- Subsequent Offense:** Principal/Student conference, loss of privileges, detention, in-school suspension, or 1-10 days out-of-school suspension.
15. **Hazing (see Board policy JFCF)**--Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.
- First Offense:** In-school suspension or 1-180 days out-of-school suspension.
- Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.
16. **Incendiary Devices** -- Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff.
- First Offense:** Confiscation. Warning, principal/student conference, detention, or in-school suspension.
- Subsequent Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
17. **Public Display of Affection**--Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.
- First Offense:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
18. **Sexual Activity**--Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.
- First Offense:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.
- Subsequent Offense:** Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.
19. **Sexual Harassment (see Board policy AC)**
- a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.
- First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

- b. Unwelcome physical contact based on gender or of a sexual nature. Examples include, but are not limited to, touching or fondling of the genital areas, breasts or undergarments, regardless of whether or not the touching occurred through or under clothing.

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

20. **Sexually Explicit, Vulgar, or Violent Material--**Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be discipline for speech in situations where it is protected by law.

**First Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** Confiscation. Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

21. **Technology Misconduct (see Board policies EHB and KKB)**

- a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.

**First Offense:** Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension or 1-180 days out-of-school suspension.

**Subsequent Offense:** Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- b. Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other electronic communication devices during the regular school day, including instructional class time, class change time, breakfast or lunch.

**First Offense:** Confiscation. Principal/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

- c. Violation other than those listed in "a," (1), (2) or of Board policy EHB and procedure EHB-AP.

**First Offense:** Restitution. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

- d. Use of audio or visual recording equipment in violation of Board policy KKB.

**First Offense:** Confiscation. Principal/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

22. **Theft--Theft, attempted theft or knowing possession of stolen property.**

**First Offense:** Return of or restitution for property. Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** Return of or restitution for property. 1-180 days out-of-school suspension or expulsion.

23. **Threats or Verbal Assault--Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.**

**First Offense:** Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

24. **Tobacco**

- a. Possession of any tobacco products on school grounds, school transportation or at any school activity.

**First Offense:** Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.

**Subsequent Offense:** Confiscation of tobacco product. Detention, in-school suspension, or 1-10 days out-of-school suspension.

- b. Use of any tobacco products on school grounds, school transportation or at any school activity.

**First Offense:** Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1-3 days out-of-school suspension.

**Subsequent Offense:** Confiscation of tobacco product. In-school suspension or 1-10 days out-of-school suspension.

25. **Truancy--Absence from school without the knowledge and consent of parents/guardians and/or the school administration; excessive non-justifiable absences, even with the consent of parents/guardians.**

**First Offense:** Principal/Student conference, detention, or 1-3 days in-school suspension.

**Subsequent Offense:** Detention or 3-10 days in-school suspension.

26. **Unauthorized Entry--Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.**

**First Offense:** Principal/Student conference, detention, in-school suspension, or 1-180 days out-of-school suspension.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

27. **Vandalism (see Board policy ECA)**--Willful damage or the attempt to cause damage to real or personal property belonging to the school, staff or students.

**First Offense:** Restitution. Principal/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** Restitution. In-school suspension, 1-180 days out-of-school suspension, or expulsion.

28. **Weapons (see Board policy JFCJ)**

- a. Possession or use of any weapon as defined in Board Policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

**First Offense:** In-school suspension, 1-180 days out-of-school suspension, or expulsion.

**Subsequent Offense:** 1-180 days out-of-school suspension or expulsion.

- b. 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).

**First Offense:** One (1) calendar year suspension or expulsion, unless modified by the Board upon recommendation by the superintendent.

**Subsequent Offense:** Expulsion.

### **Student Suspension and Expulsion (Board Policy JGD)**

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and regulations of the school district. This observance of school policies, rules and regulations is essential for permitting others to learn at school.

Therefore, the administration may exclude a student from school because of violation of school rules and procedures, conduct which materially or substantially disrupts the rights of others to an education, or conduct which endangers the student, other students or the property of the school. Furthermore, if a student poses a threat to self or others, as evidenced by the prior conduct of such student, the administration may immediately remove the student from school. Such actions will be taken in accordance with due process and with due regard for the welfare of both the student and the school.

The term "suspension" refers to an exclusion from school that will not exceed a specific period of time. The term "expulsion" refers to exclusion for an indefinite period.

### **Suspensions**

In Missouri, a principal or designee may suspend a student for up to ten (10) school days. A superintendent or designee may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or designee, or superintendent or designee, must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and give the student an opportunity to present his or her version of the incident.

2. If the principal or designee, or superintendent or designee concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply unless the student is disabled.

3. The principal or designee, or superintendent or designee should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate.

4. If suspension is imposed, the student's parents or guardians must be notified of the suspension and the reasons for the action as soon as possible.

5. If a student is suspended for more than ten (10) school days, the following rules also apply:

a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's or designee's decision to the Board or a committee of the Board appointed by the Board president.

b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension may be stayed by the superintendent or designee until the Board renders its decision.

c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent or designee, to the secretary of the Board.

d. The superintendent or designee, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent or designee, and the reasons for the action.

e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.

f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

#### **Suspensions For More Than 180 Days and Expulsions**

Only the Board may expel a student or suspend a student for more than 180 days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 days, the superintendent or designee must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and give the student an opportunity to present his or her version of the incident.

2. If the superintendent or designee concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 days, the procedures described below apply unless the student is disabled. (In the case of a disabled student, the procedures described in the policy dealing with the discipline of disabled children shall apply.)

a. The superintendent or designee will recommend to the Board that the student be expelled or suspended for more than 180 days. The superintendent or designee may also immediately suspend the student for up to 180 days.

b. Upon receipt of the superintendent's or designee's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.

3. If the student is expelled, he or she may later apply to the Board for readmission. Only the Board can readmit an expelled student.

#### **Student Discipline Hearings**

The Board of Education may originate student discipline hearings upon recommendation of the superintendent or designee. In such cases, the Board of Education will review the superintendent's or designee's report and determine whether to conduct a discipline hearing. In addition, student discipline

hearings also will be held upon written request of the student or the student's parents, to consider appeals from student suspensions in excess of ten (10) school days.

A discipline hearing will always be held in cases of suspensions in excess of 180 school days or expulsions, unless after meeting with the superintendent or designee, the parent or guardian waives, in writing, the right to an expulsion hearing.

In all hearings, whether initiated by the Board of Education or by appeal, the following procedures will be adhered to:

1. The student and the parents/guardians will be advised of the charges against the student; their right to a Board hearing; the date, time and place of the hearing; their right to counsel; and their procedural rights to call witnesses, enter exhibits and cross-examine adverse witnesses. All such notifications will be made by certified mail, addressed to the student's parents or guardians. The Board shall make a good-faith effort to have the parents or guardians present at the hearing.
2. Prior to the Board hearing, the student and the student's parents/guardians will be advised of the identity of the witnesses to be called by the administration and advised of the nature of their testimony. In addition, the student and the student's parents/guardians will be provided with copies of the documents to be introduced at the hearing by the administration.
3. The hearing will be closed unless the Board decides otherwise. The hearing will only be open with parental consent. At the hearing, the administration or their counsel will present the charges and such testimony and evidence to support such charges. The student, his or her parents/guardians or their counsel shall have the right to present witnesses, introduce exhibits, and to cross-examine witnesses called in support of the charges. A licensed court reporter may record the hearing and prepare a written transcript.
4. At the conclusion of the hearing, the Board of Education shall deliberate in executive session and shall render a decision to dismiss the charges; to suspend the student for a specified period of time; or to expel the student from the schools of the district. The administration or its counsel, by direction of the Board of Education, shall promptly prepare and transmit to the parents/guardians written notice of the of the decision.

#### **Remedial Conference**

Prior to the readmission or enrollment of any student who has been suspended out of school in excess of ten (10) days or expelled in accordance with this policy, a conference must be held to review the student's conduct that resulted in the suspension or expulsion and any remedial actions needed to prevent future occurrences of such conduct or related conduct. The conference shall include the appropriate school officials and may include any teacher directly involved with the conduct that resulted in the suspension or expulsion, the student, and the parent or guardian of the student or any agency having legal jurisdiction, care custody or control of the student. The Superintendent, or designee, shall notify, in writing, the parents or guardians and all other parties of the time, place and agenda of any such conference. Failure of any party to attend this conference shall not preclude holding the conference.

#### **Discipline of Students with Disabilities (Board Policy JGE)**

It is the goal of the St. Joseph School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

The district will comply with all state and federal laws governing the discipline of students with disabilities, including the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, applicable regulations and state and local plans for compliance with the law. In addition to the

process outlined in special education law, students with disabilities will receive the same due process afforded other students.

The Board delegates to the superintendent or designee the authority to seek the removal of a student with a disability as allowed by federal or state law to an alternative educational setting through the state hearing process or to seek a court injunction ordering removal or a different educational placement.

#### *Procedures for Discipline of Students with Disabilities*

Once a student with an Individualized Education Plan has been suspended for 10 days or more in the same school year, the building principal shall contact the Special Services Department to discuss if a meeting to determine if a manifestation determination is required.

If the behavior that violated the student code of conduct was not a manifestation of the child's disability, and the disciplinary change of placement would exceed 10 school days in a row, school personnel may apply the disciplinary procedures to that student with a disability in the same manner and for the same duration as it would to students without disabilities, except that the school must provide services to that child as prescribed by the student's IEP team.

If the behavior that violated the student code of conduct was a manifestation of the child's disability, the student's IEP team must either: (1) Conduct a functional behavioral assessment, unless the school district had conducted a functional behavior assessment before the behavior resulted in the change of placement occurred, and implemented a behavior intervention plan for the child; or (2) if the behavioral intervention plan already has been developed, review the behavior intervention plan, and modify it, as necessary, to address the behavior. The school district must return the child to the placement from which the child was removed, unless the parent and the district agree to a change of placement as part of the modification of the behavioral intervention plan.

Special circumstances include that whether or not the behavior was a manifestation of the child's disability, school personnel may remove a student to an interim alternative educational setting (determined by the child's IEP Team) for up to 45 school days, if the child:

1. Carries a weapon (see the definition below) to school or has a weapon at school, on school premises, or at a school function, or a school sponsored event;
2. Knowingly has or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function, or school sponsored event; or
3. Has inflicted seriously bodily injury upon another person while at school, on school premises, or at a school function, or a school-sponsored event.

Legal Ref: Procedural Safeguards Notice, Part B of the Individuals with Disabilities Education Act (IDEA), October 2006, as provided by the Missouri Department of Elementary and Secondary Education

#### **Discipline Reporting and Records** (Board Policy JGF)

In compliance with state law, the Board of Education establishes explicit channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

#### **Definitions**

The following definitions and terms apply to this policy:

*Act of School Violence/Violent Behavior* -- The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

*Serious Physical Injury* -- Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

*Serious Violation of District's Discipline Policy* -- One (1) or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence/violent behavior.
2. Any offense that occurs on school property, on school transportation or at any school activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten (10) school days.

*Need to Know* -- Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

*School Property* -- Property utilized, supervised, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, designated bus stops, school transportation and any property on which any school activity takes place.

#### ***Reporting to School Staff***

School administrators shall report acts of school violence to teachers and other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's Individualized Education Program (IEP) that is related to demonstrate or potentially violent behavior shall be provided to any teacher and other district employees with a need to know the information.

The superintendent or designee of any act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement authority in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

#### ***Reporting to Law Enforcement Officials***

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported by the appropriate school administrator to the appropriate law enforcement agency as soon as reasonably practical. The following acts are subject to this reporting requirement:

1. First or second degree murder under §§ 565.020, .021, RSMo.
2. Voluntary or involuntary manslaughter under § 565.024, RSMo.
3. Kidnapping under § 565.110, RSMo.
4. First, second or third degree assault under §§ 565.050, .060, .070, RSMo.
5. Sexual assault or deviate sexual assault under §§ 566.040, .070, RSMo.
6. Forcible rape or sodomy under §§ 566.030, .060, RSMo.
7. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
8. Robbery in the first degree under § 569.020, RSMo.
9. Possession of a weapon under chapter 571, RSMo.
10. Distribution of drugs under §§ 195.211, .212, RSMo.
11. Arson in the first degree under § 569.040, RSMo.
12. Felonious restraint under § 565.120, RSMo.
13. Property damage in the first degree under § 569.100, RSMo.
14. Child molestation in the first degree pursuant to § 566.067, RSMo.
15. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
16. Sexual abuse pursuant to § 566.100, RSMo.
17. Harassment under § 565.090, RSMo.
18. Stalking under § 565.225, RSMo.

In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the school district is aware is under the jurisdiction of the court.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first, second or third degree assault, sexual assault or deviate sexual assault against a student or school employee, while on school property, school transportation or at school activities. The employee shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these offenses to the appropriate law enforcement agency and the superintendent.

The superintendent or designee and the appropriate law enforcement agency may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third degree assault. If such an agreement exists in the district, the principal shall report third degree assaults to the appropriate local law enforcement agency in accordance with the agreement.

School districts may report or disclose education records to law enforcement and juvenile justice authorities if the disclosure concerns law enforcement's or juvenile justice authorities' ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

#### ***Student Discipline Records***

The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five (5) business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two (2) business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the District shall report rates and durations of, and reasons for, suspensions of ten (10) days or longer and expulsions.

#### ***Confidentiality***

Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

#### ***Liability***

Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's discipline policies or when reporting to the appropriate supervisor or other person acts of school violence or threatened acts of school violence, pursuant to law and district policy.

#### **Drug Free Schools Policy (Board Policy JFCH)**

The St. Joseph School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved

activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

#### ***Procedure used for violation of drugs and/or alcohol***

The St. Joseph School District makes available confidential counseling services for students seeking help for alcohol and drug abuse. Outside referrals to licensed therapist are offered and drug testing is available through Preferred Family Healthcare located at the district's alternative resource center.

For students who are in treatment facilities outside of the district, a transition coordinator will act as liaison between district and agency. A parent "Release of Information" will be required for education records to be transferred between agencies.

#### **Elementary Student Transfer Guidelines**

The St. Joseph School District has a hardship transfer policy. Students who live outside the identified school boundaries may apply for a hardship transfer to another school in the district. Class size will be a determining factor if an actual hardship exists.

#### **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over eighteen years of age certain rights with respect to educational records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe to be inaccurate or misleading. They should write the school official, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes the disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff

and law enforcement personnel); a person serving on the School Board; a person with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his/her professional responsibility.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Officer, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605

### **Human Sexuality Curriculum**

Pursuant to requirements of state law, if the district chooses to use any course materials and instruction relating to human sexuality and sexually transmitted diseases the materials and instruction shall be medically and factually accurate. Students may be separated by gender for human sexuality instruction. The Board shall determine the specific content of the district's instruction in human sexuality, in accordance with the requirements of state law. Instruction in human sexuality is to be appropriate to the age of the students receiving such instruction. Further information can be found in Board Policy IGAEB.

### **Health of the Student**

If the student has a known health problem or allergy, please report this to the school nurse or principal.

### **Administering Medication to Students**

Medications will be given to students during school hours if absolutely necessary. If possible, the parent/guardian will be encouraged to schedule the medication to be given before or after school. However, if this is not possible the following instructions must be followed:

#### *PRESCRIPTION MEDICATION*

1. Medication container must have a label attached by a pharmacist and/or physician and will include:
  - Child's name
  - Name of medication
  - Dosage of medication
  - Route of medication
  - Name of doctor
2. Written permission from parent/guardian to give medication.
3. Time of day medication is to be given.
4. Dosage limited to one-day supply -- container returned home daily with student for short-term prescription medications.

Physician ordered long-term medications may have a 30-day supply at school.

#### *NON-PRESCRIPTION MEDICATIONS (OVER THE COUNTER MEDICATIONS)*

A written request from a physician/authorized prescriber is required for non-prescription medicine dispensed through the school office to elementary school students.

1. Medication must come in the original container
2. Child's name on the medication container
3. Only the instructions listed on the medication container will be followed unless a physician/authorized prescriber requests in writing different instructions for administering the medication.
4. Written permission from parent/guardian to give medication
5. Time of day medication to be given
6. Dosage limited to one-day supply -- container returned home daily with student for short-term medications. Physician ordered long-term medications might have a 30-day supply at school.

All long term (10 days or more) and emergency medications, prescriptions and non-prescription, must have a special form completed by the physician/authorized prescriber and parent/guardian. The form is to be completed and returned to the school nurse or principal. Forms are available in the school office/school health office. Further information can be found in Board Policy JHCD.

### **Physical Examinations and Screenings**

Screening tests for various health conditions (such as vision, hearing, scoliosis, dental and head lice) will be conducted in accordance with administrative procedures. Students may also be weighed and measured. Parents/Guardians will receive a written notice of any screening results that indicates a condition that might interfere with a student's progress or health. In general, the school district will not conduct physical examinations of a student without parental consent, unless health or safety of the student is in question or unless by court order. All parents will be notified at least at the beginning of the school year of screenings for students. Students who wish to participate in certain extracurricular activities may be required to submit to a physical examination to verify their ability to participate in the activity. Students participating in activities governed by the Missouri State High School Activities Association will be required to follow the rules of that organization. Refer to Board Policy JHC for further information.

### **Communicable Diseases**

The St. Joseph School Board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The Board also has a responsibility to protect individual privacy, educate all students regardless of medical condition, and treat students and employees in a nondiscriminatory manner. In accordance with the law, students cannot attend school without providing satisfactory evidence of immunization, unless exempt from immunization. Students or employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to chicken pox, influenza, and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Further information can be found in Board Policy EBB.

### **No Child Left Behind Act**

The St. Joseph School District is required to inform you of certain information that you, according to the No Child Left Behind Act of 2001 (Public Law 107-110), have the right to know.

- Upon your request, our district is required to provide to you in a timely manner, the following information:
  - Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
  - Whether your child is provided services by paraprofessionals and, if so, their qualifications.
  - What baccalaureate degree major the teacher has and any other graduate certification or degree held by the teacher, and the field of discipline of the certification. In addition to the information that parents may request, districts must provide to each individual parent:
    - Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
    - Timely notice that the parent's child has been assigned or has been taught for four or more weeks by, a teacher who is not highly qualified.

### **Nondiscrimination and Compliance with Title IX Civil Rights Act**

#### ***General Rule***

The St. Joseph School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The St.

Joseph School District is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment.

#### ***Additional Prohibited Behavior***

Behavior that is not unlawful or does not rise to the level of illegal discrimination or harassment might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

#### ***Consequences***

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors or others who violate this policy may be prohibited from school grounds or otherwise restricted while on school grounds. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported to the Children's Division (CD) of the Department of Social Services.

#### ***Definitions***

**Discrimination** - Conferring, refusing or denying benefits or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law, or based on a belief that such a characteristic exists.

**Harassment** - A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law or a belief that such a characteristic exists: graffiti; display of written material or pictures; name calling; slurs; jokes; gestures; threatening, intimidating or hostile acts; theft; or damage to property.

**Sexual Harassment** - A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.

2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

**Grievance** - A verbal or written report (also known as a complaint) of discrimination or harassment made to the compliance officer.

#### ***Compliance Officer***

The Board designates the following individual to act as the district compliance officer:

Doug Flowers, Director of Human Resources  
925 Felix Street

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 acting compliance officer:

Beery Johnson, Asst. Director for Student Services  
925 Felix Street  
816-671-4000

#### ***Reporting***

All persons must report incidents that might constitute illegal discrimination or harassment directly to the compliance officer or acting compliance officer. All district employees will direct all persons seeking to make a grievance directly to the compliance officer. Even if the potential victim of discrimination or harassment does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding discrimination or harassment prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Students, employees and others may address concerns directly with the person alleged to have caused harassment or discrimination in an attempt to resolve the issue, but are not expected or required to do so.

#### ***Student-on-Student Harassment***

Building-level administrators are in a unique position to identify and address discrimination and harassment between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. The administrator has the ability to immediately discipline a student for any behavior that otherwise would lead to disciplinary action in accordance with the district's discipline policy. The administrator will report all incidents of harassment and discrimination to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

#### ***Investigation***

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination or harassment, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is

more likely than not that discrimination, harassment or other prohibited behavior has occurred, the district will take immediate corrective action.

#### ***Confidentiality and Records***

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record.

#### **Nondiscrimination on the Basis of Disability**

Under the Public Law 93-122, Section 504 of the Rehabilitation Act of 1973, Public Law 94-142, The Education for All Handicapped Children Act of 1975, and the Americans With Disabilities Act, The School District of St. Joseph:

- May not discriminate against qualified disabled persons in any aspect of school district employment solely on the basis of disability, and will make reasonable accommodations for the known disabilities of qualified applicants and employees.
- Must make facilities, programs and activities accessible, usable and open to qualified disabled persons. The building administrator will ensure mobility-impaired persons have access to the District's programs or activities held in inaccessible sites by relocating those programs and activities to accessible sites. In order to make these accommodations patrons will give a 30 day notice to the building administrator for any specified program or activity. In the event this timeline is not met the building administrator will make every effort to meet such accommodation within the limited time frame.
- Must provide free appropriate education at elementary and secondary levels, including nonacademic and extracurricular services and activities to qualified disabled persons.
- May not exclude any qualified disabled persons solely on the basis of disability from participation in any preschool education or day care program or activity, or from any adult education or vocational program or activity.
- Must provide each qualified disabled person with the same health, welfare and other social services as are provided other persons.

#### **Parents as Teachers**

Children begin learning at birth, and Parents as Teachers (PAT) can help you give your child the best possible start in life. Parents as Teachers is a free and voluntary early-learning program for parents with children birth to age 5. This nationally known program, which originated in Missouri, has spread throughout the United States, reaching thousands of families of all kinds. Parents as Teachers has much to offer you and your child, too. As a parent, you are your child's first and most influential teacher. Parents as Teachers can help you lay a strong foundation for your child's future success in school.

#### **General Dress Guidelines Specific to Physical Education**

Students do not "dress out" for physical education in elementary schools. Students are expected to attend physical education class wearing clothing that is appropriate for physical activity. Tennis shoes (or shoes of a similar nature that are secured and have soft soles) are required. Jewelry that may interfere with participation or cause a safety issue should be removed before participation in physical education class.

## **Safety Patrols**

To help insure the safety of students who walk to and from school, elementary schools may have upper elementary students serve as school safety patrols. Students who serve as patrols will be selected based on established criteria, which may vary from school to school. Student safety patrols will be under the direction of a school's safety patrol sponsor. Safety patrols will be trained by the District Safety Patrol Officer of the St. Joseph Police Department, and the School District of St. Joseph Safety Patrol Coordinator.

## **Student Records and Information (Board Policy JO)**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students.

The superintendent or designee will provide for the proper administration of student records in accordance with law, will develop appropriate procedures for maintaining student records and will standardize procedures for the collection and transmittal of necessary information about individual students throughout the district. The building principal shall assist the superintendent in developing the student records system, maintaining and protecting the records in his or her building and developing protocols for releasing student education records. The superintendent or designee will make arrangements so that all district employees are trained annually on the confidentiality of student education records, as applicable for each employee classification.

### *Health Information*

Student health information is a type of student record that is particularly sensitive and protected by numerous state and federal laws. Student health information shall be protected from unauthorized, illegal or inappropriate disclosure by adherence to the principles of confidentiality and privacy. The information shall be protected regardless of whether the information is received orally, in writing or electronically and regardless of the type of record or method of storage.

### *Directory Information*

Directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed. The school district designates the following items as directory information:

- Students in kindergarten through eighth grade -- Student's name; parent's name; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.
- High school and vocational technical school students -- Student's name; parent's name; address; telephone number; date and place of birth; grade level; bus assignment; enrollment status (e.g., full-time or part-time); participation in school-based activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or coursework displayed by the district; most recent previous school attended; and photographs, videotapes, digital images and recorded sound unless such photographs, videotapes, digital images and recorded sound would be considered harmful or an invasion of privacy.

### *Parent and Eligible Student Access*

All parents will have the right to inspect their child's education records as allowed by law. As used in this policy, a "parent" includes a biological or adoptive parent, a guardian or an individual acting as a parent in the absence of a natural parent or guardian. The district will extend the same rights to either parent, regardless of divorce, custody or visitation rights, unless the district is provided with evidence that the parent's rights to inspect records have been legally revoked. The rights of the parent transfer to the student

once the student turns 18, or attends an institution of postsecondary education, in accordance with law. If a parent or eligible student believes the education records related to the student contain information that is inaccurate, misleading or in violation of the student's privacy, he or she may ask the district to amend the record by following the appeals procedures created by the superintendent or designee.

For further information, see Board Policy JO.

### **Surveying, Analyzing, and Evaluating Students (Board Policy JHDA)**

#### ***Inspection***

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

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board Policy.

#### ***Consent Required***

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

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

#### ***Notice and Opportunity to Opt Out***

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

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

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

#### ***Notification of Policy and Privacy***

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

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

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

## **Textbooks**

Textbooks are provided by the school district. If a textbook is damaged or lost, a fine will be imposed. The following schedule is used to determine cost:

First year (new book)	100% of replacement cost
Two-year-old books	80% of replacement cost
Three-year-old books	60% of replacement cost
Four-year-old books	40% of replacement cost
Books five or more years old	20% of replacement cost

## **Visitor Guidelines**

1. Parent contacts building principal for permission, providing reason for the visit. If the request involves observing a student with an IEP or 504 Plan, or if the student is in the process of an educational evaluation, the principal discusses the request with the Special Services Department.
2. Building principal arranges a mutually agreed upon time for the visit/observation, based upon the teacher/classroom schedule.
3. If the purpose of the visit is for a professional observation (by a non-district person) or related to a high school career class or higher education assignment, a Confidentiality Statement will be signed by the observer. If the observation is for a specific student, a signed Release of Information (by parent or guardian) will be provided the building principal.
4. To prevent the interruption of the instructional process, the length of the visit will be held to a minimum. If the observation involves a student with an IEP, a 504 Plan, or one in the process of an educational evaluation, the observation will not extend 2 hours and a member of the Special Services staff may be present for the duration of the observation.

