

**Southern Boone
Middle School
Student Handbook**

2019-2020

**Middle School Mission
Statement**

Engage. Inspire. Grow.
TOGETHER

A LETTER FROM YOUR PRINCIPAL

Dear Students,

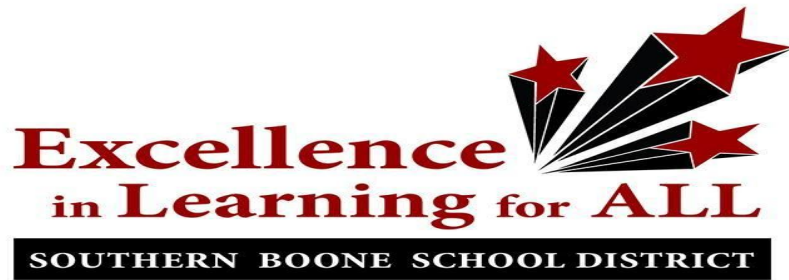
On behalf of the faculty and staff of Southern Boone Middle School, we welcome you to an exciting and challenging 2019-2020 school year. We at Southern Boone Middle School are looking forward to working with you during this school year. The middle school will foster an educational environment that will enable you to develop academically, emotionally, and physically. The goal is for every middle school student to be a safe, respectful, and responsible teenager capable of making good decisions that will make your time spent at Southern Boone Middle School successful and memorable.

Southern Boone County R-1 holds the expectation that our students will strive to be safe, responsible, and respectful learners. These expectations guide the policies, guidelines, and procedures in the student handbook and guide our classroom and school-wide instruction. These expectations provide the framework for each of us to achieve to our highest potential. .

This handbook has been developed to familiarize you with the middle school and our expectations for you as a middle school student. It is important that you and your parents take the time to read through the handbook. Administrators, teachers, and other staff members will gladly answer questions you may have about the student handbook. At the middle school you will be given more responsibility for your schoolwork and behavior than ever before. By accepting this responsibility and working at your fullest potential, you will help Southern Boone Middle School to successfully accomplish its mission to Engage. Inspire. Grow. Together!

Have a great school year!

Justin Griffith,
Middle School Principal



Southern Boone Middle School 2019-2020 Bell Schedules

Bell Schedule	Wednesday Schedule
1 st hour: 8:00 - 8:49	1 st hour: 8:00 – 8:44
2 nd hour: 8:53 - 9:42	2 nd hour: 8:48 – 9:32
3 rd hour: 9:46 - 10:35	3 rd hour: 9:36 – 10:20
4 th hour: 10:39 - 11:28	4 th hour: 10:24 – 11:08
5 th hour: 11:32 - 12:49 <i>1st lunch: 11:32 -11:56</i> <i>2nd lunch: 11:58-12:22</i> <i>3rd lunch: 12:24-12:49</i>	5 th hour: 11:12 – 12:22 <i>1st lunch: 11:12 – 11:34</i> <i>2nd lunch: 11:36 – 11:58</i> <i>3rd lunch: 12:00 – 12:22</i>
6 th hour: 12:53 - 1:42	6 th hour: 12:26 – 1:10
7 th hour: 1:46 - 2:35	7 th hour: 1:14 – 2:00
Eagle Time: 2:39 - 3:10	<i>Teacher Collaboration: 2:10 – 3:30</i>

- There will be supervision in the Middle School Gym before school beginning at 7:20 AM Please do not drop off or leave your student at the school during unsupervised times. The district will not be responsible for supervising students before 7:20 AM

- Supervision will be provided until 3:10 PM every day (unless early dismissal) except Wednesdays. Supervision will be provided until 2:00 PM on Wednesdays. Students riding buses will be supervised until they board their buses.



Southern Boone Middle School Matrix

	MORNING	CAFETERIA	HALLWAYS	WAITING FOR BUSES	REST ROOMS	CLASSROOMS	ASSEMBLY
SAFE	KAHFOOTY/ FOLLOW TEACHER DIRECTIONS Sit in assigned area and stay seated. Eat or drink in the cafeteria.	KAHFOOTY/ FOLLOW TEACHER DIRECTIONS Sit in assigned area and stay seated. Keep all feet on floor.	KAHFOOTY/ FOLLOW TEACHER DIRECTIONS Walk.	KAHFOOTY/ FOLLOW TEACHER DIRECTIONS Sit in bus number area and stay seated.	KAHFOOTY/ FOLLOW TEACHER DIRECTIONS	KAHFOOTY/ FOLLOW TEACHER DIRECTIONS Enter and exit classrooms in an orderly manner. Use materials appropriately.	KAHFOOTY/ FOLLOW TEACHER DIRECTIONS Sit in assigned area and stay seated.
RESPECTFUL	Use appropriate voice and language. Permission is needed to exit all assigned areas. Use aisle to leave the bleachers.	Use appropriate voice and language. Permission is needed to exit all assigned areas. Touch only your own food.	Use appropriate voice, volume, and language.	Use appropriate voice and language. Listen for your bus number.	Use appropriate voice and language.	Use appropriate voice and language. Listen while others are talking. Be considerate of others.	Use appropriate voice and language. Permission is needed to exit all assigned areas. Use aisle to leave the bleachers. Focus attention on presentation.
RESPONSIBLE	Use electronic devices appropriately.	Use electronic devices for school purposes. Take care of utensils.	Keep hallways clean.	Use electronic devices appropriately. Be on time.	Put electronic devices away. Return to class promptly. Keep bathrooms clean.	Use electronic devices for school purposes. Be on time. Stay on task. Be prepared with materials and assignments.	Put electronic devices away. Stay in your own space.

Middle School

Academic Dishonesty

Academic dishonesty runs the gamut from copying homework, cheating on a test, to plagiarizing written reports. Students and faculty share responsibility to see that high standards of academic integrity are upheld. All school work should be only the individual's actual work. Violation may result in a loss of credit along with further disciplinary actions. Cheating includes copying homework, sharing lab reports, copying of computer programs, sharing answers on a test, allowing others to use your work, using another person to write your papers, plagiarism, cheat sheets, electronic devices, and/or cell phones, etc.

Accidents/Injuries

If an accident occurs at school, first aid is given as soon as possible. Attempts will be made by the nurse, teacher, or principal to contact parents/guardians. In a serious accident or emergency when the parent cannot be reached, the child will be taken to the emergency room or doctor of choice listed on the enrollment health form filled out at the beginning of the year. **PARENTS ARE RESPONSIBLE FOR KEEPING EMERGENCY NUMBERS CURRENT.**

Assemblies

School assemblies are considered to be an integral part of the curricular program. Assemblies may be used to encourage student performance, disseminate information to the student body, or to bring in outside speakers. Students are expected to conduct themselves in a manner which reflects safe, respectful, responsible learning. Students who are not safe, respectful, and responsible may not be allowed to attend assemblies.

Attendance

Attendance is a significant factor in achieving success at school. When a student is absent from class, it is impossible to recreate the situation that existed during the absence. No amount of make-up work can take the place of the classroom. For this reason, it is essential that each student be in class every day possible. It is relevant that our schools teach our young people good work ethics.

If the student should miss school for any reason *not* covered under excused absences, the absence shall be considered *unexcused*, and he/she may not be allowed to makeup work. All total absences (excused or unexcused) are subject to the following procedures:

At or after first (5) absences for any reason, the parent shall receive a letter from the school notifying them of the student's absences.

At or after ten (10) absences, parent shall receive a letter and/or a phone call from the principal notifying them of the student's absences and reminding them of the attendance policy.

At and after fifteen (15) absences from school, the parent will receive a letter from the principal notifying them of his actions and referring the student to the Juvenile Office to request a review of the child's truancy. This will include all excused and unexcused absences. Any such determination for truancy will be made by the Boone County Juvenile Office. Family vacations during the school year are also included. Each additional five (5) absences may again be referred to the Juvenile Office for consideration of truancy.

Excused absences:

1. Court appearances
2. Doctor/dentist appointment
3. Driver license exam

4. Funerals
5. Illness – requires note or telephone call from parents
6. Pre-arranged vacation
7. **Cases specifically approved by the building principal**

Students must be allowed to make-up assignments and tests in as many class periods as missed. It is the student's responsibility to arrange a time with the teacher to complete missed work and tests.

Procedure to Follow When Absent

1. The parents/guardians of students who are absent on any given day must **call and notify the school of such absences**. Students who are absent will receive an unexcused absence until a note or telephone call is received.
2. Students with medical appointments should bring a written excuse from their doctor/dentist when they return.
3. **No student is to leave school without first coming to the principal's office for permission. In case of illness, the parents will be contacted before a student will be permitted to go home.**
4. **Students must be in school all periods on the day of an activity before they will be allowed to participate in or attend such activity. A student may be allowed to participate in scheduled school activities if the absence is the result of the student:**
 - a. **attending a funeral or,**
 - b. **attending a doctor or dentist appointment and a note from the doctor/dentist accompanies the student's return to school or,**
 - c. **attending a mandated court appearance and proof of that appearance is given to the building administrator or,**
 - d. **making arrangements with the building administrator prior to the absence.**
5. A student may receive zeros for each day that is unexcused

Excessive Absences-Student Attendance & Administrative Procedure:

Our goal is to have each student attend 97% or more of the school year. However, we realize that students will miss school due to illness or emergency situations.

If the absence is not due to illness or emergency, the building administration should be contacted in advance.

School districts are required to report educational neglect to the Division of Family Services. Educational neglect will be considered when 15 -20 days of school are missed. In an attempt to recover education lost due to absence, scheduled Saturdays may be assigned and required.

Unusual medical situations or other circumstances will be considered when implementing this policy. The policy is meant to be a guide with administrative flexibility as an option given the circumstances of individual students.

Bus Conduct Policy

In order to insure the safety of every student that rides a school bus at Southern Boone County Schools, the following policy will be in effect:

- 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.
 - At the beginning of each year and periodically throughout the year, the bus rules will be discussed with the students.
 - When misbehavior occurs, a bus conduct notice will be given. This notice will be given to the

- school administration. The parent will be notified of this warning.
- The second time the driver issues a conduct notice for the same student, the student may be suspended from riding the school bus up to 3 days. All decisions are subject to administrative discretion. The parents will be notified of this suspension by phone and/or mail.
 - Subsequent written conduct notices may increase the suspension time up to 5 days for the third violation and 10 days or more for the fourth and future violations.
 - Continuous misbehavior and conduct notices may result in the loss of riding privileges for a semester.
 - Continuous misbehavior and conduct notices may result in the loss of riding privileges for a semester.
- **Students that live less than 1 mile away from the middle school are not eligible for bus transportation to and from school unless designated by an IEP.**
 - **Due to safety concerns and numbers of riders on the buses, students may not ride another bus to a location that is not assigned to them.**

Care of School Property By Students

Students are expected to take reasonable care of school property. Students shall pay for books, school supplies, school equipment, or other school property lost or damaged beyond ordinary wear and tear. Any student who carelessly or intentionally defaces or damages school property shall be required to pay for all damages, and may be subject to additional disciplinary action. According to state law, parents/guardians of juveniles under the age of 18 are responsible for vandalism, loss or damage caused by their children, up to the amount of \$2,000.

Cell Phones and other Communication Devices

Students may bring cellphones to school. Students are allowed to be on their cell phones during mornings in the gym from 7:20 AM until students are dismissed to go to first hour at 7:56 AM. This will be the ONLY time during which students may use cell phones until 3:10 PM when the dismissal bell rings. Cell phone usage is not allowed during academic and non-academic times such as during lunch, during passing times, in hallways, during assemblies, and during class.

From 7:56 AM - 3:10 PM, cell phone usage in classes is not allowed. **Students are NOT to take pictures or record videos at school.** Use of cell phones will result in the student being asked to bring their phone to the office

- a. **First offense:** Confiscation of device, student may pick up at the end of the day
- b. **Second offense:** Confiscation of device, a parent/guardian will be required to pick up the device
- c. **Subsequent offenses:** Confiscation of device, a parent will be required to pick up the device, after-school detention will be issued

If a student is asked by a staff member to bring their phone to the office but does not comply, the student is subject to office disciplinary action.

****NO CAMERAS AND/OR CELL PHONE CAMERA WILL BE PERMITTED IN LOCKER ROOMS OR RESTROOMS DURING EXTRA CURRICULAR EVENTS.** Malicious inappropriate use of such devices will result in disciplinary action.

Violation of Policy: Confiscation of item, student/parent conference, detention, in-school-suspension, 1-180 days out-of-school suspension.

Conference Hours

During teacher conference hours, teachers may be available to meet with parents and students by appointment.

Parents should notify the office upon arrival at school.

Contacting Of Students

If there is a need to get an important message to a student, call the building level office and effort will be made to contact the student. To restrict interruptions to class, messages will be delivered at the end of the hour and end of the instructional day. **Please DO NOT call or text your students cell phone during school hours** Cell phone usage is disruptive to the learning environment. Students are not to use their phones during the school day and usage will result in their phone being sent to the office.

Corporal Punishment

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

Course Changes

Any student wishing to petition out of a course must do so within two (2) weeks after the start of the school year has begun. Any course changes after that time are strongly discouraged and are only permitted with special permission from the administration.

Detentions

Students may be assigned before or after school detention by administration for infractions of school rules. Students need to check with the administrator before serving their detention. Students who miss an assigned detention (after school) may be assigned additional consequences.

Distribution of Non-Curricular Materials

Anyone wishing to distribute materials must have it approved through the Superintendent's office. Once a copy is received, its distribution will be approved or denied. If you would like more information regarding this issue, contact the administration.

Dress Code

Students are expected to be clean and to dress in good taste so that each child may share in promoting a positive, healthy, and safe atmosphere within the school district.

Students may not wear revealing clothing or clothing which displays gang affiliation, profanity, tobacco or alcohol logo and/or promotes the use of alcohol, tobacco, or other drugs. Clothing that could disrupt the learning environment and/or that causes undue attention to an individual is prohibited. **The decision as to the appropriateness of student's dress shall rest with administration, and if it causes a disruption in learning environment the student may be asked to change attire.**

1. All students must wear shoes, boots or other type of footwear.
2. Sunglasses (unless documented by a licensed physician)
3. No undergarments or bare midriffs should be visible.
4. Hats, stocking caps, hoods, bandannas, and other head coverings (at the discretion of the administration) will not be allowed during the school day. Head coverings whether seen or worn will be confiscated.
 - a. **First offense:** Confiscation of article, student may pick up at the end of the day
 - b. **Second offense:** Confiscation of article, a parent will be required to pick up the article
 - c. **Subsequent offenses:** Confiscation of article, a parent will be required to pick up the article, after-school detention issued
5. Additional dress regulation may be imposed upon students participating in certain extracurricular activities.
6. Class activities which present a concern for student safety may require the student to adjust his/her hair

and/or clothing during the class period in the interest of maintaining safety standards.

7. Violations of the dress code will be addressed in the following manner:
 - a. If the student is not properly dressed, parents will be called and dress will be corrected before student returns to class.
 - b. If parents and/or student refuse to correct dress code violation, the student will be sent home for the day and the absence will be unexcused.
 - c. If a problem persists, further disciplinary actions may occur at the discretion of the administration.
 - d. **The final decision as to the appropriateness of the student's dress rests with the administration.**

Early Departure from School

Once students arrive at school they must remain on campus until dismissal time unless they are signed out by a parent. Students will not be released to another student unless approved by the administration. **Students who arrive at school, then leave campus without permission are considered truant.**

Enrollment of Students Suspended from Other Schools

Any student who has been suspended from another school district will not be permitted to enroll in Southern Boone County Schools until he/she would have been eligible to re-enroll in his/her former school district or until the Board of Education or Superintendent has reviewed the prior suspensions and determines that the suspension is illegal or improperly given.

Enrollment of Transfer Students

A student transferring into the district will be required to have all of his/her school records on file before the student is allowed to enroll.

Field Trips

Field trips will be either educational or incentive in nature. Educational field trips should include all students. However, students may be excluded from educational trips due to behavior concerns, behavior related suspension, or other unusual circumstances. The parents/guardians of any student excluded will be notified prior to the trip.

Students may be excluded from incentive, motivational, and reward field trips. For these trips, teachers or building principals will create participation expectations. All students will be given an equal opportunity to participate.

Only children of the authorized group may ride the bus. Parents who are attending the trip as chaperons may ride the bus if space is available.

- Trips will be evaluated on their individual merit.
- Considerations to be used in evaluating school time trips should include:
 - Length of trip
 - Number of students involved
 - Cost involved
 - Amount of school time missed
 - Necessity of an audience for performing group
 - Educational value of the trip
- Only children of the authorized group may ride the bus
- Only authorized patrons will be allowed to ride the bus

Food in Classrooms

Students are not allowed to consume food, including food purchased during lunch, outside of the cafeteria. This includes the gym, classrooms, and all other general areas throughout the school. If students bring food and drinks (excluding water) to school in the mornings, they must go to the cafeteria to consume it before entering the

gym. Students will be asked to put away or dispose of any food in classrooms and all areas of the school other than the cafeteria.

Food Services

Southern Boone County R-1 Schools uses an automated system called SIS Lunch Module for breakfast/lunch accounting records. With this system, students are issued an account card with their personal account number. The number is contained in a magnetic bar code, which is read by a scanning machine. The same card is used to purchase breakfast and lunch.

Southern Boone County Schools will offer food substitutions to students that have life threatening or debilitating food allergies as documented by a licensed physician. Provide the school nurse with allergy information on the required form.

The food service provided for students in the Southern Boone County R-1 School District is an important part of the total educational program. A balanced lunch is available to every pupil at a minimal price. **A la carte choices are provided for middle and high school students. These options can increase the cost of student lunch considerably. Parents are encouraged to monitor student lunch accounts through parent portal.**

THE FREE AND REDUCED MEALS APPLICATION MUST BE COMPLETED ANNUALLY IN ORDER TO BE CONSIDERED FOR QUALIFICATION.

Breakfast:	All students -	\$1.40
	All adults -	\$1.70
Lunch:	All students -	\$2.20
	All adults -	\$2.60

Prices will be reviewed by the Board of Education in the fall and are subject to change.

General Health Information

Students need to remain home from school for the following:

- Fever of 100 degrees or over within the last 24 hours
- Undiagnosed rashes
- Vomiting/diarrhea within the last 24 hours
- Fainting (until evaluated by doctor)
- Red, inflamed eyes (should not attend if itching, pain or purulent (pus) drainage are present, consult doctor)
- Impetigo (a contagious skin condition involving characteristic "honey" colored crust; if seen, consult doctor)
- Ringworm (area must be covered during treatment)
- Head lice
- Scabies (must provide doctor's statement of diagnosis and treatment)
- Common childhood diseases (call anytime with concerns/questions)
- Chickenpox (excluded 7 days from onset of rash; at that time all blisters must be dry crust)
- Strep throat (following a positive throat culture the child must be on antibiotics and without fever for 24 hours before returning to school)
- Flu-like illness (remain home until without fever for 24 hours and child feels well enough to resume daily activities)
- Mononucleosis (infected children may attend school once diagnosed as long as without fever and precautions are taken with water fountain use, as long as student feels well enough to return to daily activity)

Students sent home ill, with elevated temperatures, vomiting, or diarrhea are asked

to be kept home until they are symptom-free for 24 hours. Many students are sent home ill one day, return the next, and need to be sent home again because they have not recovered.

We appreciate parents sharing diagnosis and treatment of children sent to physicians so we can be alert to possible problems in other children. **It is best practice to obtain a note from a physician whenever visited for illness (this can be turned in to cover the absence). Please have physician write down on the note the diagnosis and when the child may return to school.**

Guidance and Counseling

Guidance and counseling services will be under the direction of certified guidance counselors. The guidance personnel will supervise group and individual testing. Students are encouraged to make use of the services provided by the guidance counselors. These services include:

1. Testing
2. Personal Counseling
3. Group Counseling
4. Vocational Counseling/Career Interest

Hall Procedures

Halls are designed to provide access to and from various areas of the building. Students are expected to stay to the right while going to and from their classes. Congregating and /or aimless wandering in the halls, library, and other areas will not be permitted. No student is to be in the halls during the regular periods without a hall pass. Students found in the halls during class time will be viewed as out of their assigned area and may be subject to disciplinary action.

Headphones

From 7:56 AM - 3:10 PM, headphones are allowed exclusively in classrooms and are to be used for educational purposes only. Headphone usage is to the discretion of the classroom teacher. Without permission from faculty and staff, headphones are not allowed. Headphones are to be used with district technology devices only and should not be used with cell phones or other personal devices.

Health Services

A professional nurse on duty throughout the school term administers the District's health program. This is to maintain for the students a state of physical, mental, and emotional well-being as well as a wide range of health services such as:

1. The immunization program as required by law.
 2. Clinics (including vision and hearing checks, height and weight check, dental screenings, and scoliosis screenings).
 3. First aid.
 4. Ill student procedures.
 5. Compiling and maintaining Cumulative Health Records on all students. All students must clear through their respective principal's office permission to visit the nurse. In the case of an emergency, the teacher will send someone to notify the nurse and another person to notify the principal.
- To attend school, immunizations must be complete as required by the Missouri Department of Health. This shall not apply to any child if one parent or guardian objects on religious grounds in writing to the school administration to the immunization of the child. Students not in compliance may be suspended from school for failure to comply.
 - Students may be kept in from Physical Education class due to illness for up to 1 day if requested by parent. A note from a doctor is required for any request over 1 day. The P.E. Instructor will assign alternative assignments if student does not participate in class.

Home Work Guidelines

Any time a student is to be gone for a school activity (band, sports, etc.), it is the student's responsibility to check in advance and have work ready to hand in before he/she leaves for such activity. He/she must also get future assignments so he/she will be ready to carry on in class as usual upon his return. Failure to do so will result in the student not being able to attend the next activity. In the cases of In School Suspension and Out of School Suspension and long term suspension, homework and make up work may be required on return to school at the discretion of administration.

In-School Suspension

It is the desire of the school to allow students to remain in a learning environment and perform learning tasks during school hours. With this goal in mind, in-school suspension may be used as an alternative to some out-of-school suspensions that result from infractions of school regulations. Students assigned will be required to abide by the following standards:

1. Students will be assigned to a special class where they will be supervised at all times. The administration will see that each student has textbooks and class work assignments from his/her regular teachers. If only one or two students are to serve ISS, this may occur in the school office.
2. There shall be absolutely no talking or visiting with other students.
3. Students may not participate in any extracurricular activities (game participation in sports, field trips, school dances, club activities) on days they serve ISS. The student will receive credit for work completed during the suspension period.
4. Administration will notify the parents via telephone or writing that their son/daughter has received an in-school suspension. Reasons for the in-school suspension will be given and a conference may be scheduled prior to the student's readmission to the regular class.
5. Additional conferences with the school counselor and/or administration may be scheduled at the discretion of the administration.
6. Students serving ISS will not be allowed to use the following items: headphones, games, phones, or other such electronic devices.
7. Any disruptions or failure to comply with school policies while in the in-school suspension room may result in additional disciplinary actions. Students must earn their way back into the regular classroom by following all ISS rules and completing all assignments given to them to the satisfaction of the administration.

Failure to work during the in-school suspension time may result in additional time being served or out of school suspension.

Interruption of Classes in Session

Interruption to classroom instruction interferes with the learning process; we will keep interruptions to a minimum. Please communicate with your child before or after school.

Late Work Policy

Assignments are defined as tasks assigned to students by teachers that are intended to be completed and submitted for grading. Assignments are routine in nature and exclude long-term projects, research papers, quizzes, and tests.

- Assignments completed and submitted on time according to communicated expectations will receive full credit
- **Assignments completed and submitted after the due date according to communicated expectations will receive 75% credit until the end of the quarter. After each quarter late assignment will no longer be accepted.**
- **Late work credit for long-term projects and research papers is up to the discretion of the classroom teacher. Credit for late projects and papers must be communicated to students when the long-term project or research paper is assigned.**
- Students that are absent will be allowed to make-up assignments in as many class periods as missed. It is

- the student's responsibility to get all materials and assignments from the teacher when absent.
- Classes that vary from this policy must have prior administrative approval and notification of an alternative policy must be given to students and parents.

Lockers

Lockers will be loaned to students at no cost. School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice. Information concerning lockers will be kept in the main office. Damaged lockers may result in assessing the student for reimbursement. Students should keep their lockers locked. They may NOT place personal locks on school lockers without prior approval. Appropriateness of locker decorations will rest with the administration.

Lunchroom Procedures

Lunchroom is a supervised time for eating. Therefore, the following regulations have been written so the cafeteria will be supervised in a consistent manner.

1. Students are to maintain an orderly lunch line.
2. Students are to keep the noise level to a minimum.
3. Students are to bus their trays and silverware.
4. Students are to return to their respective seats at the tables after trays have been returned.

Media Center

The media center provides reading and reference materials for students and staff. The media center specialist is available for assistance in locating and selecting materials and for providing instruction in use of the media center. Students are encouraged to ask for assistance when needed. Students and staff are also encouraged to recommend materials for purchase for the media center.

The media center is to be used by students for specific purposes related to study, research, curriculum, and for leisure reading. The atmosphere maintained must be a quiet place for students to pursue these activities. Talking, unnecessary distractions, horseplay, socializing, and eating food are prohibited in the media center.

General rules for media center use

1. All materials will be checked out for two (2) weeks except for reference materials.
2. Students who have materials overdue from the media center will be restricted from checking out additional materials until the overdue items are returned.
3. Students will be held responsible for all materials checked out in their name even if those materials are loaned to friends or are lost or stolen. Students will be required to pay for all materials not returned to the media center. Grade cards and/or transcripts will be held until materials are paid for.

Medications

Prescription and nonprescription medication will be dispensed by school personnel only. Nonprescription medication, such as aspirin – though readily available commercially – will not be dispensed without a written prescription. Students will not be allowed to possess prescription medication. All medications must be delivered to the school office and be dispensed by school personnel. Medication to be given at school should be taken to the Health Office in its original container and be accompanied by written instructions signed by a parent or guardian. The instructions should include the following information:

1. Student's name
2. Name of Medication
3. Specific instructions for administration.
4. Physician's name.

Non-prescription medications can be carried by the student if the school has a signed parent consent form, which

must be updated on an annual basis.

Exception: Students with chronic or specific problems requiring medication for emergency situations will be allowed to carry and self-administer medication. The student should have their medication properly labeled as listed above. Specific written instructions must be provided as to when and under what circumstances medication is to be given. This should be provided and signed by the student's doctor and parent/guardian annually.

Mentor/Volunteer Program

Volunteer opportunities are available for those who want to serve in the school. These range from working with children in the classroom on a regularly scheduled basis to being available for special projects when needed. Volunteering in the district is a privilege, not a right. The district will conduct screening and criminal background checks before any volunteer is placed in a position where he/she is left alone with a student. The district may decline the services of any volunteer for any legal reason. All information collected on volunteers will be considered confidential to the extent allowed by law and will only be used to protect students or minimize disruption to the educational environment.

Morning Procedures

At 7:20 AM, student will be allowed to enter the Middle School. Students will be directed to the gym where they will wait for the dismissal bell at 7:56 AM. Morning supervision is only provided in the gym. Students are not to wander the halls, go to classrooms, go to the library, or leave the school once they have entered the building. At 7:40 AM, students who are eating breakfast will be dismissed to the cafeteria.

Progress Reports

Parents may check the Parent Portal at any time but grades should be updated by progress report dates. Report cards are issued on a quarterly basis and will be emailed to parents.

Publications

Student Handbook

The School Handbook was prepared for the purpose of giving information about the school to the students, parents, faculty, and others living in Southern Boone County R-1 County School District.

Yearbook

The yearbook portrays student life each year. A fee for each copy will finance the yearbook. It is intended for the enjoyment of all those who wish to recall memories of the school year.

Middle School Student Extracurricular Handbook

A copy of the handbook outlining expectations, policies, procedures, and rules of all extracurricular activities is on the school website and will be disseminated electronically.

Public Display of Affection

Inappropriate display of affection may be offensive to other people or make them uncomfortable and is not acceptable at school. All students are expected to avoid this kind of behavior which includes, but is not limited to, kissing, hugging, or touching. Disciplinary action may be taken with individuals who do not comply with this regulation.

Reading Below Grade Level

Students not reading on their current grade level and scoring a year or more below their current grade level will participate in a program of reading remediation. This program will consist of a minimum of 40 clock hours of reading remediation instruction. This program is offered through the school, during the school day. Tutoring is available with building level principal approval.

Safety

Safety is a matter of concern for all individuals in the school building. All public buildings are required to provide regulations and procedures to be followed in case of any disaster or emergency.

Each teacher will have a copy of the Crisis Management Plan that will include directions and procedures to follow in case of an emergency. Fire drills, severe weather drills, lockdown drills, and other such drills will be conducted during school time. All doors with the exception of the main entrances to each building will remain locked at all times during school hours.

Students are NOT allowed to ride their bicycles or skateboards on school property for safety reasons.

In the event of a weather emergency or other crisis, the school now has the ability to contact parents through a mass phone messaging system. During these events, **please do not call the school**. It hinders emergency procedures.

School Violence Hotline Information

This is a service that provides students and parents an outside company with no ties to the school that will allow individuals to report anonymously information that would have a negative impact on our school. This report is then sent to our school for us to investigate. The toll-free number is 1-866-748-7047.

School Visitors

Students are not permitted to have visitors at school unless they obtain permission from the principal in advance. Anyone visiting Southern Boone Schools must check in with the school office. All visitors will be required to wear an identification tag during the visit, which will be returned to the office upon leaving.

School Parties-Dances

Believing that student body activity should include events which offer the student opportunity for growth in individual confidence, poise, and social graces, it shall be the policy of the Southern Boone County R-I School District to sponsor a limited number of school dances. Parents should be aware that some outside non-school groups such as Travel Fundraising Clubs utilize school facilities for parties and dances that are NOT school related.

Participation:

1. Student – All students of the classes or groups designated as participants of a particular dance or activity.
2. Parents and Guardians – Are invited and encouraged to attend all school activities.
3. Faculty-- May be required to attend unless excused by the principal.
4. Board of Education and Spouses – Invited and encouraged to attend.

All dance activities sponsored by the school will be held on school premises. All dance activities will be confined to Friday or Saturday nights. (Exception – any day which terminates the school week.) No dance will be sponsored by the school prior to the start of school in the fall or after school has closed in the spring. All dance activities will terminate prior to 10:00 PM.

Search of Students

Students may be searched if there is reasonable suspicion to do so. A search by school administration or administrator designee may consist of asking the student to empty his/her pockets, remove shoes/socks, and empty purses and/or book bags. The search will be conducted with another adult to witness the search. The student will be informed as to the reason for the search.

School Activity Program

Inter-school extracurricular activities shall be encouraged and promoted in the Southern Boone County R-1 Public Schools. This program shall be operated under the leadership of the local school administration and subject to the

regulation of the Missouri State High School Activities Association.

Any student who represents this school in interscholastic activities must be a credible citizen. A student whose character or conduct is such as to reflect discredit upon him/her or this school is not considered a credible citizen. Any student who represents this school in interscholastic activities or co-curricular activities must maintain an overall average of grade C (2.0 on a 4 Point scale).

Failure to perform at this level as evidenced by grades reported at the end of any quarter will result in a one (1) quarter ineligible period. During this ineligible period the student may attend practice at the discretion of the instructor or coach.

Special Dietary Request

A request for a special diet or drink for your child must be made by the child's physician on a DESE approved diet form provided by the school for a student who is disabled, or from a recognized medical authority for a student who has a chronic medical condition (example: diabetes). A recognized medical authority includes the following professionals: licensed physician, physician assistant, nurse practitioner, and registered dietitian.

Special Services

Grading:

Any modifications in grading, for a student with an active Individualized Education Program (IEP), will be addressed in the student's IEP on an annual basis.

Suspension:

Disruptive, aggressive, and antisocial behaviors may be sufficient causes for suspending students with a disability from school.

Any student with a disability who has evidenced a history of such behaviors will have written into his/her IEP specific behavior management contingencies to be initiated at the onset of inappropriate behaviors. Behavior management contingencies may include, but are not limited to; time-out room, in-school-suspension, homebound instruction (following an IEP meeting), short-term suspension (not more than 3 days), counseling (by school counselors), crisis intervention, withdrawal of privileges. The parent/guardians/surrogates and the student will be informed of, and agree to, the behavior management contingencies stipulated in the IEP.

When the student with a disability exhibits disruptive or antisocial behavior, the management contingencies set forth in the IEP will be activated by the principal and/or other individuals in the school who are responsible for implementing the student's IEP.

The behavior management contingencies used and the individuals implementing them will be a function of the IEP and the types and severity of the behavior demonstrated by the student.

Management contingencies, which consist of suspension or otherwise exclusion from the school, must be implemented by the principal upon delegation from the superintendent.

Any incident, which causes the behavior management contingencies to be implemented, can also cause the IEP team to reconvene. At the IEP meeting the team will review the student's special service program to assure that the services being provided are meeting his/her needs. If necessary, additional data, testing, etc. may be obtained and recommendations regarding modifications in the student's program may be made. However, any changes in the student's educational placement will occur through standard channels.

Statewide Assessment

All students at Southern Boone County Schools will participate in standardized testing annually. Such tests may be district or state mandated. These standardized tests are designed and given to determine each student's level of ability, achievement, and progress. The results of individual student's test will be reported each year to each child's parent or guardian. The individual results will remain confidential and posted in the student's permanent school record. Only official school personnel with a need to know interest will have access to these confidential scores. No report shall disclose student achievement data in such a manner that would personally identify any student. The district may establish a system of incentives designed to encourage the students of this district to give their best efforts on each portion of any district or statewide or assessment established by law.

Student Admission Policy for Athletic Activities

Students of the Southern Boone County R-1 School District who are in good standing will be permitted to attend all regular home athletic contests. Admission will be \$4.00 for students. Preschool children accompanied by parents will be admitted free.

Abusive treatment of the privilege of attending any athletic events by any student may permanently exclude the student from attending further events.

Student Alcohol/Drug Abuse

The Southern Boone County R-1 School District is concerned with the health, welfare and safety of the 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 school property, in any school-owned vehicle, or in any other school-approved vehicle used to transport students to and from school or school activities. This prohibition also applies to any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction 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, Section 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 prescription or nonprescription medication as detailed in Board policy JHCD.

The school administration or teachers shall have the right to conduct searches, which are reasonable in scope, of persons reasonably suspected to be in violation of this policy. Such searches shall be conducted in accordance with Board policy JFG.

Any student who, after given an opportunity to present his or her version of the incident, is found by the administration and/or staff to be in violation of this policy shall be subject to disciplinary action and up to and including suspension, expulsion, or other discipline as provided in the district's discipline policy and referral for prosecution. Strict compliance is mandatory. The 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 the local law enforcement agency.

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

Student Due Process Rights

All students will be afforded due process as guaranteed by constitutional provisions. The process will be in accordance with state law and with the provisions outlined in the Southern Boone County R-1 Board of Education's

policies and regulations.

Discipline with regards to suspensions and/or expulsion

The Board of Education believes that the right of a student to attend the Southern Boone County R-1 School carries with it the responsibility of the student 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 administrative prerogative to remove a student from the school setting because of violations of school rules and regulations, 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 shall be permitted, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school. School attendance may be temporarily denied to individuals by the administrative act of summary suspension, but expulsion can be implemented only through specific actions by the Board of Education.

The Board authorizes the summary suspension of pupils by the building principal for a period not to exceed ten (10) school days and by the superintendent for a period not to exceed one hundred eighty (180) school days, provided such action is in accordance with due process and state statutes. The Board of Education must be notified of any suspension exceeding ten (10) days.

A student may be suspended by the school administration for alcohol, drugs, tobacco, fighting, insubordination, possession or use of disruptive/harmful devices or items (firecrackers, water balloons/guns, snowballs, etc.), theft, excessive unexcused tardies, vandalism, truancy, offensive/obscene language or gesture directed at any employee of the district, purposeful indecent state of dress or undress, threat or use of a weapon, and repeated offenses of a lesser consequence. In addition, the principal may suspend students who have been convicted or charged with felonies regardless of whether they occurred on school district property or related to the school in any way. Please note this list is not all-inclusive. Notice of such suspension shall be given to the parent or guardian. Notification shall be by telephone when feasible. The student and/or parents/guardians may appeal the principal's decision to suspend the student to the Superintendent. The Superintendent will forward to the Board of Education his review of the disposition of the suspension.

In case of suspension of a student, by the superintendent, for a period of more than ten (10) days, the student or parents/guardians may appeal the decision of the superintendent to the Board of Education. Requests for appeal shall be in writing and filed with the secretary of the Board of Education. Upon the filing of the appeal, the suspension, as determined by the superintendent, shall be stayed until the Board renders its decision, unless in the judgment of the superintendent the student's presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process. In such case, the judgment shall be immediately transmitted to the student and parents/guardians and the student shall be immediately removed from school. Upon filing of a request for an appeal of the superintendent's decision to suspend a student for more than a period of ten (10) days, the superintendent shall promptly transmit a written report to the Board of Education, indicating the facts relating to the suspension, action taken by the superintendent and other administrative officials and the reasons for such action. The Board, upon request, shall grant a hearing to the appealing party.

- Student complaints and grievance, separate from discipline. Any alleged act of unfairness or decision made by school personnel, which students and/or parents/guardians believe to be unjust or in violation of pertinent policies of the Board of Education or individual school rules, maybe appealed to the school principal or designated representative
- The following guidelines are established for the presentation of student complaints and grievances:
 - The principal shall schedule a conference with the student and any staff member involved to attempt to resolve the problem. Parents/guardians may be involved in the conference or a later

- conference for parents/guardians may be scheduled at the discretion of the principal.
- If the problem is not resolved to the satisfaction of the student and/or parents/guardians, a request may be submitted for a conference with the superintendent of schools. The superintendent shall arrange a conference to consider the problem and inform participants of the action that will be taken.
 - If the student and/or parents/guardians are not satisfied with the action of the superintendent, they may submit a written request to appear before the Board of Education. The decision of the Board shall be final. All persons are assured that they may utilize this procedure without reprisal. All records or notice, conferences, and actions taken to resolve student complaints and grievances will not be filed and identified as grievance records, and will not be placed in personal files.

The following are expectations for all students attending school activities.

1. Remain seated during the activity except to go to the concession area or to the restroom.
2. Running is prohibited on the bleachers or in hallways.
3. Stomping on the bleachers is prohibited
4. Good sportsmanship is expected. Examples of poor sportsmanship would include but not limited to booing, yelling derogatory remarks toward players, coaches, and/or officials.
5. Megaphones, signs, flags, noise makers, etc. are prohibited from inside activity whether the game is at home or away.
6. Will follow all MSHSAA guidelines. Individuals who do not abide by the above rules will be reported to the appropriate building principals and will be informed that another occurrence may result in the student not being allowed to attend any more home activities.

Student Fund Raising

All school fund-raisers must be approved by the administration. Any fundraising activity must have the proper paperwork completed and receive the approval of the administrator(s) of the student's involved in the fundraising.

Suspension and Expulsion

Suspension – Elimination from school for a limited period of time. The Board of Education believes that the right of a student to attend the Southern Boone County R-1 School carries with it the responsibility 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, any pupil who is guilty of violent or continued opposition to reasonable school authority, repeated offenses of bad conduct after receiving notice, habitual neglect of student duties, or whose general bad conduct and example tend to injure the school morale, may be suspended by the principal for a period not to exceed ten (10) school days. If, however, in the opinion of the principal, the student's misconduct is judged to be of such a severe nature as to warrant more than a ten (10) day suspension, the student may receive more than a ten (10) day suspension after approval for such has been obtained from the Superintendent of Schools. This suspension will not exceed 180 school days provided such action is in accordance with due process and state statutes. Students on suspension cannot participate in or attend school activities during this period of suspension.

Procedure for Suspension

1. Parents will be notified before a suspension becomes effective. Pupils will not be sent home during the regular school day, unless prior notice is given to parents.
2. Parents will be provided the opportunity for a personal conference regarding the reasons for the suspension and the conditions under which the pupil may be permitted to re-enter school. Failure of parents to respond may result in an indefinite suspension until parents appear.
3. Parents or school personnel may wish to involve others in the conference if it is believed that they can

contribute to a better understanding of the situation.

4. The decision of the principal may be appealed to the Superintendent of Schools and ultimately to the Board of Education
5. Students may not attend or participate in any school activity while on out-of-school suspension.

Expulsion

Expulsion is defined as permanent elimination from school. Only the Board of Education has the authority to expel a student. A written record of the reasons for the expulsion will be presented to the Board of Education and the pupil who has been recommended for expulsion will be given the right to appear with his/her parents before the Board of Education for a hearing.

Tampering with Computer System

Students tampering with the school's computer system will not be tolerated. Students are instructed as to the areas of the computer in which they should be working. If a student has a question regarding use of the computer, these should be directed to the instructor of the class.

Tardies

Students LATE TO SCHOOL must have a parent or adult (not siblings or other students) sign them in at the school office. These tardies count in the overall tardy count. It is extremely disruptive when students do not get to class on time. Each student must accept the responsibility for seeing that he or she is not tardy. Adequate time to exchange classes is provided. A record shall be kept in the office of all student tardiness.

1. Five (5) tardies by a student in a quarter will result in an office referral, student/principal conference, and hallway restrictions for 1 week (5 school days)
2. Ten (10) tardies in a quarter will result in an additional office referral, in-school suspension, and hallways restrictions for 1 week (5 school days).
3. Each additional 5 tardies in a quarter will result in an additional office referral, in-school suspension, and hallways restrictions for 1 week (5 school days).

Teacher and Staff Authority

Students are under the authority of any school district staff member anytime they are on school grounds, in the school building, or at any school function, wherever it may be held. Students are expected to give respectful attention to and immediate compliance with any request of direction by any school district staff (administrator, teacher, clerical worker, cafeteria worker, custodian, school resource officer, or sponsor.) Disrespectful behavior (for example, obscene language or gestures and/or verbal abuse) or failure to comply with any reasonable request may result in disciplinary actions and parents will be contacted.

Telephone Calls

Students who need to make telephone calls during the day are encouraged to use a phone in the main office between classes and not during class. Phone calls should be short in nature. **Students will not be called from class to accept a phone call unless it is an emergency.** Non-emergency messages will be delivered from the principal's office at the end of the day. Students will not be allowed to use the classroom telephones to contact parents.

Title IX

It is the policy of the Southern Boone County R-1 School District to comply with the regulations implementing Title IX of the Educational Amendments of 1972.

Title IX prohibits sex discrimination in federally assisted education programs. Specifically Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, or be subjected to discrimination under any education program or activity receiving Federal financial assistance..."

A copy of information for students, employees, and patrons on compliance efforts may be obtained from the Superintendent's office.

Tutoring & Remediation

In an effort to improve a student's learning and academic standing, the school district will provide the needed tutoring and remediation services to any student that demonstrates a need. This need may be demonstrated by low classroom performance, low grades, standardized test scores, or obvious need through teacher observation. The services of tutoring and remediation will be provided COST FREE to a student through before or after school sessions, or other instructional opportunities as arranged by guidance counselors and principal.

Remediation and tutoring will focus on basic skills of reading, written language, study and learning skills, and math concepts and basics. Any combination of services may be arranged and offered to students as approved by Remedial Reading teachers, guidance counselors and the building administrator.

Use of Pictures of Students & Their Web Work on Web Page

In order to protect the privacy of all students at Southern Boone County R-1 Schools, photographs, personally identifiable information, or the works of any student will not be used on the school's web page without the written consent form being signed and returned.

Videotaping of Classrooms

Videotaping of a classroom by a teacher can be done without notification of the students or parents if the taping will be used for educational purposes. Administration and teachers may use videotaping equipment to monitor class, to improve teaching or to evaluate the educational process in the classroom. Unauthorized videotaping of students by outside entities is not permitted.

Electronic Devices

Any of these items brought to school will be with the understanding that the use of them is at the discretion of each classroom teacher and **the school assumes no responsibility if any of the items are stolen or damaged.**

Wellness Policy

The district has a written Wellness Policy (6/2018) which includes guidelines for breakfast, lunches, birthday celebrations/ classroom parties.

- All birthdays rewards and party snacks **must be individually prepackaged and cannot be home-made.**
- All food with the exception of fruits and vegetables must come to school in original containers and include ingredient labels
 - All Bakery prepared cupcakes and cookies are **not acceptable.**
- Please check with your child's teacher/administrator to see if there are students with food allergies
- Food must be served with a gloved hand by an adult
- **Soda and Energy Drinks are not allowed during the school day for any student in any building (including lunches).**
- We ask that special visitors bringing lunches that do not include a soda.
- Suckers are not allowed for any reason at Southern Boone Schools. (Including field trips or any other occasions).

Withdrawal from School

The principal shall be notified by the parent/guardian if a student is to be withdrawn from school. All supplies and materials are to be turned in and the permanent record forwarded to the superintendent's office. Each student must pick up a form from the principal's office, which is to be signed by individual teachers indicating that books and materials are turned in to the proper location.

Student Conduct Code

The mission of the Southern Boone County R-1 School District is to provide a safe educational environment that fosters growth and development in an atmosphere of mutual respect and individual responsibility. Given a caring climate with appropriate instruction, all students can learn. To accomplish this mission, parents, students and staff must cooperate. The Student Conduct Code was designed to help achieve this atmosphere. It is to be a guide for students, parents and staff, to attain this mission, yet be flexible in order to deal with individual situations. The following is not an all-inclusive list. **When matching consequences with behaviors, the severity of the behavior and the circumstances surrounding the behavior will be considered.**

Student Discipline

The policies, regulations, and procedures contained in this handbook apply to all students in attendance in district instructional and support programs as well as at school sponsored activities. All district staff members are required to enforce these policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

Alcohol

- **Possession/ Use/Under the Influence** – Possession of, use of, or attendance while under the influence of or soon after consuming any alcoholic beverages.
 - First offense: 1-180 days out-of-school suspension, parents notified, authorities notified. If suspension is over 10 days, it may be reduced to 10 days out-of-school suspension with proof of assessment or counseling.
 - Subsequent offense: 1-180 days out-of-school suspension or expulsion, parents notified, authorities notified.
- **Sale or Distribution** – Sale, purchase or distribution of any alcoholic beverages.
 - First offense: 1-180 days out-of-school suspension or expulsion, parents notified, authorities notified.
 - Subsequent offense: 1-180 days out-of-school suspension or expulsion, parents notified, authorities notified.

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. Authorities will be notified.
 - Subsequent offense: 1-180 days out-of-school suspension or expulsion. (Restitution if appropriate) Authorities will be notified.

Assault

- 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. Authorities notified.
 - Subsequent offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Authorities notified.
- Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.
 - First offense: Expulsion. Authorities notified.

Bullying and Cyber-bullying (see Board policy JFCF)

- Intimidation or harassment of 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; threats of retaliation for reporting such acts; sending or posting harmful or cruel text or images using the Internet or other digital communication devices; sending or posting materials that threaten or raise concerns about violence against others, suicide or self-harm. Students will not be disciplined for speech in situations where the speech is protected by law.

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

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.
 - At the beginning of each year and periodically throughout the year, the bus rules will be discussed with the students.
 - When misbehavior occurs, a bus conduct notice will be given. This notice will be given to the school administration. The parent will be notified of this warning.
 - The second time the driver issues a conduct notice for the same student, the student may be suspended from riding the school bus up to 3 days. All decisions are subject to administrative discretion. The parents will be notified of this suspension by phone and/or mail.
 - Subsequent written conduct notices may increase the suspension time up to 5 days for the third violation and 10 days or more for the fourth and future violations.
 - Continuous misbehavior and conduct notices may result in the loss of riding privileges for a semester.
- Note: serious conduct violations may result in immediate suspension.

Dishonesty (Plagiarism)

- Any act of lying, whether verbal or written, including forgery. See definition of academic dishonesty.
 - First offense: nullification of forged document (zero for the assignment). Parent notification. Principal/student conference, detention, in school suspension, or 1-10 days out-of-school suspension.
 - Subsequent offense: zero for the course, detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion

Disrespectful or Disruptive Conduct or Speech (see Board policy AC if illegal harassment or discrimination is involved)

1. Verbal, written, pictorial or symbolic language or gesture that is directed at any person and that is rude, vulgar, defiant, in violation of district policy or 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.
2. First offense: Principal/student conference, detention, in-school suspension, or 1-10 days out-of-school suspension.
3. Subsequent offense: Detention, in-school suspension, 1-180 days out-of-school suspension, or expulsion.

Drugs

- **Possession/Purchase/Use/Under the Influence** – Possession of, use of, or attendance while under the influence of or soon after consuming any unauthorized prescription drug, 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, parents notified, authorities notified. If the suspension is over 10 days, it may be reduced to 10 days out-of-school suspension with proof of assessment or counseling.
- Subsequent offense: 1-180 days out-of-school suspension or expulsion, parents notified, authorities notified.
- **Sale or Distribution** – Sale, purchase or distribution of any prescription drug, 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, parents notified, authorities notified.
 - Subsequent offense: 1-180 days out-of-school suspension or expulsion, parents notified, authorities notified.
- **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.

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.

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 fan an act of violence or drug-related activity defined by district policy as 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 disciplinary 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

False Alarms

- Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting 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.

Fighting

- 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, 1-180 days

- out-of-school suspension. Authorities notified.
- Subsequent offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Authorities notified.

Hazing

- 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 purpose 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.

Insubordination

- Not following the verbal or non-verbal directions of a staff member.
 - First offense: Principal/student conference, detention, or 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.

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

Sexual Harassment

- Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. 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.
- Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates an intimidating, hostile or offensive educational environment. 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.

Technology Misconduct

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

- First offense: Restitution. Principal/student conference, loss of user privileges, detention, in-school suspension, 1-180 days out-of-school suspension.
- Subsequent offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.
- Violation other than those listed in “a,” or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.
 - First offense: Restitution. Principal/student conference, detention, in-school suspension, 1-180 days out-of-school suspension.
 - Subsequent offense: Restitution. Loss of user privileges, 1-180 days out-of-school suspension, or expulsion.

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

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.

Tobacco

- Possession and/or use of any tobacco products on school grounds, school transportation or at any school activity.
 - First offense: Confiscation of tobacco product. Parent notification. Principal/student conference, detention, in-school suspension.
 - Subsequent offense: Confiscation of tobacco product. Parent notification. 1-10 days out-of school suspension.

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, 1-3 days in-school suspension.
 - Subsequent offense: Detention, 1-10 days in-school suspension, or 1-10 days out-of school suspension, authorities notified.

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. Authorities notified.
 - Subsequent offense: 1-180 days out-of-school suspension or expulsion. Authorities notified.

Vandalism

- 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.

Weapons

- Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 below, on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education.
 - A firearm as defined in 18 U.S.C. § 921.
 - A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
 - Possession or use of any instrument or device, other than those defined in 18 U.S.C. §921, 18 U.S.C §930(g) (2) or §571.010, RSMo., which is customarily used for attack or defense against another person; any instrument or device used to inflict physical injury to another person.
 - First offense: In-school suspension, 1-180 days out-of-school suspension, or expulsion. Authorities notified.
 - Subsequent offense: 1-180 days out-of-school suspension or expulsion. Authorities notified.
 - 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. Authorities notified.
 - Subsequent offense: Expulsion. Authorities notified.

Final authority of all discipline decisions not dictated by law always rest with administration but may be appealed to the Superintendent or Board of Education.

District

Prohibition against Discrimination, Harassment and Retaliation (Board Policy AC)

General Rule

The Southern Boone County R-I School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Southern Boone County R-I School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a. Make complaints of prohibited discrimination or harassment.

- b. Report prohibited discrimination or harassment.
 - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy. All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation 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.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

Compliance Officer

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

Assistant Superintendent/Title IX Coordinator

Southern Boone County R-I School District

303 N. Main, P.O. Box 168

Ashland, MO 65010-0168

Phone: 573-657-2147/Fax: 573-657-5513

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:

Superintendent

303 N. Main, P.O. Box 168

Ashland, MO 65010-0168

Phone: 573-657-2147/Fax: 573-657-5513

District's Obligation to Provide Special Education (Board Policy IGBA)

It is the policy of the Board of Education to provide a free and appropriate public education (FAPE) for students with disabilities who are in need of special education and related services in accordance with the Individuals with Disabilities Education Act (IDEA), the Missouri State Plan for Special Education (State Plan), the district's local compliance plan, and applicable state and federal laws.

Child Find

The district has an obligation to locate, identify and evaluate children in the district between the ages of 3 and 21 who may need special education and related services, including children who are wards of the state, are homeless or attend private schools located within the boundaries of the school district. Any individual who knows or believes that a student has a disability and is in need of accommodation or special education should contact the school's principal or the district's special education director immediately.

The district will notify all parents/guardians and students of its obligations under this policy and the law. The district will also utilize public media and other postings to notify the public of the district's legal obligations as required by law.

Evaluation and Identification

The special education director will arrange for district students and children who are not enrolled in the district but who may need special education services to be evaluated to determine their eligibility for special education services in accordance with the law and state and local plans.

Specific Learning Disabilities

The Board authorizes the special education director to use a discrepancy model, including the use of professional judgment or a response to intervention (RTI) model, for identifying students with specific learning disabilities (SLD).

Children Three to Five Years of Age

When identifying children three to five years of age who qualify for special education but are not yet eligible for kindergarten, the district will use any of the disability categories, including that of Young Child with a Developmental Delay (YCDD). When a child so identified reaches kindergarten age, his or her eligibility will continue to be determined using any of the disability categories, including that of YCDD. A child who is not identified as eligible for special education services prior to reaching kindergarten age will be identified using disability categories excluding that of YCDD.

Independent Evaluations

If a student is evaluated for special education services and the parents/guardians disagree with the evaluation, the parents/guardians may obtain an independent educational evaluation (IEE) at the district's expense, as allowed by the IDEA. Applicable procedures, evaluator criteria, and location and cost limitations governing the IEE process are available through the district's special education director. The Board delegates to the superintendent or designee the authority to make changes to these procedures, evaluator criteria and cost guidelines. These items will adhere to rules published in the Missouri State Plan and the local plan for compliance with the law.

Students Placed in Private Schools by Their Parents/Guardians

For the purpose of this policy, a "private school" is defined to include home schools and religious/parochial schools. In general, the Southern Boone County R-I School District has no obligation to provide FAPE or special education and related services to any individual student enrolled in a private school by his or her parents/guardians. The district will expend a proportionate amount of its IDEA Part B funds on the group of privately placed students as a whole, as required by law.

The district will work with private schools located within its boundaries to identify and evaluate students attending the private schools who may be eligible for special education services. When a student is determined eligible, the district will offer to enroll the student and provide the student special education and related services in the district.

Parents/Guardians of a student previously enrolled in the district who choose to unilaterally place the student in a private school without district consent due to a dispute regarding FAPE will not be reimbursed for tuition costs except as required by law.

Extended School Year

Extended school year (ESY) services may be necessary to provide a child with a disability FAPE pursuant to law. The individualized education program (IEP) team will consider ESY services for all special education students eligible for services under the IDEA, but ESY services will only be provided if the student is found eligible in accordance with this policy.

A student will be eligible for ESY services if, based on the available data, the student needs services beyond the regular school day or term to avoid regression that will interfere with the student's ability to continue to progress in the curriculum. This determination will be based on consideration of the following:

1. The nature and severity of the student's disability.
2. The areas of learning crucial to the child's attainment of self-sufficiency and independence.
3. The student's progress.
4. The student's behavioral and physical needs.
5. Opportunities the student will have to practice skills outside the formal classroom setting without ESY services.
6. Availability of alternative resources.
7. Areas of the student's curriculum that need continuous attention.
8. Ability of the student's parents/guardians to provide educational structure.
9. Particular curricular or vocational needs of the student.
10. Opportunity for the student to interact with nondisabled children.

The length, nature and type of ESY services will be determined by the IEP team and addressed in each student's IEP. If at the time the IEP is developed it is unreasonable to predict eligibility for ESY services, the IEP team will meet after sufficient time has passed for the team to make an informed decision about ESY services, but not later than six

weeks prior to the end of the regular school term.

Mediation

The Board of Education authorizes the special education director to legally bind the school district to a mediation agreement developed in accordance with the IDEA and Missouri law and further authorizes the special education director to contact an attorney for legal advice prior to making any decisions. In the absence of the special education director, the superintendent is authorized to perform his or her duties under this section.

Resolution

The Board of Education designates the special education director to represent the school district in resolution meetings and gives the special education director decision-making authority on behalf of the district. The special education director has the authority to sign and legally bind the district to a settlement agreement reached at the resolution meeting. In the absence of the special education director, the superintendent is authorized to perform his or her duties under this section. All other settlement agreements must be approved by the Board.

Programs for Homeless Students (IGBCA)

The Southern Boone County R-I School District Board of Education recognizes that homeless students are particularly vulnerable and need special assistance to access and benefit from the education environment. Therefore, the district, in accordance with state and federal law and the Missouri state plan for education of the homeless, will give special attention to ensure that homeless students in the district are promptly identified and have access to a free and appropriate public education and related support services.

Homeless students are individuals who lack a fixed, regular and adequate nighttime residence and include the following:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designated for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings.
4. Migratory children who meet one of the above-described circumstances.

District Liaison for Homeless Students

The Board designates the following individual to act as the district's liaison for homeless students (homeless liaison):

Special Education Director
303 N. Main
Ashland, MO 65010
Phone: 573-657-2147; Fax: 573-657-5513

The homeless liaison shall designate and train another district employee to serve as the homeless liaison in the absence of the homeless liaison.

School of Origin

For the purposes of this policy, "school of origin" is defined as the school that the student attended when permanently housed or the school in which the student was last enrolled, including a public preschool. When the student completes the final grade level served by the school of origin, the term shall then include the designated receiving school at the next grade level for all feeder schools.

Enrollment

The selected school shall immediately enroll the homeless student even if the student is unable to produce records normally required for enrollment, such as previous academic records, immunization or other health records, proof of residency, or other documentation, and even if the student has missed any application or enrollment deadlines during any period of homelessness. Outstanding fines, fees or absences shall not present a barrier to enrollment of the

student. However, the district may require a parent/guardian of a homeless student to submit contact information.

Immediately upon identifying the student as being eligible for homeless services, the selected school shall ensure that the student is attending class and participating fully in school activities.

Placement

The district will consider the best interest of the homeless student, with parental involvement, in determining whether he or she should be enrolled in the school of origin or the school that nonhomeless students who live in the attendance area in which the homeless student is actually living are eligible to attend. In determining the best interest of the student, the district will:

1. Presume that keeping the student in the school of origin is in the student's best interest, except when doing so is contrary to the request of the student's parent/guardian or the student if unaccompanied by a parent/guardian.
2. Consider student-centered factors related to the student's best interest, including factors related to the impact of mobility on achievement, education, health and safety of homeless students, giving priority to the request of the homeless student's parent/guardian or the unaccompanied student.

The choice regarding placement shall be made regardless of whether the homeless student lives with his or her parents/guardians or has been temporarily placed elsewhere. If the student is unaccompanied, the homeless liaison shall assist the student in placement or enrollment decisions, give priority to the views of the student and provide the student with notice of his or her right to appeal the district's decision.

If the district determines that placement should be in the school of origin, the student will continue his or her education in the school of origin for the duration of the homelessness when the student's family becomes homeless between academic years or during an academic year, and for the remainder of the academic year even if the student becomes permanently housed during the academic year.

If the district determines that it is not in the best interest of the student to attend either the school of origin or the school requested by the parent/guardian or unaccompanied student, the district shall provide a written explanation of the reasons for its determination. The explanation shall be given in a manner and form understandable to the parents/guardians or unaccompanied student and shall include information regarding the right to appeal the district's determination.

The written explanation will include:

1. A description of the action proposed or refused by the district;
2. An explanation of why the action was proposed or refused;
3. A description of any other options the district considered;
4. The reasons other options were rejected;
5. A description of any other relevant factors to the district's decision and information related to the eligibility or best interest determination, including the facts and evidence relied upon and their sources;
6. Appropriate timelines to ensure any relevant deadlines are not missed; and
7. Contact information for the local liaison and the state coordinator for homeless students (state coordinator) and a brief description of their respective roles.

Services

Each homeless student shall be provided services comparable to the services offered to other students in the district including, but not limited to, transportation services; education services for which the student meets the eligibility criteria, such as education programs for disadvantaged students, students with disabilities and gifted students; programs in career and technical education; school nutrition programs; preschool programs; before- and after-school care programs; and programs for English learners. Homeless students will not be segregated in a separate school or program within a school based on the students' status as homeless.

The district will coordinate services for homeless students with local social service agencies and other agencies or entities providing services to homeless students and their families, including services and programs funded under the Runaway and Homeless Youth Act. The district will also coordinate transportation, transfer of school records and other interdistrict activities with other school districts.

Transportation

If the homeless student's school of origin, including a public preschool, and temporary housing are located in the Southern Boone County R-I School District, the district will provide transportation to and from the school of origin at the request of the parent/guardian or homeless liaison, provided it is in the best interest of the student.

If the homeless student's school of origin and temporary housing are located in two different school districts, the districts may agree on a method to apportion the responsibility and costs for providing transportation to the school of origin. If no agreement is reached, the districts will equally share the responsibility and costs for transporting the student. If a homeless student becomes permanently housed in the middle of the school year, the district will continue to provide transportation to the school of origin for the remainder of the school year.

Transportation to the school of origin shall be provided even if a homeless preschooler who is enrolled in a public preschool moves to another district that does not provide a widely available or universal preschool.

Records

When a homeless student enrolls in the district or a district school, the district will immediately contact the school the homeless student last attended in order to obtain academic or other relevant records.

Any records ordinarily kept by the school for each homeless student (including immunization or other health records, academic records, birth certificates, guardianship records and evaluations for special services or programs) shall be maintained so that the district is equipped to provide the student with appropriate services, make necessary referrals and transfer records in a timely fashion when a homeless student enters a new school district. Copies of records shall be made available upon request to students or parents/guardians in accordance with the Family Educational Rights and Privacy Act (FERPA).

Information about a homeless student's living situation shall be treated as a student education record and shall not be deemed to be directory information under FERPA.

Programs for Migratory Students (IGCB)

The Board of Education of the Southern Boone County R-I School District recognizes that migratory students face many educational challenges that may interfere with their ability to succeed in the regular education program and meet the same challenging state achievement standards as other students. The district is committed to creating and supporting a migrant education program (MEP) designed to help migratory students and their families overcome these challenges.

The superintendent or designee will develop an MEP that includes the following components:

1. A written procedure for identifying students who may be migratory that provides for notification to appropriate personnel designated by the Department of Elementary and Secondary Education (DESE) of potentially eligible students.
2. A procedure to help identify and recruit, throughout the school year, those students residing in the district who have family members who have been or are engaged in seasonal or temporary agriculture-related work.
3. Assessment of the educational, health and social needs of each student identified as migratory and development of objectives to address those needs so that migratory students are able to meet Missouri learning standards.
4. Advocacy to allow students and families to gain access to health, nutrition and social services.
5. Review of existing programs and resources to determine which can help meet the needs of migratory children and ensure that the children have access to them.
6. A full range of educational services for migratory students.
7. Instructional programs for migratory students that supplement existing educational programs.
8. An opportunity for meaningful participation in the program by parents/guardians and families of migratory students.
9. A parent advisory committee to consult with district officials and staff in the planning, implementation and evaluation of the program.

10. Professional development for teachers that is designed to improve the quality of education for migratory students, including required training by DESE's Migrant Education and English Language Learning (MELL) program.
11. Provision of information to district personnel about any required participation in professional development provided by DESE's MELL program.
12. Assistance for secondary school students transitioning from school to postsecondary education, employment or military service.
13. Provision of needs assessment, evaluation, financial and other information needed for DESE to carry out its duties.
14. A process for prioritizing the provision of services in order to ensure that if there are limited resources, students most at risk of failing receive services ahead of other students.

Programs for English Language Learners (Board Policy IGBH)

The Board of Education recognizes the need to provide equal educational opportunities for all students in the district. Therefore, if the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take appropriate action to rectify the English language deficiency in order to provide the student equal access to its programs.

Definitions

English Learner (EL) – Any student who:

1. Is age 3–21, and
2. Is enrolled or is preparing to enroll in the district, and
3. Has difficulties speaking, reading, writing or understanding English that may be sufficient to deny the individual the ability to attain proficiency on state assessments, the ability to be successful in a classroom where instruction is in English, or the opportunity to participate fully in society, and
4. Meets one of the following additional requirements:
 - a. Was not born in the United States or whose native language is a language other than English, or
 - b. Is Native American, an Alaska Native or a native resident of the outlying areas who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency, or
 - c. Is a migratory individual whose native language is a language other than English and who comes from an environment where a language other than English is dominant.

Immigrant Student – A student between the ages of 3 and 21 who was not born in a state of the United States of America and who has not been attending schools in any one state for more than three full academic years.

STUDENT DISMISSAL PRECAUTIONS (Board Policy JEDB)

It is the goal of the Southern Boone County R-I School District to provide a safe environment for students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district's safety program. District administrators will publicize this policy to parents and create procedures regarding the dismissal of students.

Dismissal from School

District administrators will create student dismissal procedures that protect the safety of students while also addressing the necessary flow of traffic to and from school. These procedures may vary depending on the age of the student. District personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport

the student. Otherwise the district will assume that the student knows with whom he or she may leave.

Early Dismissal

Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee. Each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorized persons.

Procedures must adhere to the following rules:

- Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.
- The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.
- Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal.
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- Any person requesting release of a student must present proper identification prior to release of the student.

For the purposes of this policy, a parent is defined as a biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian.

Public Concerns and Complaints (Board Policy KL)

The Southern Boone County R-I School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to hearing a complaint or making a decision on the matter.

All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

Complaint Process

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Complaints involving federal programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below.

Process for Resolving a Concern or Complaint

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.

2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.

3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.

4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

Prohibition against Retaliation

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

CONCERNS AND COMPLAINTS REGARDING FEDERAL PROGRAMS (Board Policy KLA)

The Southern Boone County R-I School District receives funds under the federal Elementary and Secondary Education Act (ESEA) and is required to follow federal statutes and regulations regarding the programs governed by the ESEA. If any individual or organization (person) has a complaint or is concerned that the district may be violating these laws, the Board wants the superintendent or designee to immediately investigate and address the issue. For that reason, the Board has adopted this policy to address specific allegations of violations of federal statutes and regulations governing Title I, Parts A, B, C, D; Title II; Title III; Title IV, Part A; or Title V of the ESEA.

Process

The district will use the following process to address specific allegations that the district has violated a federal statute or regulation regarding a program under the ESEA:

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution. The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy.
2. The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.
3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

Documentation and Release of Information

The district will maintain a copy of the complaint, a written record of the investigation and documentation of any written resolution, when applicable, in accordance with law. The superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description of how the matter was resolved. If the

complaint was first filed with DESE, the written summary must be completed within 35 calendar days of the complaint being filed with DESE and must be submitted to DESE.

The summary will be released upon request when required by law. The superintendent or designee will have the district's attorney review the documents before they are released to DESE, the complainant or any other person to protect the confidentiality of legal advice.

Prohibition against Retaliation

The Board strictly prohibits discrimination or retaliation against any person for bringing a concern to the attention of the district or participating in the complaint process. This prohibition extends to relatives and others associated with the person who brought the concern or complaint. The Board directs all district employees to cooperate in investigations of complaints.

Personnel Records (Board Policy GBL)

Parent/Guardian Access

In accordance with federal law, at the beginning of each school year the district will notify the parents/guardians of each student attending any school receiving Title I funds that they may request information regarding whether the:

1. Student's teacher is certified to teach in the grade levels and subject areas in which the teacher provides instruction.
2. Student's teacher is teaching under emergency or other provisional certification status.
3. Student is provided services by a paraprofessional and, if so, the qualifications of the paraprofessional.

Assessments (State and Local) (Board Policy IL-1)

The district will use high-quality academic assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. The Board directs the superintendent or designee to create procedures governing assessments consistent with law and Board policy.

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary.

The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA).

Participation

In order to achieve the purposes of the student assessment program and comply with state and federal law, the district requires all enrolled students to participate in all applicable aspects of the district assessment program, including statewide assessments.

Statewide Assessments

The district will implement the components of the Missouri Assessment Program (MAP) in order to monitor the progress of all students in meeting the challenging academic standards set forth by the Missouri State Board of Education. The assessments will be the same for all students in the district, including those students identified as migrant or homeless, students in foster care and students with a parent/guardian who is an active duty member of the armed forces or who serves on full-time National Guard duty.

End-of-course (EOC) assessments will be administered in accordance with law and the rules of the Department of Elementary and Secondary Education (DESE). In courses where EOC assessments are given, the superintendent will determine what percent of the course grade will be decided by performance on EOC assessments.

If a student is taking a course that requires an EOC assessment and is failing the course or for some other reason may be required to retake the course, the district may choose to delay administration of the EOC assessment until the student has completed the course the second time. A team consisting of the course instructor, the principal and a counselor will determine when delayed administration of an EOC assessment is appropriate. In the case of a student with an individualized education program (IEP), the IEP team will make the determination.

The School Board authorizes the superintendent to establish a process designed to encourage the students of this district to give their best efforts on each portion of any statewide assessment, which may include, but is not limited to, incentives or supplementary work as a consequence of performance.

National Assessment of Educational Progress

If chosen, the district will participate in the National Assessment of Educational Progress as required by law.

Parental Notice

At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Such notice shall include information about state or local policies that would allow students to opt out of assessments. Missouri has no such policy, and the district expects all students to participate in all district or statewide assessments.

The district shall post on the district's website and, where practicable, on the website of each school in the district for each grade level in the district, information on any assessments required by state or federal law, including any assessments required by the district. The information shall include the subject matter being assessed, the purpose for the assessment, the source of the requirement for the assessment, and where the information on the assessment is available. The information shall also include the amount of time students will spend taking the assessments, the schedule for the assessments, and the time and format for disseminating the results, when available.

If the district does not operate a website, the district shall determine how to make the information widely available, including dissemination through the media, public agencies or directly to the parents/guardians.

When possible, the district will provide parents/guardians information on the level of achievement and academic growth of the student on each of the statewide assessments in which the student participates. The district will provide the information in an understandable and uniform format and, to the extent possible, the information will be written in a language the parent/guardian can understand. If it is not practical to provide written translations to parents/guardians, the information shall be orally translated for them. Upon request by a parent/guardian with a disability, the district will provide the information in an alternate format that is accessible to the parent/guardian. For more information see BOE Policy IL-1.

District and Building Accountability Report Card (Board Procedure KB-AP1)

The following information will be available to the public at the district's administrative offices as well as by the other methods specified:

1. All written Board policies, related documents and district handbooks will be available on the district's website if the district maintains a website. Copies of the district's discipline policies will also be provided to the student and parent or legal guardian of every student enrolled in the district at the beginning of every school year.

2. A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents and businesses from outside the district that may be contemplating relocation have access to this information.

Food Services (Free/Reduce) (Board Policy EFB)

School officials will determine student eligibility for free and reduced-price meals, snacks and milk in accordance with state and federal law. Eligible students will be provided meals, snacks and milk either free or at a reduced price if state and federal resources for school food programs are available. The superintendent or designee may establish rules and procedures as needed to accomplish this goal.

The criteria for determining a student's need and the procedures for securing free and reduced-price meals, snacks and milk for the student will be outlined and publicized each year by the district in accordance with law. The criteria and procedures are established at the state and federal level.

The district will establish a school breakfast program or will adopt a resolution requesting a waiver excusing the district from this requirement, in accordance with law. The resolution, if adopted, will be filed with the Missouri Department of Elementary and Secondary Education.

The students who participate in the free or reduced-price meals, snacks or milk program will not be overtly identified, distinguished or served differently than other students and will have the same choice of meals, snacks or milk as other students. The district may charge all students for à la carte menu items. No person other than employees and contracted food service personnel responsible for the administration of the free and reduced-price meals program will have access to information:

1. Obtained from an application for free or reduced-price meals.
2. Received for the purpose of direct verification.
3. Pertaining to eligibility status for free or reduced-price meals, snacks or milk, unless specifically authorized by law.

The superintendent or designee will investigate whether the district can continue to provide meals to students receiving free and reduced-price meals when schools are closed for an extended period due to an emergency or health crisis. The superintendent or designee will determine whether such a program is practically and financially feasible by consulting with:

1. Food service personnel regarding purchasing and supplies.
2. Facilities staff to determine storage options.
3. Local emergency planners to develop a preparation and delivery system.

Meal Prices and Charges (Board Policy EF)

The ability to charge meals is a privilege, not a right, and is subject to the limitations established in administrative procedures. Students in good standing, as defined in policy IKFB, are eligible to participate in the annual park day celebrations at the primary and elementary buildings, eighth grade advancement at the middle school and graduation at the high school. Parents of students, who are not in good standing, will not be able to attend annual park day celebrations at the primary and elementary buildings, eighth grade advancement at the middle school and graduation at the high school. Policy changes are to go into effect with the start of the 2017-2018 school year. Parents and guardians who have students with meal balances in excess of \$500 may be taken to collections or small claims court. Parents with approved payment plans are exempted from punitive action.

Meal prices shall be established annually by the Board of Education in accordance with law.

Unless meals are provided at no charge, the district expects students and employees to pay for meals prior to or at the time of receipt. The district will not allow students or staff to charge for à la carte. Parents will be notified weekly by email when outstanding charges have accrued to \$3.50.

Free or reduced-price meals shall be granted in accordance with federal free lunch guidelines and school board policy. Applications for free/reduced meals will be answered in writing for each student approved or rejected. Students are expected to eat lunch on campus, as the Southern Boone School District is not an open campus facility. Commercial deliveries of food are prohibited to students during school hours on school grounds.

The ability to charge meals is a privilege, not a right, and is subject to the limitations established in administrative procedures.

District Wellness Program - (K-12 Districts) (Procedure ADF-AP(1))

Nutrition Guidelines

The district is committed to ensuring that all foods and beverages sold, provided or made available to students on school campuses during the school day support healthy eating and create an environment that reinforces the development of healthy eating habits. For that reason, and as required by law, the district has set the following nutrition standards for its meal programs, competitive foods and beverages sold outside the meal programs, and other foods and beverages provided or made available to students during the school day.

For the purposes of this procedure, the school day is the time period from the midnight before to 30 minutes after the official school day. These meal standards do not apply to food sold at other times, such as evening or weekend events.

Nutrition Standards for Meal Programs

The food sold to students as part of the district's meal programs will meet the requirements of the U.S. Department of Agriculture (USDA).

Nutrition Standards for Competitive Foods and Beverages

The foods and beverages sold and served during the school day outside the reimbursable school meal programs (competitive foods and beverages) will meet or exceed the USDA Smart Snacks in School (Smart Snacks) nutrition standards. These standards will apply in all locations any time foods and beverages are sold to students during the school day, which includes, but is not limited to, foods and beverages sold in vending machines, school stores, and snack or food carts; à la carte options in cafeterias; and food and beverages sold through district-sponsored fundraising, including fundraising by student-initiated groups, unless an exemption applies, as described below.

Fundraising Exemption to Nutrition Guidelines

Unless otherwise prohibited by Board policies or limitations on marketing, the following are exemptions to the rule requiring that foods sold as fundraisers meet USDA standards:

1. Foods sold off campus, outside the school day or to non students do not have to meet the USDA standards.
2. Foods that do not meet USDA standards and are not intended for consumption at school may be delivered during the school day, and order forms for such food may be distributed during the school day, to the extent that these activities otherwise complies with district policies and procedures.
3. Each school building within the district may hold up to five one-day fundraisers per school year on district property during the school day that involve the sale of foods that do not meet USDA standards.

Nutrition Standards for Foods and Beverages Provided to Students during the School Day

All foods and beverages the district provides or makes available to students during the school day will meet or exceed the Smart Snacks nutrition standards. This includes, but is not limited to, foods and beverages provided or made available to students for celebrations, classroom parties and birthdays, regardless of the source of the food. The district will provide parents/guardians and district employees a list of foods and beverages that meet the Smart Snacks nutrition standards and a list of healthy party ideas, including non food celebration ideas.

Foods and beverages should not be used as a reward or withheld as punishment.

Water

Students will have access to safe and unflavored drinking water throughout the school day in every district facility used by students. Free, safe and unflavored drinking water will be available to students during mealtimes in the places where meals are served.

DYSLEXIA SCREENING

Pursuant to § 167.950. RSMo., the district will conduct dyslexia screenings of each student who is experiencing consistent difficulty in the areas of weakness that are typically associated with dyslexia as determined by the classroom teacher or as requested by the student's parent/guardian. The dyslexia screening will consist of a short test conducted by a teacher or school counselor to determine whether a student likely has dyslexia characteristics or a related disorder in which a positive result does not represent a medical diagnosis but indicates that the student could benefit from approved support. Exemptions to the requirements outlined in this section include if the student has an existing diagnosis of dyslexia, the student has a sensory impairment (visual/auditory), the student has severe intellectual disabilities, or the student is an English Learner where tools or staffing related to administration and/or interpretation in native language is unavailable.

MO HealthNet for Kids Program

<https://dss.mo.gov/mhk/>

Family Educational Rights and Privacy Act (FERPA) (Board Policy JO)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Southern Boone County School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Southern Boone County School District may disclose appropriately designated "directory information" without written consent, unless you have advised the Southern Boone County School District to the contrary in accordance with Southern Boone County School District procedures. The primary purpose of directory information is to allow the Southern Boone County School District to include information from your child's education records in certain school publications.

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 without the consent of a parent or eligible student. The district will designate the types of information included in directory information and release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information:

- **Students in PreK through fifth grade** – Student's name; grade level; participation in school-based activities and sports; degrees, honors and awards received; artwork or coursework displayed by the district; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

In the event that any parent does not wish the directory information released, they should contact the Assistant Superintendent at 573-657-2147 immediately.

Military and Higher Education Access

The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

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

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

Physical Examinations and Screenings (Board Policy JHC)

"Screening" is the use of a procedure to examine a large population to determine the presence of a health condition or risk factor in order to identify those who need further evaluation. Screening tests for various health conditions (such as vision, hearing and scoliosis) 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 result 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 to do so unless the health or safety of the student or others is in question or unless by court order.

Further, parents will be notified of the specific or approximate dates during the school year when any non emergency, invasive physical examination or screening administered by the district is conducted that is:

1. Required as a condition of attendance.
2. Administered by the school and scheduled by the school in advance.

3. Not necessary to protect the immediate health and safety of the student or other students.

As used in this policy, the term "invasive physical examination" means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision, head lice or scoliosis screening.

Parents or eligible students will be given the opportunity to opt out of the above-described nonemergency, invasive physical examination or screening.

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 (MSHSAA) will be required to follow the rules of that organization.

All parents will be notified at least at the beginning of the school year of the district's policy on physical examinations and screening of students. Parents will also be notified within a reasonable period of time after any substantive change in the policy.

PUBLIC SOLICITATIONS/ADVERTISING IN DISTRICT FACILITIES (Board Policy KI)

It is the intent of the district to operate a nonpublic forum and, except as allowed in this policy, advertisement is prohibited on district property. For the purposes of this policy, advertisement includes, but is not limited to, in-person solicitation; signage; verbal announcements using communication equipment; pamphlets; handouts; distribution through district technology; other distribution of information regarding products or services available or for sale; or the solicitation of information including, but not limited to, political campaigning. This policy does not prohibit speech in circumstances where it is protected by law.

General Rule

The district may control the content of advertising as allowed by law. Minimally, advertisement on district property or at district events may not include information or materials that:

1. Are obscene to minors.
2. Are libelous.
3. Are pervasively indecent or vulgar (secondary schools) or contain any indecent or vulgar language (elementary schools).
4. Advertise any product or service not permitted to minors by law.
5. Constitute insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin).
6. Present a clear and present likelihood that, either because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school procedures.

District-Sponsored Advertisement

This policy is not intended to limit the use of district resources or forums by district personnel to distribute district-sponsored information or advertisements. District-sponsored groups may distribute advertisement to employees and students as determined appropriate by the superintendent or designee and school principal. Materials from extracurricular organizations or professional groups created by the district are considered district sponsored.

Groups Affiliated with the District

The district may allow groups affiliated with the district to advertise on district property in the same manner and to the same extent that district-sponsored groups are allowed to advertise. For the purpose of this policy, a group is affiliated with the district if it is recognized by the Board and 1) working collaboratively with the district, such as a business partner, or 2) is a group that is created solely to work with the district, its staff, students and parents and to raise funds for district activities such as parent-teacher associations or booster clubs.

Curriculum-Related Advertisement

District staff may use resources with reasonable advertising content when such resources are consistent with and related to the district's curriculum and compliant with the district's wellness policy and procedures. District staff may distribute advertisements regarding programs, events, contests and other activities that are not sponsored by the district when those events are consistent with and related to the district's curriculum. District staff may invite

companies, organizations or individuals to advertise during school hours or school events if the school principal determines that the information provided is consistent with and related to the district's curriculum.

Distribution Directly to Students

Only curriculum-related advertisement, district-sponsored advertisement and advertisement by groups affiliated with the district may be distributed directly to students by placing the item in the student's backpack, folder or other conveyance; handing the material to students; placing the material at the student's assigned place; or instructing the student to pick up material at a designated location. Placing items in a designated location where they are available to students is not direct distribution if students are not instructed to pick up the materials.

Distribution to Staff

The district's intercampus mail, staff mailboxes and district e-mail are reserved for communication between employees regarding district business or for distribution of district-sponsored advertisement or advertisement from groups affiliated with the district.

Advertising from any other person or group will be made available to staff by placement in staff work areas or on designated bulletin boards not easily accessible to students. Such advertising must be provided first to the school principal and must clearly state that the district does not sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one (1) time.

Distribution by Students

Students may distribute district-sponsored advertisements on district property during non instructional time as allowed by the school principal and group sponsor. Students may distribute non curricular student publications and other advertisements not sponsored by the district during non instructional time only in accordance with Board policy IGDBA.

Distribution by Student-Initiated Non Curricular Groups

Student-initiated non curricular groups that meet in district facilities shall have the same access to district communication tools and media, including publications, websites and intercom, and are subject to the same provisions on the distribution and content of materials as district-sponsored non curricular groups. The district may require these groups to clearly state on any advertisement or information that the group is not sponsored by the district.

Advertisement in Designated Locations

School principals may designate a bulletin board, table or other specific location where information regarding nonprofit community events targeting students and parents may be posted or otherwise advertised. All groups fitting this description will be allowed to submit advertising to be placed at the designated location. Such advertising must be provided to the school principal first and must clearly state that the district does not sponsor or endorse the information. School principals may establish uniform rules about the length of time an advertisement will be available and may limit the number of advertisements available at one (1) time.

Distribution at District Events

Only district-sponsored advertisement and advertisement from groups affiliated with the district may be distributed at district events, unless the district sells advertisement opportunities as described below.

Groups Using District Facilities

Boy Scouts, Girl Scouts and other Title 36 youth groups and their official affiliates who meet in district facilities pursuant to the Board's policy on use of facilities may distribute advertising during any meeting, activity or event held in accordance with that policy and applicable procedures but otherwise have no greater ability to advertise or distribute information in schools than groups not using district facilities.

Revenue-Generating Advertising on District Property or in District Publications

The district may accept or solicit advertising for use on the district's website and in gymnasiums, athletic fields and other facilities primarily used for extracurricular activities. Any such advertising will be limited to the name, address, phone number, Internet address and logo of the advertiser.

The district may accept or solicit advertising on extracurricular activity schedules, programs, newspapers, yearbooks or other district-sponsored publications at the discretion of the principal of the school involved. Advertising generally will be limited to the name, address, phone number, Internet address and logo of the advertiser except that publications may also provide the advertiser with a selection of greetings, phrases or graphics that can be included if the advertiser so chooses.

Student publications and the advertising in those publications are district-sponsored speech subject to editorial control over content in accordance with law.

All such advertising must be compliant with the district's wellness policy and procedures.

Collecting, Disclosing or Using Information for Marketing

In general, the district will not collect, disclose or use personal information from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose unless required by law. For the purposes of this policy, "personal information" means individually identifiable information, including a student's or parent's first and last name, a home or other physical address, a telephone number and Social Security number.

In the rare case where the district may collect or disclose students' personal information or allow another group or entity to collect or disclose students' personal information for the purpose of marketing or selling that information, the district will directly notify the parents/guardians in accordance with law at least annually at the beginning of the school year of the specific or approximate dates when such information will be collected. Parents/Guardians, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling that information before the instrument is administered or distributed to a student. All parents/guardians and students of appropriate age may decline to provide the information requested.

This portion of the policy does not apply to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for or to students or educational institutions, to the extent allowed by law and Board policy.

HAZARDOUS MATERIALS - (Asbestos Control) (Board Procedure EBAB-AP1)

The Southern Boone County R-I School District will implement and maintain procedures necessary to comply with the Asbestos Hazard Emergency Response Act of 1986 (AHERA) by adhering to the following guidelines:

1. Use specifically accredited/certified persons to conduct inspections on all school buildings for asbestos-containing material.
2. Take appropriate action to control the release of asbestos fibers, upon completion of inspection.
3. Describe corrective steps and long-range maintenance in a management plan, to be made available to all concerned persons and filed with the appropriate state agencies.
4. Post warning(s) on all areas containing asbestos, and send a written notice to parents and employees, apprising them of the conditions.

Any further information concerning the school district's procedures for asbestos control can be found in the school district offices.

Earthquake Preparedness Disaster Plans and Drills (Board Policy EBC)

In accordance with law, the superintendent or designee, cooperating with building principals, shall develop and implement a districtwide school building disaster plan to protect students and staff before, during and after an earthquake. The plan will be designed specifically to minimize the danger to students, staff and district property as a result of an earthquake and will be ready for implementation at any time. The superintendent or designee will request assistance with developing and establishing the earthquake emergency procedure system from the State Emergency Management Agency (SEMA) and any local emergency management agency located within district boundaries.

An emergency exercise will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

The superintendent shall develop a program that ensures that all students and staff of the district are aware of and properly trained in the earthquake emergency procedure system. This emergency procedure system shall be available for public inspection at the district office during normal business hours.

At the beginning of each school year, the district shall distribute to all students information from the Federal Emergency Management Agency (FEMA), SEMA and other sources in order to help students understand the causes and effects of earthquakes and the best and latest safety measures available to them in an earthquake situation.

DESE Trauma-Informed Schools Initiative

<https://dese.mo.gov/traumainformed>

TEACHING ABOUT HUMAN SEXUALITY (Board Policy IGAEB)

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults.

As required by state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Teach students about consent, sexual harassment and sexual violence. Specifically, students will be taught that:

Consent is a freely given agreement to the conduct at issue by a competent person, and that:

- a. An expression of lack of consent through words or conduct does not constitute consent.
 - b. Lack of verbal or physical resistance does not constitute consent.
 - c. Submission resulting from the use of force, threat of force or fear does not constitute consent.
 - d. A current or previous dating, social or sexual relationship between two parties does not by itself constitute consent.
 - e. The manner of dress chosen by a person does not constitute consent.
7. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.
 8. Teach students about the characteristics of and ways to identify sexual predators.
 9. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.
 10. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
 11. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. District personnel or district agents will not encourage students to have an abortion.

TEACHING ABOUT HUMAN SEXUALITY (Board Policy IGAEB)

The Board of Education recognizes that parents/guardians are the primary source of sexuality education for their children. The Board also recognizes that effective sexuality education, taught in concert with parents/guardians, helps students avoid risks to their health and academic success and prepares them to make informed decisions as adults. Therefore, in accordance with law, the district will notify the parents/guardians of each student enrolled in the district of the basic content of the district's human sexuality instruction that will be provided to their student. The district will also notify parents/guardians of their right to remove their student from any part of the district's human sexuality instruction. The district will make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

Instruction in human sexuality must be appropriate to the age of the students receiving such instruction. Students may be separated by gender for human sexuality instruction.

As required by state law, any course materials and instruction relating to human sexuality and sexually transmitted diseases shall be medically and factually accurate and shall:

1. Present abstinence from sexual activity as the preferred choice of behavior in relation to all sexual activity for unmarried students because it is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases and the emotional trauma associated with adolescent sexual activity. Students shall be advised that teenage sexual activity places them at a higher risk of dropping out of school because of the consequences of sexually transmitted diseases and unplanned pregnancy.
2. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity. Students shall be provided with the latest medical information regarding exposure to human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), human papillomavirus (HPV), hepatitis and other sexually transmitted diseases.
3. Present students with the latest medically factual information regarding both the possible side effects and health benefits of all forms of contraception, including the success and failure rates for the prevention of pregnancy and sexually transmitted diseases, or present students with information on contraceptives and pregnancy in a manner consistent with the provisions of federal abstinence education law.
4. Include a discussion of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity and the consequences of adolescent pregnancy, as well as the advantages of adoption, including the adoption of special needs children, and the processes involved in making an adoption plan.
5. Teach skills of conflict management, personal responsibility and positive self-esteem through discussion and role playing at appropriate grade levels to emphasize that the student has the power to control personal behavior. Students shall be encouraged to base their actions on reasoning, self-discipline, sense of responsibility, self-control and ethical considerations, such as respect for one's self and others. Students shall be taught not to make unwanted physical and verbal sexual advances or otherwise exploit another person. Students shall be taught to resist unwanted sexual advances and other negative peer pressure.
6. Teach students about consent, sexual harassment and sexual violence. Specifically, students will be taught that:

Consent is a freely given agreement to the conduct at issue by a competent person, and that:

- An expression of lack of consent through words or conduct does not constitute consent.
- Lack of verbal or physical resistance does not constitute consent.
- Submission resulting from the use of force, threat of force or fear does not constitute consent.
- A current or previous dating, social or sexual relationship between two parties does not by itself constitute consent.
- The manner of dress chosen by a person does not constitute consent.

Sexual harassment is uninvited and unwelcome verbal or physical behavior of a sexual nature, especially by a person in authority toward a subordinate.

Sexual violence is causing or attempting to cause another to engage involuntarily in any sexual act by force, threat of force, duress or without the person's consent.

7. Advise students of the laws pertaining to their financial responsibility to children born in and out of wedlock and advise students of the provisions of Missouri law pertaining to statutory rape and statutory sodomy.
8. Teach students about the characteristics of and ways to identify sexual predators.
9. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging.
10. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline."
11. Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

The district will not permit a person or entity to offer, sponsor or furnish in any manner any course materials or instruction relating to human sexuality or sexually transmitted diseases to its students if the person or entity is a provider of abortion services. No district personnel or agents, acting in their official capacities, will encourage any student to have an abortion.

INTERROGATIONS, INTERVIEWS AND SEARCHES (Policy JFG)

Searches by School Personnel

School lockers, desks and other district property are provided for the convenience of students and, as such, are subject to periodic inspection without notice.

Student property may be searched based on reasonable suspicion of a violation of district rules, policy or law. Reasonable suspicion must be based on facts known to the administration, credible information or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification of the search. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses and not in front of other students, unless exigent circumstances exist.

The administration will contact law enforcement officials to perform a search if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods or evidence of a crime beneath his or her clothing and the student refuses to surrender such items. Law enforcement officials may be contacted for assistance in performing a search in any case in which a student refuses to allow a search or in which the search cannot safely be conducted.

School Resource Officers

The school resource officer (SRO) may interview or question students regarding an alleged violation of law. A school resource officer may also accompany school officials executing a search or may perform searches under the direction of school officials.

Interview with Police or Juvenile Officers/Other Law Enforcement Officials

Law enforcement officials may wish to interview students regarding their knowledge of suspected criminal activity and may wish to interrogate students who are themselves suspected of engaging in criminal activity. Such interviews and interrogations are discouraged during class time, except when law enforcement officials have a warrant or other court order or when an emergency or other exigent circumstances exist. It is the responsibility of the principal or designee to take reasonable steps to prevent disruption of school operations while at the same time cooperating with law enforcement efforts.

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of

the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

Removal of Students from School by Law Enforcement Officials

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

Interview with the Children's Division

Representatives of the Children's Division (CD) of the Department of Social Services may meet with students on campus. The district liaison will work with CD to arrange such meetings so they are minimally disruptive to the student's schedule. If the student is an alleged victim of abuse or neglect, CD may not meet with the student in any school building or child care facility where the abuse of the student allegedly occurred. The principal will verify and record the identity of any CD representatives who request to meet with or take custody of a student.

Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

When a court-appointed guardian ad litem or special advocate finds it necessary to interview a student during the school day or during periods of extracurricular activities, the school principal or designee must be notified. The principal will verify and record the identity of the individual through the court order that appoints him or her. The interview must be conducted in a private setting and with the least disruption to the student's schedule.

Bullying (Board Policy JFCF)

General

In order to promote a safe learning environment for all students, the Southern Boone County R-I School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

Cyberbullying – A form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager. The district has jurisdiction over cyberbullying that uses the district's technology resources or that originates on district property, at a district activity or on district transportation. Even when cyberbullying does not involve district property, activities or technology resources, the district will impose consequences and discipline for those who engage in cyberbullying if there is a sufficient nexus to the educational environment, the behavior materially and substantially disrupts the educational environment, the communication involves a threat as defined by law, or the district is otherwise allowed by law to address the behavior.

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

Designated Officials

The principal of each building is hereby designated as the individual to receive and investigate reports of bullying. Each building principal shall designate at least two teachers or administrators in the building who are authorized to receive and investigate reports of bullying in the principal's absence or at the principal's discretion.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of

bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Suicide Awareness and Prevention (Board Policy JHDF)

Purpose

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Southern Boone County R-I School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.

This policy will outline key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

Definitions

Crisis Response Team (CRT) – A team of district employees trained in suicide awareness and prevention.

Student at Risk of Suicide – A student who is demonstrating individual, relationship, community or societal factors that are associated with suicide and that in combination indicate that an individual might be contemplating suicide.

Suicide Crisis – A situation in which a person is attempting to kill him- or herself or is seriously contemplating or planning suicide. Planning may include, but is not limited to, a timeframe and method for attempting suicide or obtaining or attempting to obtain the means to attempt suicide. A suicide crisis is considered a medical emergency requiring immediate intervention.

Crisis Response Team

The district will establish a district-level CRT and, if practical, a team in each building. CRT members will include administrators, counselors and the school nurse and may also include school social workers, school resource officers, teachers and community members as appropriate. The CRT will be responsible for implementation of the district's response plan.

The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The CRT members, the building administrator and a designee will receive training and coaching in using this tool to assist in making these determinations and appropriately responding.

Response Plan

District employees will respond immediately in situations where they have a reasonable belief that a student may be at risk of suicide or may be having a suicide crisis.

Students Who May Be at Risk of Suicide

Any district employee who has a reasonable belief that a student may be at risk of suicide, even though the student is not having a suicide crisis as defined in this policy, will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone
2. Notify a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.
3. When a CRT member or the building administrator or designee receives notification that a student may be at risk of suicide, he or she will take the following steps:
4. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
5. If the student has been located, a CRT member or the building administrator or designee will use an evidence-based/informed tool to determine whether the student is at risk of suicide and the appropriate response. Regardless of the determination, the building administrator or designee will contact the student's parent/guardian to discuss the concern.
6. If it is determined that the student may be at risk of suicide, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available

resources, coping skills and collaborative ways to support the student.

Students Who May Be Having a Suicide Crisis

If an employee reasonably believes that a student is having a suicide crisis, the employee will take the following steps:

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) for assistance. As soon as practical, the employee will notify the building administrator or designee. When a CRT member or the building administrator or designee receives notification that a student is believed to be having a suicide crisis, he or she will take the following steps:
3. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
4. If the student has been located, the CRT member or the building administrator or designee will, based on his or her training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.
5. At an appropriate time after the crisis has passed, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Confidentiality

Employees are required to share with the CRT and administrators or their designees any information that may be relevant in determining whether a student is at risk of suicide, is having a suicide crisis or is otherwise at risk of harm. Employees are prohibited from promising students that information shared by the student will be kept secret when the information is relevant to the student's safety or the safety of another person.

Release of a student's individually identifiable education records will be made in accordance with the Family Educational Rights and Privacy Act (FERPA). In accordance with FERPA, information contained in a student's education records may be revealed at any time to the student's parents/guardians and school personnel who have a legitimate interest in the information. Education records may be shared with other appropriate persons when necessary to protect the health or safety of the student or others.

Abuse and Neglect

If any employee of the district has reasonable cause to believe a student has been or may be subjected to abuse or neglect or observes the student being subjected to conditions or circumstances that would reasonably result in abuse or neglect, the employee will contact the Child Abuse and Neglect Hotline in accordance with law and Board policy.

Accommodating a Disability

If at any time a parent/guardian informs the district that a student has a medical condition or impairment that could require accommodation, district employees will contact the district's compliance coordinator to determine whether the student has a disability.

School and Community Resources

The district will, in collaboration with local organizations and the Missouri Department of Mental Health, identify local, state and national resources and organizations that can provide information or support to students and families. Copies of or links to resources will be available to all students and families on the district's website and in all district schools.

A school counselor or a CRT member will periodically follow up with students and parents/guardians of students who have been identified as being at risk of suicide or who have had a suicide crisis to offer additional assistance.

Response to Incidents Impacting the School

When the school community is impacted by the attempted suicide or death by suicide of a student, staff member or other person in the school community, the superintendent or designee will confer with the district-level CRT and, when appropriate, confer with local community resources and professionals to identify and make available supports that may help the school community understand and process the behavior or death.

The CRT and the superintendent or designee will determine appropriate procedures for informing the school community of an attempted suicide or death by suicide and the supports that will be offered. Staff and students who need immediate attention following an attempted suicide or death by suicide will be provided support and resources available through the district and will be given information about other resources.

Staff Education on Suicide Prevention and Response Protocol

All district employees will receive information regarding this policy and the district's protocol for suicide awareness, prevention and response. This information will be provided to current employees and each new employee hired. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and response procedures.

The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include district-led training, access to web-based training, or training provided in other school districts or by local organizations or health professionals.

Suicide Prevention Education for Students

Starting no later than fifth grade, students will receive age-appropriate information and instruction on suicide awareness and prevention. Information and instruction may be offered in health education, by the counseling staff or in other curricula as may be appropriate.

Policy Publication

The district will notify employees, students and parents/guardians of this policy by posting this policy on the district's website and providing information about the policy to district employees. The district may also include information about the policy in appropriate district publications and student handbooks.

Virtual Courses

Southern Boone County R-I Schools participates in the Missouri Course Access Program (MOCAP). The district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through MOCAP. Students must meet eligibility requirements established by law and enrollment in such courses must be determined by the district to be in the best educational interest of the student. For more information see BOE Policy IGCD.

Administration of Medications to Students (Policy JHCD)

General

The Southern Boone County R-I School District is not legally obligated to administer medication to students unless specifically included in a Section 504 plan or an individualized education program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's education services. Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities.

The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

The administration of medications is a nursing activity that must be performed by or under the supervision of a registered professional nurse. A registered professional nurse may delegate the administration of medication to a licensed practical nurse or unlicensed personnel who are trained by the nurse to administer medications. The registered professional nurse is responsible for developing written procedures for training unlicensed personnel in the administration of medications and for supervising the administration of medication by others. In accordance with law, any trained or qualified employee will be held harmless and immune from civil liability for administering medication in good faith and according to standard medical practices. A qualified employee is one who has been trained to administer medication according to standard medical practices.

The nurse or designee must maintain thorough documentation of all medications administered to students.

Nurses must use reasonable and prudent judgment to determine whether to administer particular medications to students while also working in collaboration with parents/guardians and the school administration. In carrying out their legal duty to protect the health, welfare and safety of students, nurses will, when necessary, clarify authorized prescriber orders and respond in accordance with such clarifications.

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference (PDR)* or other recognized medical or pharmaceutical text. Except for the medications that are only used in an emergency situation, the district will not knowingly administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Staff, students and all other individuals are prohibited from possessing or administering any medication, while on district grounds, on district transportation or during district activities, that is illegal pursuant to state or federal law.

Over-the-Counter Medications

The district may administer over-the-counter medication to a student upon receipt of a written request and permission to do so by the parent/guardian and a written physician's order. All over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will only be administered in accordance with the manufacturer's label.

Prescription Medications

Unless otherwise authorized in this policy, the parent/guardian must provide the district with written permission to administer the medication before the district will administer the prescription medication to the student. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed.

Possession and Self-Administration of Medications

The district will permit a student to possess and self-administer medications as required by law, except for substances that are illegal under state or federal law, and as allowed in this section. Permission to possess and self-administer medications may be revisited if there is evidence that the student is not handling or administering the medication appropriately or that the student's actions may be harming his or her own health or the health and safety of other persons. Such permission is required for students to possess and self-administer medications while at school, at a district-sponsored activity and on district-sponsored transportation. Such permission shall be effective only for the same school and school year for which it is granted.

Medication Administration (Procedure JHCD-AF2)

1. All medications must be delivered to the school principal or designee by the parent/guardian in a properly labeled container from the pharmacy or in the manufacturer's original packaging.
2. All medications must be accompanied by a written administration request from the parent/guardian.
3. Medications will be stored in an environmentally appropriate locked area to which the school nurse and school principal have keys.
4. The school nurse will maintain proper documentation of all medications and their administration. Documentation will minimally include the:
 - Student's name.
 - Prescriber's name.
 - Pharmacy.
 - Prescription number.
 - Name of the medication.
 - Dosage.
 - Date and time administered.
 - Reasons for *not* giving medications as prescribed (e.g., vomiting, spills, refusal).
 - Name and signature of person who actually administered the medication.
5. Students shall be provided privacy when receiving medications.
6. The school nurse will work with the student, parents/guardians and teachers in determining how best to deliver the medication to the student during the school day.
7. If the district maintains epinephrine premeasured auto-injection devices, a list of students whose parents/guardians indicate that they cannot receive epinephrine will be kept with the devices.

Handling and Disposal of Medications

1. Schedule II controlled substances shall be inventoried upon receipt and daily by the person administering the drug.
2. The record of the drug count shall be maintained in a log or on the student's medication record.

3. Any count discrepancies shall be reported to the school nurse for further investigation.
4. Controlled substances shall be kept in double-locked storage, such as a locked box within a locked cabinet, to which the school nurse and the school principal or designee shall have keys.
5. Expiration dates on all medications will be checked on a routine basis.
6. Parents/Guardians may retrieve their student's medications from the school at any time during school hours.
7. When possible, all unused, discontinued or expired medication shall be returned to the parent/guardian and the return documented.
8. The school nurse may destroy medications if the parent/guardian consents, if a witness observes and if the destruction is properly documented.
9. All medications shall be returned to the parent/guardian or destroyed at the end of the school year.

Public Information Program (Board Policy KB-AP1)

State Law requires all students meet the immunization standards established by the Missouri Department of Health in order to enroll in and attend school. (MO State Law Section 210.003 RSMO, 19CSR 20-28.040, 19 CSR 20-28.010, Sections 167.181 and 192.006.1.) Additional information about immunization schedules may be obtained by contacting the school nurse or local Public Health Department. For school attendance at Southern Boone County R-I Schools, required child immunizations are: diphtheria-tetanus-pertussis (DTaP), measles-mumps-rubella (MMR), polio (IPV), hepatitis B (HepB), varicella and tetanus-diphtheria-pertussis booster (Tdap) School Age Children (K-12): Missouri State Law, Section 187.181, RSMo 19 CSR 20-28.010 Immunization Rule requires school age children to be appropriately immunized or exempted in order to enroll in or attend school. Preschool Students: Missouri State Law, Section 210.003 RSMo 19 CSR 20-28.040 Immunization Rule requires children to be appropriately immunized or exempted in order to enroll in or attend school.

Prohibited Conduct (Board Policy JG-R)

The following are descriptions of prohibited conduct. School officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

1. **Arson-** Starting or attempting to start a fire or causing or attempting to cause an explosion.
2. **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.
 - b. Attempting to kill or cause serious physical injury to another; killing or causing serious physical injury to another.
3. **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.
4. **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 violence, verbal taunts, name-calling and put-downs, threats, extortion or theft, damaging property, and exclusion from a peer group.
5. **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.
6. **Dishonesty-** Any act of lying, whether verbal or written, including forgery.
7. **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 and that is rude, vulgar, defiant, in violation of district policy, or 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.
8. **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.
 - b. Possession of or attendance while under the influence of or soon after consuming any unauthorized illegal 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.

- 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
9. **Extortion**--Threatening or intimidating any person for the purpose of obtaining money or anything of value.
 10. **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."
 11. **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, disturbing, disrupting or causing the evacuation or closure of school property.
 12. **Fighting (see also, "Assault")**--Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.
 13. **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.
 14. **Public Display of Affection**— Physical contact that is inappropriate for the school setting including, but not limited to, kissing and groping.
 15. **Sexual Harassment (see Board policy AC and regulation AC-R)**
 - a. Use of unwelcome verbal, written or symbolic language based on gender or of a sexual nature that has the purpose or effect of unreasonably interfering with a student's educational environment or creates an intimidating, hostile or offensive educational environment. Examples of sexual harassment include, but are not limited to, sexual jokes or comments, requests for sexual favors and other unwelcome sexual advances.
 - b. Unwelcome physical contact based on gender or of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with a student's educational performance or creates intimidating, hostile or offensive educational environment. 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.
 16. **Technology Misconduct (see Board policy EHB and regulation EHB-R)**
 - a. Attempting, regardless of success, to gain unauthorized access to a technology system or information; to use district technology to connect to other systems in evasion of the physical limitations of the remote system; to copy district files without authorization; to interfere with the ability of others to utilize district technology; to secure a higher level of privilege without authorization; to introduce computer "viruses," "hacking" tools, or other disruptive/destructive programs onto or using district technology; or to evade or disable a filtering/blocking device.
 - b. Violations other than those listed in "a," or of Board policy EHB and regulation EHB-R, administrative procedures or netiquette rules governing student use of district technology.
 17. **Theft**--Theft, attempted theft or knowing possession of stolen property.
 18. **Threats or Verbal Assault**--Verbal, written, pictorial or symbolic language or gestures that create reasonable fear of physical injury or property damage.
 19. **Tobacco-**
 - a. Possession of any tobacco products on school grounds, school transportation or at any school activity.
 - b. Use of any tobacco products on school grounds, school transportation or at any school activity.
 20. **Truancy (see Board policy JEDA)**--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.
 21. **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.
 22. **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.
 23. **Weapons (see Board policy JFCJ)**
 - a. Possession or use of any instrument or device, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo., which is customarily used for attack or defense against another person;

- any instrument or device used to inflict physical injury to another person.
- 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).

Possible Consequences for Misconduct

Consequences will be assigned based on severity of conduct and previous conduct violations.

- A. Principal/Student conference
- B. Loss of privileges
- C. Detention
- D. In-school suspension
- E. Out-of-school suspension
- F. Expulsion.

Possible Consequences for Transportation Misconduct

Consequences will be assigned based on severity of conduct and previous conduct violations.

FIRST OFFENSE: Warning

SECOND OFFENSE: Assigned Seat K-12

THIRD OFFENSE: Up to 3-day suspension from the bus

FOURTH OFFENSE: Up to 5-day suspension from the bus

ALL SUBSEQUENT OFFENSES: Up to 10-day suspension from the bus

Serious conduct violations may result in immediate and extended suspension.

Corporal Punishment

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Southern Boone County R-I School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

A staff member may, however, use reasonable physical force against a student for the protection of the student or other persons or to protect property. Restraint of students in accordance with the district's policy on student seclusion, isolation and restraint is not a violation of this policy.

Student Discipline

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of other students.

The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: **JG-R, JGA, JGB, JGD, JGE and JGF**. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences – Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences."

As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, 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 is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.

Weapons in School

No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities. Students with disabilities who violate this policy will be disciplined in accordance with policy JGE

AUDIO AND VISUAL RECORDING (Board Policy KKB)

Because the district predominantly serves minors, is subject to a number of confidentiality laws, respects parent/guardian and community concerns about privacy, and seeks to minimize disruption to the education environment, the district prohibits audio and visual recordings on district property, district transportation or at a district activity unless authorized in this policy.

Any recording activity, even activity permitted under this policy, will be prohibited if the activity creates a disruption to the education environment. No recording equipment will be used or placed in areas of the building where the occupant would have a reasonable expectation of privacy, such as restroom facilities or locker rooms.

Pre-Service and Student Teachers

The district may allow student teachers or pre-service teachers to record themselves teaching or otherwise interacting with students when the recording is used for educational purposes in the student teacher or pre-service teacher preparation program. The student teacher or pre-service teacher must obtain permission to do so from the cooperating teacher and the building principal and must have signed Missouri Pre-Service Teacher Assessment permission forms from all students and adults who will appear in the recordings if those recordings will be viewed by any person who is not employed by the district. The district reserves the right to refuse to allow recording or to limit the time and place for such recordings in order to minimize disruption to the educational process.

Recording by Students

The Southern Boone County R-I School District prohibits the use of visual or audio recording equipment on district property or at district activities by students except:

1. If required by a district-sponsored class or activity.
2. At performances or activities to which the general public is invited, such as athletic competitions, concerts and plays.
3. At open meetings of the Board of Education or committees appointed by or at the direction of the Board.
4. As otherwise permitted by the building principal.

Staff Student Relations (Board Policy GBH)

General

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is

necessary to protect students.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, web pages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

District-Sponsored Preschool, Daycare Centers and Nursery Schools (Board Policy JHCB)

No child is permitted to enroll in or attend district-sponsored preschools, daycare centers or nursery schools until the district has satisfactory evidence demonstrating that the child has been immunized, that immunizations are in progress or that the student has an immunization exemption as permitted by law.

Upon request from a parent/guardian of a student enrolled in or attending district-sponsored preschools, daycare centers or nursery schools, the district will inform the parent/guardian whether any student enrolled or currently attending the facility in which the district-sponsored preschool, daycare center or nursery school is located has an immunization exemption on file. The district will only verify whether any student has an exemption on file. The district will not release any information that would identify a particular student with an exemption or a particular type of

exemption.

The district will notify parents/guardians at the time of initial enrollment of their student in district-sponsored preschools, daycare centers or nursery schools that they may request notice from the district as to whether any students currently enrolled in or attending the facility have an immunization exemption on file with the district.

HANDBOOK INFORMATION (HIGH SCHOOL ONLY)

Prior to November 1 of each year each high school in the District will provide its students with information concerning information concerning occupations that have a critical need or shortage of trained personnel as provided by the State Board of Education. (Procedure KB-AP1)

Graduation Requirements (Board Policy IKF)

The Board of Education for the Southern Boone County R-I School District establishes the following graduation requirements as a condition of receiving a diploma. The superintendent or designee will regularly communicate these requirements to students and parents/guardians and recommend modifications to the Board when necessary.

Requirements

A student must meet the following requirements in order to graduate from the Southern Boone County R-I School District, unless otherwise exempted. The student must:

1. Complete a total of 24 credits, including credits required by the State Board of Education.
2. Pass examinations on the provisions and principles of American history, American institutions, American civics, and the Missouri and U.S. Constitutions. (§§ 170.011, .345, RSMo.)
3. Successfully complete a course of instruction of at least one semester in length on the institutions, branches and functions of the government of the state of Missouri, including local governments, the U.S. government and the electoral process. (§ 170.011, RSMo.)
4. Have earned credit in the Southern Boone County R-I School District's educational program between the ninth and twelfth grades.
5. Have taken all required end-of-course (EOC) examinations. (DESE Graduation Guidance)
6. Have received 30 minutes of cardiopulmonary resuscitation (CPR) instruction and training in the proper performance of the Heimlich maneuver or other first aid for choking. (§ 170.310, RSMo.) **EXCEPTIONS APPLY**

You may visit our district website at www.ashland.k12.mo.us anytime to find more information on our individual school buildings, personnel, policies and much more. Our board policies and procedures can be found by visiting our district's website and clicking on the "School Board" link on the district's home page.