

# High School Student Handbook 2023-2024



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**The mission of the Raytown C-2 School District is:**

**A unified learning community leading individuals to achieve the exceptional.**

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BELL SCHEDULES

**Unsupervised Times** The district will not be responsible for supervising students outside of the stated times. Parents are not to drop off or leave children at the school during unsupervised periods.

RAYTOWN HIGH SCHOOL				
BELL SCHEDULE 2023-2024				
Monday	Tuesday	Wednesday	Thursday	Friday
Prd 1 7:15-8:00	Prd 1 7:15-8:42	Prd 2 7:15-8:45	Prd 1 7:15-8:00	Prd 1 7:15-8:00
Prd 2 8:05-8:50			Prd 2 8:05-8:50	Prd 2 8:05-8:50
RTI/Study Hall 8:55-9:31	RTI/Study Hall 8:47 – 9:22	RTI/Study Hall 8:50-9:25	RTI/Study Hall 8:55-9:31	Advisory 8:55-9:31
Prd 3 9:36-10:21	Prd 3 9:27-10:54	Prd 4 9:30-11:00	Prd 3 9:36-10:21	Prd 3 9:36-10:21
Prd 4 10:26-11:11			Prd 4 10:26-11:11	Prd 4 10:26-11:11
Prd 5 11:16-12:40  <i>LS1: 11:16-11:37</i> <i>LS2: 11:37-11:58</i> <i>LS3: 11:58-12:19</i> <i>LS4: 12:19-12:40</i>	Prd 5 10:59-12:48  <i>LS1: 10:59-11:12</i> <i>LS2: 11:12-11:44</i> <i>BREAK 21 min</i> <i>LS3: 12:04-12:26</i> <i>LS4: 12:26-12:48</i>	Prd 6 11:05-12:55  <i>LS1: 11:05-11:27</i> <i>LS2: 11:27-11:49</i> <i>BREAK</i> <i>LS3: 12:11-12:33</i> <i>LS4: 12:33-12:55</i>	Prd 5 11:16-12:40  <i>LS1: 11:16-11:37</i> <i>LS2: 11:37-11:58</i> <i>LS3: 11:58-12:19</i> <i>LS4: 12:19-12:40</i>	Prd 5 11:16-12:40  <i>LS1: 11:16-11:37</i> <i>LS2: 11:37-11:58</i> <i>LS3: 11:58-12:19</i> <i>LS4: 12:19-12:40</i>
Prd 6 12:45-1:30	Prd 7 12:53-2:20	Collaboration Time	Prd 6 12:45-1:30	Prd 6 12:45-1:30
Prd 7 1:35-2:20			Prd 7 1:35-2:20	Prd 7 1:35-2:20

# BELL SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Prd 1 7:15-8:00	Prd 1 7:15-8:42	Prd 2 7:15-8:45	Prd 1 7:15-8:00	Prd 1 7:15-8:00
Prd 2 8:05-8:50	Prd 3 8:47-10:14	Prd 4 8:50-10:20	Prd 2 8:05-8:50	Prd 2 8:05-8:50
Prd 3 8:55-9:40	Academic Time 10:19-10:54	Academic Time 10:25-11:00	Prd 3 8:55-9:40	Prd 3 8:55-9:40
Prd 4 9:45-10:30	Prd 5 10:59-12:48  1st - 10:54-11:16 2nd - 11:16-11:38 Break 3rd - 12:04-12:26 4th - 12:26-12:48	Prd 6 11:05-12:55  1st - 11:00-11:22 2nd - 11:22-11:44 Break 3rd - 12:11-12:33 4th - 12:33-12:55	Prd 4 9:45-10:30	Prd 4 9:45-10:30
Advisory 10:35-11:11	Prd 7 12:53-2:20	Collaborative Teams	Academic Time 10:35-11:11	Academic Time 10:35-11:11
Prd 5 11:16-12:40  1st - 11:11-11:33 2nd - 11:33-11:55 3rd - 11:55-12:17 4th - 12:17-12:40			Prd 5 11:16-12:40  1st - 11:11-11:33 2nd - 11:33-11:55 3rd - 11:55-12:17 4th - 12:17-12:40	Prd 5 11:16-12:40  1st - 11:11-11:33 2nd - 11:33-11:55 3rd - 11:55-12:17 4th - 12:17-12:40
Prd 6 12:45-1:30			Prd 6 12:45-1:30	Prd 6 12:45-1:30
Prd 7 1:35-2:20			Prd 7 1:35-2:20	Prd 7 1:35-2:20

Students and parents are responsible for reading and understanding the contents of the High School Student Handbook as well as the Raytown C-2 School District Student Discipline Policy Handbook. These handbooks are available on the district's website and are available in the office. A copy of the district's CSIP is available in the superintendent's office.

The Raytown C-2 School District Board of Education is committed to maintaining a workplace and education environment that is free from illegal discrimination, harassment and retaliation 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 in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Raytown C-2 School District is an equal opportunity employer. Policy AC

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 illegal discrimination or harassment.
  - b. Report illegal discrimination or harassment.
  - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning illegal discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing illegal 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 and law.

As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. 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.

#### **Sexual Harassment Reporting and District Response**

Sexual harassment is prohibited under this policy and policy ACA, but policy ACA applies only to a narrower category of sexual harassment under Title IX, as defined in the federal regulations. All sexual harassment reports must be made to the Title IX coordinator identified in policy ACA and evaluated for policy ACA applicability. If a sexual harassment report is made to any other district employee, the report must be promptly referred to the Title IX coordinator for intake. Incidents of alleged sexual harassment that are not investigated under policy ACA may be referred for processing under this policy. (For additional information, please refer to Policy ACA.)

#### **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. The district encourages students, employees and the public to report such behavior so that it can be promptly addressed, but the grievance process in this policy is reserved for allegations of illegal discrimination, harassment and retaliation.

#### **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. **Policy AC.** The district also provides equal access

to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law **Policy AC-AF1**.

Any person having inquiries concerning Consolidated School District No. 2 compliance with the regulations implementing Title VI, Title IX, Boy Scouts of America Equal Access Act or Section 504 is directed to contact Ms. Shirley Earley, 6608 Raytown Road, Raytown, Missouri 64133 (816-268-7000). **Policy IGBA**.

**Policy ACA:** The Raytown C-2 School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of the district's education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).

The Raytown C-2 School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). Inquiries about the application of Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education. A person having inquiries concerning Consolidated School District No. 2 compliance with the regulations implementing Title VI, Title IX, Boy Scout Equal Access Act or Section 504 is directed to contact Shirley Earley, 6608 Raytown Rd., Raytown, Missouri 64133 (816-268-7000). ACA

Office for Civil Rights  
U.S. Department of Education  
One Petticoat Lane  
1010 Walnut Street, Suite 320  
Kansas City, MO 64106  
Telephone: (816) 268-0550  
TDD: 877-521-2172  
Facsimile: (816) 823-1404  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

#### Academic Services and Accountability Policies IGBA & GBL

For information regarding special education and related services and the district's obligation to children ages 3 to 21 or Title I services including information regarding the professional qualifications for their child's teacher; if the teacher is teaching under emergency or other provisional certification status; and of the paraprofessional providing services please contact Director of Special Education, (816)-268-7000.

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). Students participating in courses that require the End of Course Exam will take the assessment in accordance with district policy. EOC examinations may be waived for: 1. Students receiving special education services whose IEP teams have determined that the MAP-A alternative is the appropriate assessment; 2. English learner students who have been in the United States 12 or fewer months at the time of administration, in some circumstances; and 3. Foreign exchange students.

#### Assessments Policy IL

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. Students enrolled and successfully complete Algebra I, Biology, English II, and American Government will participate in the Missouri State End of Course Exam (EOC).

#### Student Services Policies IGBH, IGBCA, & IGBCB

Raytown School District provides services to meet the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and ready. Our school district has programs designed to help meet the unique educational needs of homeless (including unaccompanied youths), migratory and English learners, students who are advanced learners, students with disabilities, and neglected or delinquent students. For information or to file a complaint contact Raytown C2 School District Office at (816)-268-7000.

#### STUDENT NUTRITION & HEALTH POLICIES EF-AP1, EFB, ADF

Raytown C2 Schools understands the importance of breakfast and provides breakfast to all students. Students are encouraged to complete the free and reduced lunch form. Please encourage your son or daughter to eat the healthy breakfast and lunch offered through food services program. As a level of support of this program, Raytown/Raytown South High Schools do not support bringing in outside food. Students may be denied outside food during the school day. Free and reduced lunch applications are available on the district's website under the Food Services tab at [www.raytownschools.org](http://www.raytownschools.org). To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will provide timely notification to parents/guardians when account balances run low (when applicable).

#### SCHOOL-COMMUNITY RELATIONS POLICY KB-AP1

The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.)

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/guardians, 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/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (§ 160.522, RSMo).

The district provides information on immunizations, infectious diseases, medications or other school health issues to parents/guardians of K–12 students, the district will also provide parents/guardians of K–12 students influenza and influenza vaccination information that is identical or similar to that produced by the Centers for Disease Control and Prevention. (§ 167.637, RSMo.)



#### DIRECTORY INFORMATION POLICIES JO& JO-AP1

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. Notice of rights under the Family and Educational Rights and Privacy Act (FERPA) regarding 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 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.

General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student: Student's name; date of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

#### STUDENT SEARCHES POLICIES JFG & JFCI

The district respects the privacy of students. However, in order to maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property or district property used by students. All searches will be conducted professionally and in accordance with law. Students do not have an expectation of privacy in district-provided property such as lockers, desks, technology, or other district-provided equipment or areas. Student property, including vehicles parked on district property may be searched based on reasonable suspicion of violation of law, district policy or other rules applicable to students. The district will conduct periodic and unannounced administrative searches of lockers, computers and other district equipment. The district uses dogs to indicate the presence of alcohol, drugs, or other prohibited substances on campus, including the parking lot. If reasonable under the circumstances, district administrators performing a search may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that will when removed do not expose undergarments not otherwise observable, bags, purses, coats, electronic devices, and other personal possessions and cars are performed in accordance with law.

#### PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) INCLUDES:

##### Student Health Services & Requirements Policy JHC

Privacy Regarding Non-Emergency, Invasive Physical Examinations - 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.

##### Surveying, Analyzing or Evaluating Students Policy JHDA

Privacy Regarding Surveys - The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law and Board policy JO.

Public Solicitations/Advertising in District Facilities Policy KI Privacy Regarding the Collection of Information for Marketing Purposes - 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.

Annually the district and school facilities are inspected for safety and to meet state or federal regulations. Including the Lead Eradication Program: periodic testing of drinking water. For information regarding materials prepared by the Federal Emergency Management Agency or information regarding the presence of asbestos and any inspections, re-inspections,

surveillance, and response or post response actions taken please contact Director of Facility Operations (816)-268-7000. Policies EBAB-AP1, EBC

### Sexual Health Instruction Policy IGAEB

- The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction. **Notice and Opt-Out:** The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.
- In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 regarding sexual abuse including, but not limited to, instruction on: 1. How to recognize sexual abuse; 2. How to report an incident of sexual abuse; 3. How to obtain assistance and intervention; and 4. Resources for students affected by sexual abuse.
- The district will teach students about the characteristics of and ways to identify sexual predators. 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. 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 "Cyber Tipline." Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

### SUICIDE AWARENESS & PREVENTION 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 Raytown C-2 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.

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:

1. 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.
2. 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.
3. 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:

1. 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.
2. 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.
3. 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.

**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.

DESE Trauma-Informed Schools Initiative: <http://dese.mo.gov/traumainformed>

#### **TRANSGENDER STUDENTS POLICY ACAE-2**

The district seeks to provide all students a safe and tolerant learning environment that is free from illegal discrimination and harassment. This policy addresses the measures the district will take to meet the needs of transgender students. Additional measures may be taken at the discretion of the superintendent or designee depending on the needs of the individual student, the needs of the school community and the district's legal obligations.

#### **Definitions**

*Accommodations* – Measures the district will take to meet a transgender student’s needs for the purposes of complying with Title IX of the Education Amendments of 1972, a federal law that prohibits discrimination on the basis of sex. A student’s transgender status alone is not a medical condition that qualifies as a legal disability that requires accommodation under Section 504 of the Rehabilitation Act of 1973 (Section 504) or the Americans with Disabilities Act (ADA).

*Gender Assigned at Birth* – The gender designation listed on the student’s original birth certificate or other documentation of birth.

*Gender Identity* – A student’s inner sense of being male or female, regardless of the student’s gender assigned at birth. A student’s gender identity must be consistently and uniformly asserted by the student, or there must be other evidence that the student’s gender identity is sincerely held as part of the student’s core identity, such as medical documentation or documentation that legal action has been taken to legally change the student’s name or birth certificate.

*Transgender Student* – A student whose gender identity does not correspond with the gender the student was assigned at birth. Medical treatments or procedures or legal actions are not required for recognition as a transgender student

**Consultation with Parents/Guardians and Students** Parents/Guardians and students are encouraged to notify a district administrator or counselor of a student’s transgender status. The principal, counselor or other relevant staff members will meet with the student’s parents/guardians and, when appropriate, the student to discuss the student’s needs and district accommodations.

In general, the district will only consider accommodations requested or discussed with the student’s parents/guardians. However, the district may provide accommodations to a student without the consent of the parents/guardians if the student is 18 or older, is not dependent upon his or her parents/guardians or is determined by the district, after consulting the district’s attorney, to have a legal entitlement to accommodations.

**Privacy** A student's transgender status will be shared only with staff members and district officials who need to know, as determined by the district. The information will not be shared with students or other individuals without written permission of the parents/guardians unless disclosure is required or allowed by law. These privacy rules apply regardless of whether the parent/guardian or student decides to keep the student’s transgender status private or openly discuss the student’s status.

The district may provide students, staff and the public educational information regarding the needs of transgender students in general and the district's legal obligations without identifying a particular student.

**Records** The student's legal name will be used in the district’s official records including, but not limited to, the student’s official transcript. If the parent/guardian or student legally changes the student’s name or birth certificate and provides proof of the change, the district will change the official record.

Upon request, the district will use a name chosen by the parents/guardians and student that corresponds with the student’s gender identity when the district is not required to use the student’s legal name on a document or when a document is created for internal or ceremonial purposes only. Therefore, grade cards, diplomas and certificates will use the student’s chosen name.

District records regarding gender will reflect the gender provided by the parents/guardians and student and may be changed upon request.

**Names and Pronouns** Upon request, district staff will address a transgender student using the student’s preferred name, if different than the legal name, and will refer to the student using the pronouns the student prefers.

**Bathroom and Locker Room Access** Transgender students may use the restroom or locker room that conforms with the student's gender assigned at birth, or they may use any unisex facilities available to students. The district will also, upon request, designate separate facilities for transgender students to use if unisex facilities are not available to students.

**Classes and Academic Activities** The district does not typically segregate courses by gender, but there are some classes and activities, such as physical education and health, where students are sometimes divided by gender. In those situations, transgender students will be allowed to participate in the class or activity that conforms with the student's gender identity as long as they are otherwise qualified.

**Extracurricular Activities and Athletics** The district will abide by Missouri State High School Activities Association (MSHSAA) rules regarding transgender student participation for any activity governed by MSHSAA. For all other district activities in which gender is a participation factor, transgender students will be allowed to participate based on the gender with which they identify.

**Dress** A transgender student will be allowed to dress in a manner that conforms with the student's gender identity and will be subject to the rules applicable to dress associated with that gender.

**Disruption, Illegal Discrimination and Illegal Harassment** The district does not tolerate bullying or misbehavior directed at an individual student, disruption to the district's education environment or illegal discrimination or harassment. If the behavior could constitute illegal discrimination or harassment of a transgender student, the behavior must be reported to the district's compliance officer in accordance with policy AC. All other incidents must be reported to the principal. Students who violate this or other district policies may be disciplined. Employees may be disciplined or terminated.

#### **Training and Education**

*Employees* Regular training on the prevention of illegal discrimination and harassment will include information on the district's obligations to accommodate transgender students. Staff members who are informed of the identity of a specific transgender student will receive additional training and direction as necessary.

*Students* Students who are taught about illegal discrimination and harassment as part of an approved course curriculum may also be provided information about legal obligations to accommodate transgender persons. In addition, the district may provide age-appropriate information to students regarding transgender persons when considered necessary or appropriate, particularly when a transgender student is enrolled in the class or grade level.

*Parents/Guardians and Community* While the district will respect the privacy of individual transgender students, if a parent/guardian or community member requests information on the district's accommodation of transgender students, the district will provide a copy of this policy as well as additional information regarding the needs of transgender students and the district's legal obligations.

#### **Equity and Inclusion POLICY ACIC**

##### *(Diversity, Equity, Inclusion and Belonging)*

###### *Purpose*

The purpose of this policy is to promote equity and inclusion for all students and staff by creating an educational environment in which diversity is valued and honored. As a district, we embrace our rich, diverse community as a strength and envision a district in which we build relationships to create a sense of belonging, as well as celebrate our differences to learn from one another and promote equity and excellence.

###### DEIB Definitions

- Diversity is the presence of differences in a given setting. In schools, this can mean differences including, but not limited to, race, ethnicity, nationality, gender (identity), sexual orientation, language, religion, (dis)ability or socioeconomic status.
- Equity in schools refers to education policies, practices and resources that are representative of, constructed by, and responsive to all students. Being equitable means acknowledging and addressing structural inequities

(historical and current) that advantage some and disadvantage others. Tackling equity issues requires an understanding of the root causes of outcome disparities within our society in order to identify and eliminate inequities and barriers.

- Inclusion is the degree to which diverse individuals are able to participate fully in the processes and opportunities within an organization or group, such as our school district and individual school buildings. An institution can be both diverse and non-inclusive at the same time. Inclusion is the practice of creating an environment that promotes safety and respect, and amplifies the voices of all parties.
- Belonging is the feeling of security and support when there is a sense that everyone is valued as an important member of the community. Belonging represents the affinity and positive relationships that emerge between people of various backgrounds when we actively promote diversity, equity and inclusion within and throughout our district. Creating genuine feelings of belonging for everyone in the organization is a critical factor in improving engagement and performance.

#### Policy Criteria

This policy applies to the following categories. This policy shall be included in staff and student handbooks. District leaders and building administrators will ensure students are made aware of the policy in a developmentally appropriate manner. Board members and district staff will receive professional training on this policy annually.

1. School board policies and practices will be evaluated through a lens of diversity, equity and inclusion—and amended as necessary to ensure equity within the school system.
2. District and building leadership will engage in the work of equity across all departments and at all levels. Each school and department will maintain a cultural competency team to ensure rules, procedures and policies reflect the district's focus on equity and inclusion.
3. School/Community relationships will be established with vendors and patrons who prioritize the work of improving equity and inclusion with the Raytown School District. The district will empower our community to have a voice and participate in our equity work through community forums.
4. Curriculum will be evaluated and amended to ensure culturally responsive, evidenced-based instructional strategies that integrate resources from various cultures and diverse perspectives. It is important for our students to see themselves reflected in positive ways throughout our curriculum.
5. Language and literacy proficiency will be developed while honoring the importance of students' and families' native languages and dialects. Communication is an important foundation for academic success and potential barriers must be addressed to actively engage students as well as their families and caregivers.
6. Student academic and discipline data will be evaluated to address any disparities in disciplinary processes, academic outcomes and extracurricular participation including, but not limited to, discipline data, state test scores, special education, gifted screening, dual credit and AP/enriched classes, career and technical programs and facilities . The district will review data annually to identify areas of strength as well as any areas in which bias may prevent student success.
7. Student support services will specifically address issues of equity work to address the diverse, unique and individual social and emotional needs of members of our learning community while utilizing a lens of inclusion and equity.
8. Recruitment and retention will encompass achieving a balanced staff and administrator workforce to reflect the diversity of the student body and the community it serves. The district and schools will seek to recruit, employ, support and retain a workforce that includes racial, gender and linguistic diversity. Employment data will be evaluated annually to address any disparities in staff hiring, retention and promotions.
9. Professional learning will be provided to increase the effectiveness of district leaders, teachers and all staff in creating culturally responsive and equitable learning environments. Training activities will be in person, high quality, evidence-based and ongoing. Workshops will include anti-bias and anti-discrimination training appropriate at all levels in the district. Accountability measures will be monitored as part of the staff evaluation system at all levels.
10. Discrimination, bullying and harassment on the basis of differences including, but not limited to, race, ethnicity, nationality, gender (identity), sexual orientation, language, religion, (dis)ability or socioeconomic status is strictly prohibited. Harassment can take the form of language and/or the display of images and symbols that promote hate, violence or intimidation. It is the responsibility of every district employee to ensure that all students and

staff have a safe learning/working environment. This responsibility includes ensuring that any incident of discrimination, harassment or bullying is given immediate attention in the form of incident investigation, age and developmentally appropriate actions, and providing students, educators and staff with appropriate resources and support. (See board policy AC.)

#### Implementation

In order to facilitate this policy with fidelity, contingent upon budget availability, the superintendent may create a district office senior-level position for an assistant superintendent for equity and access whose primary responsibility would be focused on implementing, facilitating, monitoring and assessing the equity initiatives laid out in this policy. The assistant superintendent for equity and access would also be responsible for student support and ensuring actions taken to address all students' access to educational opportunities. The district will develop and implement a system wide equity plan based on survey data and findings of the equity audit to meet the requirements and criteria laid forth in this policy. The equity plan will be aligned to the district's strategic plan. Annual reporting of progress on this plan will be provided to the board, staff, students and community.



ACADEMIC INFORMATION

Course Schedule Changes: high school does not have Study Halls; students should select classes carefully and consult with their counselor. After the first ten days of the semester, students may not drop or change a class.

The students at Raytown High School & Raytown South High School will demonstrate grade level or higher ability in:

Academic Skills by

- Applying problem-solving strategies;
- Developing oral and written communication skills;
- Making cross-curricular and real world connections;
- Reading critically;
- Researching, organizing, and analyzing information;
- Developing an appreciation for the arts;

Social Responsibility by

- Advocating for self in an appropriate manner;
- Collaborating with others for a common goal;
- Demonstrating respect for self and others;
- Practicing a strong work ethic;
- Setting academic and personal long and short term goals;
- Understanding and practicing local and global citizenship.

College Visits

College visits, up to a combined total of three (3) visits not to exceed five (5) school days during the student’s junior or senior years. College documentation of the planned visit is required prior to the student’s absence. Policy JED-AP2

Credit Requirements

Students must attend eight (8) semesters. The only exception is for students who meet the credit requirements and apply for early release. If a student meets requirements for early release but does not make application prior to the start of the second semester for his/her senior year, he/she must attend the entire eighth semester.

English Language Arts ...	4
Social Studies .....	3
Mathematics .....	3
Science .....	3
Fine Arts .....	1
Practical Arts .....	0.5
Personal Finance .....	0.5
Physical Education .....	1
Health.....	0.5
Electives .....	8
Speech .....	0.5
Total Credits .....	25

\*United States and Missouri Constitution Tests must be passed.

Reference the Career and Educational Planning Guide for detailed information.

Any student who transfers after the end of the seventh semester must meet the graduation requirements from the school he/she transferred from as well as the Raytown C-2 School District graduation requirements in order to graduate.

### GRADUATION REQUIREMENTS Policy IKF

A student must meet the following requirements in order to graduate from the Raytown C-2 School District, unless otherwise exempted. The student must:

1. Complete a total of 25 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 Raytown C-2 School District's educational program between the ninth and twelfth grades.
5. 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**

1. Graduation requirements for a student with a disability receiving special education services pursuant to the Individuals with Disabilities Education Act (IDEA) may be determined according to the student's individualized education program (IEP). Any specific graduation requirement may be waived if recommended by the student's IEP team. (DESE Graduation Guidance)
2. Students transferring from another accredited Missouri school as a junior or senior who cannot reasonably complete the district's requirements may be permitted to graduate based on the successful completion of a program of studies that would have met the graduation requirements at the school formerly attended, including the requirements of (2) and (3) above.
3. The district will waive the requirement to pass examinations on the provisions and principles of American history, American institutions and the Missouri and U.S. Constitutions for students who transfer from a school outside Missouri if they can document the successful completion of a course of instruction in the institutions, branches and functions of state government, including local governments, the U.S. government and the electoral process. Such instruction must have been completed in grades nine through twelve. The district will waive the requirement to pass a civics examination when recommended by the student's IEP team. (§ 170.011, RSMo., DESE Graduation Guidance)
4. Students who transfer from another state or country or an unaccredited private, public or home school and who are placed in the ninth grade will be required to meet all established graduation requirements. If such a student is placed in the tenth grade or higher, the district will work with the student and the parents/guardians to develop a program of studies that will result in graduation if successfully completed.
5. Graduation requirements for foster care students will be modified or waived in accordance with law and Board policy IGBE. (§ 160.1990, RSMo.)
6. Students in the household of an active duty member of the military, including students in the household of certain veterans who are deceased or injured as defined by law, who transfer to the district may have graduation requirements modified or waived in accordance with law. (§ 160.2000, RSMo.)
7. Eligible students who successfully complete the Missouri Option Program will be awarded a high school diploma. (5 C.S.R. 20-500.330)

### EARLY GRADUATION Policy IKFA

Students who wish to graduate early will be required to meet with a guidance counselor and submit written notification to the principal. The guidance counselor will notify the student's parents or guardians of the student's decision if the student is a dependent. The student will receive a diploma if the student has met the Raytown C-2 School District's graduation requirements. The student who chooses early graduation will be allowed to participate in the spring graduation ceremonies but will be considered alumni for all other activities.

### Grade Classification

Students who have completed six semesters and seventeen (17) units of credit at the beginning of their seventh semester will be classified as seniors and allowed to participate in senior activities.

Students will be classified in grades using the following credit levels:

- 9<sup>th</sup> GRD: 0-4.5 credits & 0-2 semesters completed in high school\*
  - 10<sup>th</sup> GRD: 5-10.5 credits & 2-4 semesters completed in high school\*
  - 11<sup>th</sup> GRD: 11-16.5 credits & 4-6 semesters completed in high school\*
  - 12<sup>th</sup> GRD: 17-25 credits & 6 semesters completed in high school\*
- \*Summer school enrollment does not count towards semester requirements.

Students will be reclassified between the summer and fall terms.

Prerequisites are established for a number of courses. The principal must approve any exception to the prerequisite. It is the student's responsibility to see that requirements for graduation are met. The school will make effort to keep up-to-date records and to keep students and parents informed about the status of progress toward the graduation requirements. However, it is the student's responsibility to be acquainted with the necessary requirements to meet this goal.

There are two semesters per year. Each semester is divided into two grading checks. The final test represents 10% of the semester grade. The student's End of Course Exam (the state standardized test) will be counted as the final exam grade for students who take the exam. A progress report will be sent home approximately one week after the conclusion of each semester.

Students may re-take a class once in which they received a passing grade. When they do, the following procedure will be followed:

- The higher of the two scores will count toward subject area graduation requirements if the class qualifies for one of the subject areas. The lower of the two scores will count towards elective credits towards graduation.

For example:

- If a student receives a D in semester 1 and a C in Semester 2 of English I, the student may re-take 1<sup>st</sup> semester English I. If the student receives a B the second time then the D, C and B count in the GPA. The B in the class will be listed as a subject area graduation credit for the appropriate semester. The D will be listed as an elective credit. 1 Credit of English will be awarded and 0.5 elective credit will be awarded.
- If a student receives a D in Intro to Visual Art, the student may re-take Intro to Visual Art. If the student receives a B the second time, then the D and B count in the GPA. The re-take of the class will be listed as a fine art credit. The D will be listed as an elective credit.

### Grade Calculations

Teachers should use the following guidelines for grade calculations. Grading periods are listed on the district calendar. With any grading system, it is imperative we practice consistency in grade calculation. Although teachers may develop slight departure from standard grade percentages, it is suggested grades be calculated on the following percent basis.

- A – 90-100% of total points
- B – 80-89%
- C – 70%-79%
- D – 60-69%
- F – 59% or below

*If a teacher departs from these percent guidelines, students and parents should be informed of grade percentages and rationale for change from normal percent ranges.*

### Honor Roll - Grade Point Average

Recipients of the **Academic Honor Roll** must meet the following:

- Semester GPA of 3.0 or higher
- Year-to-Date attendance of 95% or higher
- No ISS or OSS for the semester

Recipients of the **Principal's Honor Roll** must meet the following:

- Semester GPA of 3.5
- Year-to-Date attendance of 95% or higher
- No ISS or OSS for the semester

Credits earned in summer school programs and evening school programs will be applied toward graduation requirements. Course grades earned in these programs will be figured into the grade point average (GPA) for class rank and will be applied to credits earned as soon as the course is successfully completed.

Raytown Education Foundation Celebrations: For +Grades, +Attendance, 3 or less Tardies, and No Discipline

### Late Work

Students who are present in class but do not turn in homework due on that day or do not turn in make-up work by the day it is due will be allowed to turn that assignment in late for up to two (2) days.

On the first day late, the student receives 75% of the credit earned on the assignment. The second day late the student receives 50% of the credit earned on the assignment. Students are encouraged to turn in assignments for feedback after the two-day window but cannot receive credit for the assignment.

### Student Fees

Textbooks are furnished free of charge to students. Fines are assessed in cases of unusual wear and tear, for willful destruction, or for loss. A charge of \$5.00 per book will be levied if books are not turned in but are found in the student's locker, on school premises, or in any other manner.

Within the first two weeks of enrollment, students must either have paid all fees or have paid 50% of those fees and established a payment schedule for the remainder of the balance. If the fees have not been paid, students will be withdrawn from fee-based classes and enrolled in a non-fee based class.

### Transcripts

A transcript is a record of all high school level course work completed by a student, and is also inclusive of the student's standardized test results. Official transcripts always carry the school seal. A signed transcript request form must be on file prior to Raytown High School sending a transcript.

Students are allowed to send, without cost, two transcripts to any school or place of employment at the time of graduation. There is a handling/copy fee of \$5.00 for each additional transcript.

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

### Virtual Courses Policies IGCD & IGDA

Virtual instruction can be an effective education option for students and is available in both part-time and full-time formats. If deemed appropriate, and in the best educational interest of the student, part-time virtual course can be taken as part of the district's regular course load through a Missouri Course Access and Virtual School Programs (MOCAP) vendor or the district's contracted vendor. In the case of full-time virtual education, the student will enroll with a MOCAP host

district and receive full-time virtual education through the MOCAP program. The student must be currently enrolled in the district to participate in virtual courses. Please see policies IGCD and IGDA for additional information.

### STUDENT ABSENCES AND EXCUSES POLICY JED

The Board recognizes the importance of regular student attendance to a successful learning experience. Research supports the fact that attendance is crucial to improving student achievement. At least one (1) study identified attendance as the single greatest indicator of student achievement. The Board further recognizes that:

1. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process.
2. The benefits of the classroom instruction, once lost, cannot be entirely regained.
3. The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences and study in order to meet the district's student achievement goals.
4. Holding students and their parents/guardians responsible for attendance is part of the district's larger mission to train students to be productive citizens and employees.
5. State law reflects the importance of regular attendance by establishing compulsory school attendance and charging this Board to enforce that law.
6. State law authorizes school boards to make all needful rules for organization and government in the district.

Therefore, regular and punctual patterns of attendance will be expected of each student enrolled in the Raytown C-2 School District.

### Development of Rules and Procedures

The superintendent, with the assistance of building-level administrators and other administrative and professional staff, shall establish rules and procedures for student attendance within the district. The primary purpose of the district's attendance rules and procedures shall be to change behavior, not to punish students. Such rules and procedures shall be published on the district's website and in appropriate handbooks and shall be subject to review by the Board of Education. The administration will develop rules and procedures that minimally include:

1. Clear and reasonable attendance standards with consistently enforced consequences for violating those standards.
2. Early intervention strategies for students in primary and elementary grades.
3. Targeted intervention strategies.
4. Strategies to increase engagement with students and families.

In developing these rules and procedures, the administration will collect data to determine why students are absent. Data collected will include, but not be limited to:

1. Reasons for student absences.
2. Family attitudes toward school attendance.
3. The extent to which family members of students who are frequently absent feel engaged in student learning.
4. The extent to which family members of students who are frequently absent feel engaged in student learning.
5. Academic needs of frequently absent students.
6. Nonacademic service needs of frequently absent students.

In response to the data collected, the superintendent or designee will implement one (1) or more of the following strategies:

1. Academic support programs for students and families.
2. Use of alternative educational methods, such as distance learning and homebound instruction.
3. Use of available, appropriate community resources.
4. Staff-Student advisory or mentoring programs designed to increase student engagement with the school.
5. Procedures for student and family contact with students are absent.

**No rule or procedure will preclude a student from making up work missed due to any type of absence, including absences due to suspension.** Procedures and rules must include a due process component that includes notice before

consequences are imposed and that allows students and their parents/guardians to appeal any imposed consequence to the superintendent. The Board will not hear appeals of consequences for excessive absences.

The district will maintain a comprehensive system of attendance records for each student. Each teacher is responsible for the accurate reporting of daily attendance in the classroom.

The district will contact the Children's Division (CD) of the Department of Social Services or the local prosecutor in cases where the district has a reasonable suspicion that a student's lack of attendance constitutes educational neglect on the part of the parents/guardians or that parents/guardians are in violation of the compulsory attendance law. No such action will be taken unless other strategies and interventions have been implemented and proven ineffective.

If a student in foster care is absent from school due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity, the grades and credit of the student will be calculated as of the date the student left school, and no lowering of the student's grades shall occur as a result of the absence under these circumstances.

#### Student Absences and Excuses (Policy JED-AP2 Grades 6-12)

The following absences will be excused. Documentation must be provided as indicated. Where written/verbal excuse is indicated, written documentation is required upon request from school administration.

1. Illness or injury of the student, with written/verbal excuse from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written/verbal excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written/verbal excuse from parent. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with written/verbal excuse from parent.
6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
8. College visits for high school students, up to a combined total of three visits not to exceed five school days during the student's junior or senior years. College documentation of the planned visit is required prior to the student's absence

All other absences and any absence for which required documentation is not provided are unexcused. Parents should notify the attendance office by phone each day of their student's absence. Students have two school days to provide verification or documentation of an excused absence; after that time, the absence is listed as unexcused. Absences not verified by a student's parents will be considered unexcused. The principal will make the final approval of excused absences.

#### Make-Up Work

In all excused absences, students are expected to make up all daily work missed. Students will have one day for each day missed plus one to make-up the daily work (students missing two days will have three days to make-up the work). If the daily work is not completed, no grade or credit can be given for that part of the course. Long-term or other assignments must be turned in on the due date/time, whether students are present or not.

#### Student Dismissal Precautions Policy JEDB, KK & KK-AP

It is the goal of the Raytown C-2 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. 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.

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. Said guardian or designee must be listed in the Student Information System Data Base (SISK12)
- 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. FILE: JEDB
- 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.

### Class Dismissals

When students find it necessary to leave the room, they must have permission from the classroom teacher. The teacher will dismiss students at the conclusion of class. Students needing to take care of personal business during class time must have an approved e-hall pass. Failure to comply may be considered defiance or truancy resulting in detention or 1-10 days of suspension.

### End-of-School Day Dismissal

School ends at 2:20PM Monday, Tuesday, Thursday and Friday and at 12:55PM on Wednesday. Unless you are participating in a supervised activity, you must be out of the building by 2:30PM when school is out at 2:20PM and must be in a study room or off campus by 1:00PM on Wednesdays.

### Leaving Campus

Students who must leave school for any portion of the school day for any reason are expected to report to the attendance office or to the clinic prior to leaving and receive a pass to leave. Failure to report to the attendance office or clinic will result in the absence being listed as unexcused and possible defiance of authority. Students are not leave school grounds once they have arrived without parent permission and the proper sign out procedures. This includes leaving to patron all local business in the area. NOTE: Refer to Attendance and Automobiles for additional Information. (See Truancy/Unexcused for Discipline)

## EMERGENCY PROCEDURES SCHOOL CLOSINGS

### Fire Drills

We will have fire drills on an average of once a month. Everyone **MUST leave the building during drills** and not return until notified. Walk rapidly through the halls to the designated exits and move away from the building to the designated area where the teacher will take role. All rooms have exit directions posted by the doors. Policy EBC1-AP-1

### School Closing/Cancellations

Should school be closed because of inclement weather, please watch local affiliates for ABC, CBS, FOX, or NBC or check local affiliate websites for an announcement. You may also receive a telephone call from the district. You can access the district website at [www.raytownschools.org](http://www.raytownschools.org), or the message line at 816-268-7001. Please do not call the school. **Note:** On days when school is not in session because of inclement weather or other emergency closings, there will be no student-related activities in the school buildings, unless approved by the superintendent.

### Tornado Drills

The tornado evacuation plan is to move personnel to safe areas located on the lower level of the building. It is imperative all personnel move to the designated areas quickly, orderly and quietly. Policy EBC1-AP-1

### Lock Down

If the threat is outside the building, all persons are moved inside to classrooms. During any threat, teachers will not open locked doors. Classes outside remain outside in secure location. All should keep out of sight and be prepared to ignore alarms. During a threat the building will not be evacuated via alarms. For all threats, it is imperative all personnel move to the designated areas quickly, orderly and quietly and follow lock down procedures of moving immediately into the nearest classroom or secured space or exit.

### HEALTH SERVICES

#### Emergency Forms

When students enroll, they are required to fill out a Student Emergency Form each year. This form contains necessary information that the school needs. The school must be notified of any changes, so parents can be notified in case of emergency.

#### Health Procedures

In accordance with Missouri Department of Health no pupil shall attend school while affected with any contagious or infectious disease or while liable to transmit such disease after having been exposed to the same. The district may require a student suspected of having a disease or of being able to transmit a disease be examined by a physician and to provide a written statement of health

before reentering school. Any pupil not complying may be excluded from school. A nurse's aide is on duty to assist your child during illness or injury at school. Students will be sent home for the following.

- Temperature over 100
- Vomiting
- Question of communicable disease
- Injury which may require medical attention

**NOTE:** Accidents which occur on school property and which cause injuries that require medical attention will be reported to the student's parents. *THE DISTRICT DOES NOT PROVIDE STUDENT ACCIDENT INSURANCE.*

#### District-Sponsored Preschool, Daycare Centers and Nursery Schools Policy JHCB

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.



## Medication Policy JHCD

**Over-the-Counter Medications:** The district may administer over-the-counter medication to a student if the district has received permission to do so from the parent/guardian. 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. All medications must be accompanied by a written administration request from the parent/guardian (form JHCD-AF2) must be provided to the office.

**Prescription Medications:** The district may administer prescription medication to a student if the district has received permission to do so from the parent/guardian and appropriate direction on how the medication is to be administered. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed. All medications must be accompanied by a written administration request from the parent/guardian (form JHCD-AF2) must be provided to the office.

**Student Possession and Self-Administration of Medications:** The district prohibits students from possessing or self-administering medications unless the student is allowed by law to do so and has been given permission in accordance with this section.

**A student with an IEP or Section 504 plan** may possess and self-administer medications in accordance with the IEP or Section 504 plan, see JHCD-AF1.

A "Permission Form for Medication" (JHCD AF-2) is available from the clinic along with detailed policies and procedures regarding all forms of medication. Students who carry medication in their possession will face disciplinary action. For information regarding emergency use of epinephrine, naloxone, and asthma medication, please see **Policy JHCD**. **Note: All medication not picked up at the end of the school year will be destroyed.**

## Medical Marijuana And Cannabidiol (CBD) Oil Policy JHCD

The district does not permit the possession or administration of marijuana or marijuana-infused products for medicinal purposes on district property or at district events since these products are prohibited under federal law. In accordance with state law, parents/guardians with a valid hemp extract registration card may possess CBD oil on district property for the purpose of administering it to their students who are less than 18 years old for the treatment of epilepsy. Students 18 and older with a valid hemp extract registration card may possess CBD oil on district property for the limited purpose of bringing it to the health office where it will be stored with other medications and administered to the student by the nursing staff for the treatment of epilepsy. Students who have an actual prescription for a medication containing CBD will be permitted to possess and administer the prescription medication in accordance with this policy. When applicable, district staff will administer prescription medication containing CBD in the same manner used to administer other prescription medication.

## STUDENT DISCIPLINE POLICY JG

It is essential that the district maintain a safe school environment and a climate that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. Discipline will be equitably applied and viewed as a learning opportunity with the ultimate goal of improving behavior, safety and the school climate. The district seeks to minimize the unnecessary exclusion of students from classrooms and school and encourages the superintendent and district staff to exclude students only when necessary to maintain a safe and appropriate learning environment. The superintendent or designee is authorized to contact the district's attorney for advice on the legality of district discipline or the discipline process. The Board encourages the superintendent to recommend changes to Board policy related to student discipline as needed.

### **Discipline Code**

To assist district staff in maintaining the necessary education environment, the Board of Education has created a discipline code that addresses the consequences, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the moral or good conduct of other students.

The district's comprehensive written code of conduct includes, but is not limited to, JG-R1, JGA, JGB, JGD, JGE, JGF and associated procedures. The district's comprehensive written code of conduct will be placed on the district's website, and a copy will be available in the superintendent's office during normal business hours. The code of conduct will be distributed to all students and their parents/guardians at the beginning of each school year which may be accomplished by directing students and parents/guardians to the district's website. These policies, regulations and procedures will apply to all students in attendance in the district's instructional and support programs as well as at district-sponsored activities.

### **Equity**

All district staff are required to enforce district policies, regulations and procedures in a manner that is consistent, developmentally appropriate and equitable. District staff who increase or decrease the consequences for student misconduct based on individual circumstances must document the reasons for the variance. The superintendent or designee will regularly review district discipline data to determine whether district policies are being equitably enforced and, when necessary, make recommendations to the Board for policy changes, training or resources to further the district's goals for providing equitable education to all students.

### **Discipline for Off-Campus Misconduct**

Students may be disciplined for misconduct that occurs off district grounds and outside a district activity when allowed by law including, but not limited to, the following situations:

1. The district's technology is used.
2. The student's conduct negatively impacts the education environment or there is a nexus to the education environment.
3. The student has been charged with, convicted of, or pled guilty to the commission of a felony in a court of general jurisdiction (not a juvenile court). The Board may suspend such students after a hearing in accordance with law.
4. The student has been indicted on, charged with or convicted of one of the specific crimes listed in § 167.171, RSMo. (see in policy JEC) or a petition has been filed or adjudicated in juvenile court involving one of the specific crimes listed in § 167.171, RSMo. The district shall exclude such students from school or from the general education environment after appropriate due process.
5. The student transfers to the district during a suspension or expulsion from another public school or a private or parochial school, and the district determines that the conduct would have resulted in a suspension or expulsion in this district. The district may honor a student's suspension or expulsion in such cases after providing appropriate due process when necessary.

### **Immediate Removal**

The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

### **Enforcement**

Building principals are responsible for the development and enforcement of additional student conduct rules needed to maintain proper behavior in schools under their supervision. All such rules shall be consistent with Board-adopted discipline policies and regulations.

Teachers have the authority and responsibility to make and enforce necessary rules for discipline in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff enforcing student discipline should seek to minimize, as much as possible, the amount of instructional time the student loses.

## **Training**

All district employees shall annually receive instruction related to the specific contents of the district's comprehensive code of conduct and any interpretations necessary to implement its provisions of this policy in the course of their duties including, but not limited to, confidentiality requirements and the approved methods for dealing with acts of school violence, and disciplining students with disabilities Policy JG

## **Student Discipline Policy JG-R1**

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

## **Reporting to Law Enforcement**

It is the policy of the Raytown C-2 School District to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. In addition, the superintendent shall notify the appropriate division of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

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

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

## **Conditions of Suspension, Expulsion and Other Disciplinary Consequences**

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, regardless of location, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

In accordance with the law, any student who is suspended for any offense listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

1. The student is under the direct supervision of the student's parent, legal guardian, custodian or another adult designated in advance, in writing, to the student's principal by the student's parent, legal guardian or custodian, and the superintendent or designee has authorized the student to be on district property.
2. The student is enrolled in and attending an alternative school that is located within 1,000 feet of a public school in the district.

- The student resides within 1,000 feet of a public school in the district and is on the property of the student's residence.

Students who violate this prohibition in this section, he or she may be suspended or expelled in accordance with the offense, "Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences," listed below. Pursuant to law, no student will be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel.

### Academic Consequences

Students who are suspended from school will be expected to complete course work assigned during the term of suspension. Students will receive full credit earned for the work they completed and returned in accordance with district policy JED: Student Absences and Excuses. Students will receive assignments from their classroom teachers for suspensions of ten days or less. Students will be given an alternative placement for suspensions longer than ten days.

### Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are authorized to more narrowly tailor potential consequences as appropriate for the age level of students in the building within the ranges established in this regulation. In addition to the consequences specified here, school officials will notify law enforcement and document violations in the student's discipline file pursuant to law and Board policy.

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

First Offense:	No credit for the work, grade reduction, or replacement assignment.
Subsequent Offense:	In-school suspension, no credit for the work, grade reduction, course failure, or removal from extracurricular activities.

**Arson** – Starting or attempting to start a fire, or causing or attempting to cause an explosion.

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

### Assault

- Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third degree.

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.

- Knowingly causing or attempting to cause serious bodily injury or death to another person, recklessly causing serious bodily injury to another person, or any other act that constitutes assault in the first or second degree.

First Offense:	10 – 180 days out-of-school suspension or expulsion.
Subsequent Offense:	Expulsion.

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

First Offense:	Suspension or revocation of parking privileges, detention, or in-school suspension.
Subsequent Offense:	Revocation of parking privileges, detention, in-school suspension, or 1 – 9 days out-of-school suspension.

**Bullying and Cyber bullying (See Board policy JFCF)** – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially

likely to be repeated and causes a reasonable student to fear for their 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 is 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.

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

**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.

First Offense:	1 – 5 days of bus suspension.
Subsequent Offense:	6 – 15 days of bus suspension. Restriction of bus privileges.

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

First Offense:	Nullification of forged document. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Nullification of forged document. Detention or in-school suspension.

**Disrespectful Speech or Conduct - (See Board policies AC and ACA if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, confiscation, detention, in-school suspension, or 1 – 9 days out-of-school suspension.
Subsequent Offense:	Detention, referral to care team/grade level support team, in-school suspension, 1 – 180 days out-of-schools suspension, or expulsion.

**Disruptive Speech or Conduct (See Board policies AC and ACA if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or that materially and substantially disrupts classroom work, school activities or school functions, or that jeopardizes the personal safety of others. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Principal/Student conference, confiscation, detention, in-school suspension, or 1 – 9 days out-of-school suspension.
Subsequent Offense:	Detention, referral to care team/grade level support team, in-school suspension or 1 – 180 days out-of-school suspension.

**Drugs/Alcohol (See Board policies JFCH and JHCD)**

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

First Offense:	Principal/Student conference, confiscation, detention, in-school suspension, or 1 – 9 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1 – 180 days out-of-school suspension or expulsion.

2. Possession of drug paraphernalia or possession of or attendance while under the influence of, or soon after consuming, any unauthorized prescription drug, alcohol, narcotic substance, unauthorized inhalants, counterfeit drug, or imitation controlled substances, including controlled substances and illegal drugs defined as substances identified under schedules I, II, III, IV or V in section 202(c) of the Controlled Substances Act.

First Offense:	Exclusion from school activities, in-school suspension or 1 – 180 days out-of-school suspension.
Subsequent Offense:	1 – 180 days out-of-school suspension or expulsion.

3. 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(c) of the Controlled Substances Act.

First Offense:	Exclusion from school activities, in-school suspension or 1 – 180 days out-of-school suspension or expulsion.
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Subsequent Offense:	1 – 180 days out-of-school suspension or expulsion.
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**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 – 9 days out-of-school suspension.
Subsequent Offense:	In-school suspension, 1 – 180 days out-of-school suspension, or expulsion.

**Failure to Care for or Return District Property** – Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment.

First Offense:	Restitution. Restricted privileges, Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Detention or in-school suspension.

**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, “Consequences 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 disciplinary policy.

First Offense:	Verbal warning, loss of privileges, detention, in-school suspension, 1 – 180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
Subsequent Offense:	In-school suspension, 1 – 180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.

**False Alarms (See also “Threats or Verbal Assault”)** – Tampering with emergency equipment, setting off false alarms, making false reports; communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment or causing the evacuation or closure of district 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 (See also, “Assault”)** – Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.

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

**Gambling** – Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcome of activities, assignments, contests and games.

First Offense:	Principal/Student conference, loss of privileges, detention, or in-school suspension.
Subsequent Offense:	Principal/Student conference, loss of privileges, referral to care team/grade level support team, detention, or in-school suspension.

**Harassment, including Sexual Harassment (See Board policies AC and ACA and note that additional provisions of the code of conduct may apply to the student’s behavior)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

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.

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.

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.

3. Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.

Any Offense:	10-180 days out-of-school suspension or expulsion
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**Hazing (See Board policy JFCF)** – Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or school-sponsored activity. Hazing may occur even when all students involved are willing participants.

First Offense:	Loss of privileges, in-school suspension or 1 – 180 days out-of-school suspension.
Subsequent Offense:	1 – 180 days out-of-school suspension or expulsion.

**Incendiary Devices or Fireworks** – Possessing, displaying or using matches, lighters or other devices use to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.

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

**Nuisance Items** – Possession or use of items such as toys, games, and portable media players that are not authorized for educational purposes.

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

**Public Display of Affection** – Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing, hugging and groping.

First Offense:	Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Detention or in-school suspension.

**Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material** (see board policies AC and ACA) – Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.

First Offense:	Confiscation. Report to appropriate authorities. Principal/Student conference, detention, referral to care team/grade level support team, or in-school suspension.
Subsequent Offense:	Confiscation. Report to appropriate authorities. Detention, referral to care team/grade level support team, in-school suspension, or 1 – 180 days out-of-school suspension, or expulsion.

**Sexual Activity** – Acts of sex or simulated acts of sex including, but not limited to, intercourse or oral or manual stimulation.

First Offense:	Report to appropriate authorities. Principal/Student conference, loss of privileges, detention, referral to care team/grade level support team, in-school suspension, or 1 – 180 days out-of-school suspension.
Subsequent Offense:	Report to appropriate authorities. Loss of privileges, detention, referral to care team/grade level support team, in-school suspension, 1 – 180 days out-of-school suspension, or expulsion.

**Technology Misconduct (See Board policies EHB and KKB and procedure EHB-AP)**

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

First Offense:	Restitution. Principal/Student conference, loss of user privileges, detention, in-school suspension, or 1 – 180 days out-of school suspension.
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Subsequent Offense:	Restitution. Loss of user privileges, 1 – 180 days out-of-school suspension, or expulsion.
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- Using, displaying or turning on pagers, phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including instructional class time, unless it is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.

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

- Violations, other than those listed in (1) or (2) above, of Board policy EHB, procedure EHB-AP or any policy or procedure regulating student use of personal electronic devices.

First Offense:	Restitution. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Restitution. Loss of user privileges, 1 – 9 days out-of-school suspension.

- Use of audio or visual recording equipment in violation of Board policy KKB. Using video or audio equipment on district property or at district activities except: if required by a district-sponsored class or activity; at performances or activities to which the general public is invited such as athletic competitions, concerts and plays; at open meetings of the Board of Education or committees appointed by or at the direction of the Board; or as otherwise permitted by the principal.

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

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

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

**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 of any tobacco products, electronic cigarettes, (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, or in-school suspension.
Subsequent Offense:	Confiscation of tobacco product. Detention, in-school suspension, or 1 – 9 days out-of-school suspension.

- Use of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be used only in accordance with district policy JHCD.

First Offense:	Confiscation of tobacco product. Principal/Student conference, detention, in-school suspension, or 1 – 3 days out-of school suspension.
Subsequent Offense:	Confiscation of tobacco product. In-school suspension or 1 – 9 days out-of-school suspension.

**Truancy or Tardiness (See Board policy JED and procedures JED-AP1 and JED-AP2)** – Absence from school without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time for class or school begins as determined by the district.

First Offense:	Principal/Student conference, detention, or 1 – 3 days in-school suspension.
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Subsequent Offense:	Detention or 3 – 9 days in-school suspension, and removal from extracurricular activities.
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**Unauthorized Entry** – Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.

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

**Vandalism (See Board policy ECA)** – Willful damage or the attempt to cause damage to real or personal property belonging to the district, 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 (See Board policy JFCJ)**

1. Possession or use of any weapons as defined in Board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 571.010, RSMo.

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

2. Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo., or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).

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

3. Possession or use of ammunition or a component or a weapon.

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.

Corporal Punishment Policy JGA-2

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 Raytown C-2 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 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.

Weapons In School Policy JFCJ

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. 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. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

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.

#### Student Alcohol/Drug Abuse Policy JFCH

The Raytown C-2 School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

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

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

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

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

#### Discipline Reporting And Records Policy JGF

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

## Definitions

The following definitions and terms apply to this policy:

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

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

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

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

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

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

## Reporting to School Staff

School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's individualized education program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

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

## Reporting to Law Enforcement Officials

School administrators are required by law to report certain crimes to law enforcement. In an effort to support timely and accurate reporting, the Board encourages all employees who have information about any criminal act to share that information with their supervisors. The Board expects employees to share information regarding serious criminal acts, and employees must report criminal acts when required by law and Board policy.

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

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary manslaughter under § 565.023, RSMo.
3. Involuntary manslaughter in the first or second degree under §§ 565.024, .027, RSMo.
4. First- or second-degree kidnapping under §§ 565.110, .120, RSMo.
5. First-, second- or third-degree assault under §§ 565.050, .052, .054, RSMo.\*
6. Rape in the first or second degree under §§ 566.030, .031, RSMo.
7. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
8. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
9. Robbery in the first degree under § 570.023, RSMo.

10. Possession of a weapon under chapter 571, RSMo., 18 U.S.C. § 921
11. Manufacture of a controlled substance under § 579.055, RSMo.
12. Delivery of a controlled substance under § 579.020, RSMo.
13. Arson in the first degree under § 569.040, RSMo.
14. Property damage in the first degree under § 569.100, RSMo.
15. First-, second- or third-degree child molestation under §§ 566.067, .068, .069, RSMo.
16. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
17. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
18. First-degree harassment under § 565.090, RSMo.
19. First-degree stalking under § 565.225, RSMo.

\* Immediate reporting of third-degree assault under § 565.054, RSMo., may not be required if an agreement with law enforcement exists.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third-degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement entity and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

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

### **Reporting Third-Degree Assault**

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

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

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

### **Confidentiality**

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

## **Liability**

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

## **BULLYING POLICY JCF**

### **General**

In order to promote a safe learning environment for all students, the Raytown C-2 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.

The district compliance officer appointed in policy AC will serve as the district wide anti-bullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

### **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.

### **Investigation**

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

### **Consequences**

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate. Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

### **Policy Publication**

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

## **Training and Education**

The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

## **Additional School Programs and Resources**

The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

## TRANSPORTATION

### Automobiles and Parking

Driving to Raytown High School/Raytown South High School is a privilege. Students driving on school property must do so with a high level of safety. Those students must obtain a parking permit tag for a \$21.00 fee and display it in the designated area every school day.

The following guidelines are offered to help protect your driving privileges:

- Always display your parking tags.
- Adhere to the 10 mph speed limit and drive with care.
- Do not loiter in cars when you arrive at school. Habitual tardiness related to student driving/tardiness may be considered a violation. A pass must be secured from the office to be in the parking lot during school hours.
- Do not smoke or use intoxicants in vehicles on or near campus.
- Do not leave campus without permission from the office under any circumstances.
- Unauthorized driving or riding to career and technical education (CTE) courses is considered a violation and may result in removal from the CTE program.
- Do not move your car during the day unless you are leaving.
- Do not park in unauthorized locations.
- There is no reserved parking for students. Students may not park in any spot marked (examples: T, B&G, MUS, Visitor, FACS); parking in these areas will result in a ticket, loss of parking privileges, discipline, and/or towing/wheel clamp.

All parking violations are subject to a parking fee or \$10 ticket and subject to disciplinary actions. Students are responsible for the contents of their cars. Any parking violation may result in a ticket. (The degree of seriousness will be considered.) The school district is not responsible for damage or accidents that occur to student vehicles on school property.

Consequences:

- 1<sup>st</sup> Offense: Mandatory purchase of parking pass and ticket
- 2<sup>nd</sup> & Subsequent Offence(s): Ticket & conference and/or 1-10 day suspension, possible loss of parking privileges.

The administration reserves the right to enter student's automobiles parked on school grounds or grounds monitored by school officials. Vehicles parked on school property without a proper parking pass may be towed or have the wheels clamped at the owner's expense.

### Bus Transportation

#### **Bus or Transportation (Policy JFCC)**

Students, parents/guardians, bus drivers and school officials must work together to provide for the safe transportation of students. The school buses, bus stops, and all other forms of transportation provided by the district or provided incidental to a school activity are considered school property. Students are subject to district authority and discipline while waiting for, entering and riding district transportation. The superintendent or designee will create and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible.

Note to parents and guardians: Please do not step up on the bus at any time. It is against the law for any person(s) not authorized to ride to board a school bus. If you need to speak with someone from the transportation department, please contact us at 816-268-7170.

**FAILURE TO FOLLOW THESE REGULATIONS MAY RESULT IN SUSPENSION FROM TRANSPORTATION**

### Bus Violation Information

General Bus Rules:

- Follow directions the first time they are given.
- Sit in the assigned seat, facing forward with feet on the floor.
- Swearing or loud, obnoxious behavior will not be tolerated.
- No eating or drinking on the bus. Students are only allowed to eat/drink on the bus when on select out-of-town events and are expected to clean up any messes that may occur.
- Students should not litter, write on or damage the bus or anyone else's property in any way.
- Loud music is not allowed on the bus at any time.
- Students are not allowed to get off the bus at any place other than their home without written permission from their parent/guardian, along with the Principal's signature.

Failing to follow rules listed above can result in the following consequences: One day suspension from bus and/or school up to expulsion from bus and/or school.



Building Visitors Policies KK & KK-AP

We encourage and advocate that all parents are involved in the lives of our students. However, classroom visitors can create a disruption to the regular educational environment, so we do ask that classroom visits be kept to a minimum. Custodial parents or legal guardians wishing to visit classrooms need to obtain permission from the administration at least one day in advance. Administration reserves the right to deny visitors to the classrooms. Students are not permitted to bring guests from other schools. All visitors will need to be buzzed in and state the reason for their visit.

We believe it is our responsibility to provide a safe learning environment for all students. To provide for this type of climate we ask that all parents/legal guardians follow the procedures listed below.

- The district uses a visitor management system to scan visitors. Visitors are required to produce a scannable photo ID to complete this process. Have ID ready to check in when entering the building.
- Wear a visitor pass at all times while in the building. Visitors must be escorted to and from any location in the building. No visitor is allowed in the building without an escort at any time, with the exception of during public events when the building is open to members of the public.
- Respect classroom instruction.
- Classroom visits are not for conferencing with the teacher, but rather to observe your student in the classroom setting. We expect you to respect the privacy of other students in the classroom.
- Custodial parents or legal guardians wishing to visit classrooms need to obtain permission from the administration one business day in advance. We reserve the right to deny visitors to the classrooms. Conferences with individual teachers should be arranged by calling the teacher and scheduling an appointment with him or her. Telephone conferences can be arranged during teacher's plan times. Students are not permitted to bring guests or provide access to anyone as we believe it is our responsibility to provide a safe learning environment for all students.

Dress Code Policy JFCA & JFCA-AP(1)

The Board of Education recognizes the value of allowing individual student expression as well as the necessity of protecting student health and safety and maintaining an atmosphere conducive to education. Student dress code procedures must be designed with the goal of balancing these competing interests.

All dress code procedures will adhere to health and safety codes and comply with applicable law. Dress that materially disrupts the educational environment will be prohibited. No procedure will impose dress and grooming rules based on gender in violation of Title IX. District procedures will specifically define ambiguous terms, and examples will be provided when practicable.

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

1. Dress and grooming will be clean and in keeping with health, sanitary and safety requirements.
2. All students must wear shoes, boots or other types of footwear.
3. Dress and grooming will not disrupt the educational environment.
4. Class activities that present a concern for student safety may require the student to adjust hair and/or clothing during the class period in the interest of maintaining safety standards.
5. Additional dress guidelines may be imposed upon students participating in certain extracurricular activities.

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an

emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

### Dress Expectations

- No clothing item can be worn in a way to conceal the identity of the student. For safety purposes students must be able to be identified by staff and students.
- Student head gear must be worn at or above the forehead and at or behind the ear line so a student's ears and face are clearly seen from the front and side. Students show compliance with the direction to remove head gear or other articles of person as requested for instructional settings. Instructional settings most likely will not allow head gear or other items on person.
- Students show respect and compliance when they wear clothing that covers the shoulders, midriff, chest, undergarments, and private body parts when sitting and/or standing. Apparel such as sleeveless shirts, spaghetti straps, halter tops, see-through tops, tube tops, off-the-shoulder or midriff tops, low cut tops or high cut shorts/ripped jeans are considered revealing, and may be prohibited. Shorts and skirts are expected to lay 1-inch below fingertip length.
- When standing comfortably, a student's shirt must touch the waistband of the student's pants, shorts, or skirt, and no portion of the torso (front, back or side) may be exposed.
- Students may not wear clothing containing or referencing profanity, alcoholic beverage logos, tobacco or vaping logos, drug references, sexual references, or any other content that is derogatory, seeks to objectify or degrade others, or is offensive in any manner.
- Student must wear bottoms (pants, shorts, skirts, etc.) at the waist or hips.
- Students may not wear clothing or adornments with gang-related colors, tags, symbols.
- Students must wear appropriate footwear for the school day that does not lead to a disruption to the educational environment.
- Clothing has to be worn as designed. Violations are but are not limited to: wearing clothing inside/out, backwards, undergarments over top of clothing, pants below the waist, clothing that is tied up or pulled down.
- Any apparel that is disruptive to or unsafe in the educational environment may not be worn.
- Blankets, pillows, and costumes may not be worn or brought to school during the school day.

### Secret Organizations Policy JFCE

The Board of Education prohibits the organization of school-sponsored fraternities, sororities or secret organizations wherein membership is determined by members themselves rather than on the basis of free choice. The Board considers those organizations or memberships in those organizations detrimental to the good conduct and discipline of the school. Interference with the instructional program of the Raytown C-2 School District by those groups will not be condoned, and no organizational activities are permitted under the sponsorship of the school district or its personnel.

### Electronic Communication Between Staff and Students Policy GBH

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, webpages 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.

#### COMPUTER & DISTRICT TECHNOLOGY USE AND VIOLATIONS

The Raytown School District has the ability to enhance education through the use of a district wide computer network, which includes the Internet. Access to the Internet provides students with the opportunity to participate in distance learning and to locate resources to meet their educational needs. They will also have the ability to examine a broad range of opinions and ideas in a variety of formats. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate. Our focus is on providing individual users with the understanding and skills needed to use the Internet in an appropriate manner, rather than in controlling the environment.

With this educational opportunity comes responsibility. The use of the network is a privilege, which may be revoked at any time for abusive conduct. Any concerns of Internet information will be handled in the same way that concerns regarding other educational resources are currently handled.

#### Electronic Equipment Policy Including Cell Phones

The current district policy defines the parameters for the possession or use of Personal Electronic equipment: The possession or use of Personal Electronic equipment to include, but not limited to, personal computers, cell phones, pagers, MP3 Players, IPODS, CD/DVD players, video or audio and recorders without the principals' approval is prohibited.

Students will not be allowed to use cell phones and other personal electronic devices inside the school unless specified by administration. The school cannot be responsible for the loss or damage of any personal electronic device and cannot pursue investigations for such matters. Use of electronics to record audio, pictures and video is prohibited in all areas of the building.

### Technology Misconduct (Policy EHB)

**For additional information regarding: Definitions of *Technology Resources, User, User Identification (ID), Password, Authorized Users, User Privacy, Content Filtering and Monitoring, Online Safety, Security, Confidentiality, Closed Forum, Records Retention, Violations of Technology Usage Policies-Procedures, and the No Warranty/No Endorsement policy, please Raytown Quality Schools Website.***

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

### **Damages**

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

*Notice of Technology Policy:* If a student possesses electronic pictures or texts, the district will consider it the same as hard-copy possession. Phone use is for calls or texts during non-instructional times or to assist in the instructional process at the direction of the teacher. Phones are not allowed to be used to take pictures or record video or audio during school hours or on the bus unless specifically directed to do so by a teacher or administrator as part of the instructional process. Policy EHB, KKB

### Technology 1 to 1 Program Charges



Research shows that students' access to technology increases engagement and positively impacts student achievement. Teachers will use computer technology for instruction, assignments, projects, research, and assessments.

The District's 1 to 1 computer initiative will provide laptops to students in grades 7-12 for the 2023-2024 school year. 1 to 1 devices will follow students throughout their educational career in Raytown. Students in grades 2-6 will continue to have access to 1 to 1 devices in the classroom. Students in grades K-1 will have access to classroom computer sets.

All participating students and their parents will be expected to sign a Loan Agreement prior to receiving their 1 to 1 device. Parents will sign this agreement as part of online enrollment and students will as part of the back to school process. The full 1 to 1 Handbook, Loan Agreement, and signature page can be found on the District website.

### **Program Key Points:**

- Each student in the 1 to 1 program will be loaned either a Chromebook (middle school) or Windows Laptop (high school), charger, and carrying sleeve upon completed enrollment in the District.
- Devices will be checked out at the beginning of the year and returned at the end of the year or when the student withdraws from the District.
- Students will be responsible for the device loaned to them and take good care of it.
- Students may not alter the appearance of the device, including adding stickers, or other embellishments.
- Students are responsible for all damage to the device as outlined in the Device Repair Charge schedules, which can be found on the District website (<https://www.raytownschools.org/Page/1956>).

- Lost, stolen or non-returned devices will result in a charge of the full replacement value of the device.
- Students are expected to follow all Board policies, procedures, and district handbooks regarding the care and use of the device.
- Students are expected to practice safe and responsible technology use.
- Devices must be charged and brought to school each day.
- The loaned device remains the property of the District and is subject to inspection at any time without notice; there is no expectation of privacy while using District’s technology resources.

**Student Damage Repair Cost:**

Students are responsible for caring for the device checked out to them and for following the Technology Usage Policies and Administrative Procedures (EHB, EHB-AP1). If an accident occurs, additional costs may be incurred as outlined in the Device Damages & Charges schedule on the District website. If the student technology optional insurance is NOT purchased, all damage will be assessed a charge of 100% of the cost of replacement.

<b>Optional Insurance Cost</b>	<b>Fee Per Student</b>	<b>Family Maximum</b>
Full Pay Lunch	\$21	\$42
Free/Reduced Lunch	\$11	\$22

If student technology optional insurance is purchased, damage costs will be assessed as follows:

<b>Repair Cost</b>	<b>1st Incident</b>	<b>2nd Incident</b>	<b>Additional Incidents</b>	<b>Lost/Stolen Device</b>
Up to \$50	no charge	50% parts cost	100% parts cost	MS: \$229 HS: \$521
Over \$50	Up to \$25 deductible	50% parts cost	100% parts cost	MS: \$229 HS: \$521

**Acceptable Use:** Each year, as part of enrollment, students and parents sign the District’s Technology Use Agreement. The Technology Use Policy (EHB), Procedure (EHB-AP1) and Agreement (EHB-AF1 & EHB-AF2) are documents that outline how the District expects students to behave with technology. They define what is deemed acceptable behavior for users of District technology, including the use of loaned devices, online communication, and the Internet. District policy states that “a user does not have a legal expectation of privacy in the user’s electronic communications or other activities involving the District’s technology resources.” In addition, “use of technology resources in a disruptive, inappropriate or illegal manner impairs the District’s mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the District’s technology resources.” Technology violations may result in additional discipline in accordance to Board policy JG, Student Discipline and associated policies and administrative procedures.

- You are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all applications accessed via your assigned device.
- Students are always responsible for their loaned device, including all activity on their device or on other devices using their district log-in.
- Your device is only for creation of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with your device.
- You are prohibited from taking photos or videos at school without prior approval from a teacher or administrator.
- You must keep your login and password information private.
- You will use safe searching practices and not search for unacceptable content.

- You will only use online resources approved by the District; in addition, you will not fill out any form or sign up for anything online without permission.
- You will use appropriate language in all digital products and communications.
- You will not use your device to bully, harass or intimidate others.
- You will not attempt to avoid or bypass a content filter installed by the District.
- If you identify or know about a security problem, you are expected to convey the details to your teacher without discussing it with other students.
- You will not develop programs to harass others, hack, bring in viruses, or change other individual's files.
- District technology users have no expectation of privacy while using the District's technology resources as outlined in BOE policy EHB, this includes student loaned device.

In addition, students are expected to follow the following expectations for use of district provided devices and accounts at both at home and school:

- The loaned device remains the property of the Raytown Quality Schools and the device is subject to inspection at any time without notice.
- You can only install district approved software or apps.
- You will use appropriate language in all digital products and communities.
- You will follow internet use guidelines as outlined in Board Policy EHB and Administrative Procedure EHB-AP1.
- You will not use pictures with offensive language and/or materials.
- You will not be permitted to install software.
- You will not loan your device or charging cords to other individuals.
- You will follow all directions given by the teacher regarding laptop use.
- Your device is labeled in a manner specific to district defined procedures. Under no circumstances are students to modify, remove or destroy these labels or etchings.
- You will not provide personal information to anyone online without the permission of a teacher/parent/guardian.

### **Protecting Students Online at School**

Student safety remains a priority with our Online Safety curriculum. As a certified Common Sense Media District, our online safety program is derived from the Children's Internet Protection Act (CIPA) recommended guidelines established through [CommonSenseMedia.org](http://CommonSenseMedia.org). For more information on online safety and resources you can use at home, see the Online Safety resources on the District website. All student devices will be filtered at home by the same software used in district. As with all content filters, it is important to remember that no filter is foolproof. The District has curriculum for all students that teach online safety. We encourage families to also discuss online safety. The District's technology page has links to online safety and digital citizen resources for parents to use at home. Board Policy EHB and EHB-AP1 allows for the monitoring of all District technology. As with all devices, the District has the ability to access the activity of any student/device regardless of if the activity is done on the district network.

### **Laptop Rules & Guidelines**

The following are highlights from the Laptop Rules & Guidelines. The complete document can be found on the District website.

- Log in on your device using only district provided account.
- Do not share passwords.
- Carry your device with both hands or in provided sleeve.
- Always set your device on flat surface to use it.
- Keep food and drinks away; don't eat or drink while using your device. Instead, take a study break.
- Never place heavy object on your device or place your device in a backpack with textbooks, this can cause your screen to crack over time.
- Keep your device clean; use the provided cleaning cloth to wipe your screen.
- Charge your device every night; look for the charging light.
- Keep your device away from pets.

- Do not swap or share with another student.
- You are solely responsible for your device, keep it safe at all times.
- You are only allowed to download or install any software or other materials approved by district.
- Do not record video, audio or photos on school property without district permission.
- Do not leave items, such as headphones, inside the laptop when closing.
- Do not leave your device in a car.
- Do not store your device with the lid open.
- Do not remove district asset tags or stickers; this will result in a damage charge.
- You are encouraged to save all your work to Google Drive.

More information on the District 1 to 1 Program, including the 1 to 1 Handbook and District Policies & Procedures, can be found on the District website at

<https://www.raytownschools.org/Page/1544>.

#### EXTRA-CURRICULAR ACTIVITIES

Student activities at Raytown High School/Raytown South High School provide students a wide variety of activities that go beyond the normal classroom. Participation in these activities helps to build good citizenship habits, strengthen leadership roles, further natural abilities, build school spirit, and provide opportunities to work within a group toward a common goal. It should be clearly understood that to participate in extra-curricular activities, it is a PRIVILEGE and NOT A RIGHT. In order to participate in activities, the fee and the commitment letter need to be completed. Fee information may be obtained through the district activities or building activities director. All school policies apply and violation of such may prohibit participation.

Also, students who participate must be in compliance with all of the guidelines of the District Activities Handbook. A District Activities Handbook is available in the office.

#### MISC. REMINDERS, POLICIES, & PROCEDURES

##### Federal Programs Policy KLA

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.
2. 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. 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.

##### Assembly

**We expect good conduct from ALL students. Be proud of your school.**

- Enter the auditorium or gymnasium in a mannerly fashion. Use a conversational tone to keep noise to a minimum.
- Come ready to listen. Cues to stop talking will be a speaker at the microphone or lights being lowered.

- Remember that your behavior will affect those around you. Being attentive and quiet is a way of demonstrating appropriate audience behavior.
- Anyone having to be removed from an assembly will not be able to attend another assembly that school year.
- Sit with your class in assigned seats.
- Students will be dismissed by staff.

## Campus

### **Career Education, Off-Campus, & Technical Schools**

Raytown High School and Raytown South High School are affiliated with Career Centers and academic-technical programs. Counselors can assist students with their questions regarding these programs. **Students who attend Technical Programs must travel by school transportation or secure office approval to drive to outside programs or institutions.**

### Career Educational Planning Guide

General academic information can be located in the District CEPG on the district website, under each secondary building tab. Calendar, Graduation Requirements, Athletic Eligibility, Special Programs: A+, Weighted Courses, Dual and Articulated College Credit, Advanced Placement Credit, Credit Recovery, Offerings by Department, Career Education Offerings – Planning, and Personal Plan of Study.

### Classroom Atmosphere

The learning environment found within the classroom setting is extremely important. The student plays a large role in shaping this setting. Students are expected to abide by classroom guidelines to assist us in keeping our school and classrooms neat and orderly for your use.

### Class Expectations

Each classroom will have expectations: **BE SAFE, BE RESPONSIBLE, BE RESPECTFUL, BE PREPARED.** It is the student's responsibility to adjust and adhere to the expectations of the classroom they are in.

### Distribution of Noncurricular Student Publications (Policy IGDBA)

Students may distribute, at reasonable times and places, unofficial material, including but not limited to petitions, buttons, badges, or other insignia. If the district allows students to use its technology resources for non-curricular purposes, any exchange of unofficial material which is delivered or accessed using district technology resources is also subject to this policy. However, students cannot distribute expressions which:

- Are obscene to minors.
- Are libelous.
- Are pervasively indecent or vulgar, or contain any indecent or vulgar language.
- Advertise any product or service not permitted to minors by law.
- 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).
- Present a clear and present likelihood that, either because of their content or their manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school procedures.

For additional information regarding: procedures, Time, Place and Manner of Distribution, Definitions, Disciplinary Action, and Notice of Policy to Students please visit Central Office or Raytown Schools Website.

### Student Deliveries

Students may not have flowers or gifts delivered to them during the school day. Outside food (McDonald's, Wendy's, etc.) for students is not acceptable in classrooms and will not be delivered during the school day. All deliveries made by parents will remain in the office until the end of day. Students may not place their own deliveries from any service or restaurant such as Doordash, Uber Eats, Grubhub, Postmates, etc. This is a building safety and health issue. Parents and guardians are the only individuals that may provide outside food to students during the school day. Students will not be



excused from class to eat outside food in the office and attendance consequences will apply. Students who meet outside delivery personnel will be subject to consequences in accordance with Board Policy.

#### Telephone

Students will **NOT** be called to the phone except in cases of emergency contact by parents/and as approved by administration or designee. Parent messages will be delivered to the student so that the student may return a call during the passing period or after school hours. Students may use office phones before school, after school and between classes only. Failure to comply may result in defiance or truancy.

#### Unauthorized or False Calls/ID/Passes

Forged, unauthorized and altered passes, false phone calls, using another student's ID badge, student handbook, etc. may result in disciplinary action including but not limited to truancy and/or defiance.



Bd. Appd. 2/13/23  
Updated 2/27/23

# RAYTOWN QUALITY SCHOOLS

## 2023-2024 Academic Calendar

www.raytownschools.org • Message Line: 268-7001

### Elem. & Secondary

#### Grading Periods

- Qtr. 1 Aug. 23 - Oct. 13
- Qtr. 2 Oct. 16 - Dec. 20
- Qtr. 3 Jan. 4 - Mar. 8
- Qtr. 4 Mar. 12 - May 24

#### Term Lengths

- Qtr. 1 Oct. 13 - 36 days
- Qtr. 2 Dec. 20 - 39 days
- Qtr. 3 Mar. 8 - 44 days
- Qtr. 4 May 24 - 46 days

Grade cards are distributed approx. one week after grading periods end.

#### Parent/Teacher

##### Conferences

- Fall Conf. Oct. 23rd-27th
- Spring Conf. Mar. 18th-22nd

#### Graduation

##### Class of 2024

- RH: May 19, 10:00 a.m.
- SH: May 19, 2:00 p.m.
- Location: Cable Dahmer Arena

#### Baccalaureate

Date: TBD by Graduation Committees

- \*Missouri State statute requires districts to meet a minimum of 1,044 student hours/year
- \*184 Teacher Contract Days

#### Prof. Dev. Early

##### Release PK-12:

- 8/30, 9/6, 9/13, 9/20, 9/27, 10/11, 10/18, 10/25, 11/1, 11/8, 11/15, 11/29, 12/6, 12/13, 1/10, 1/17, 1/24, 1/31, 2/7, 2/14, 2/21, 2/28, 3/6, 3/13, 3/20, 4/3, 4/10, 4/17, 4/24, 5/1, 5/8, 5/15, 5/22

- First/Last Day of School
- Non-Attendance PK-12
- Early Dismissal PK-12
- Early Dismissal 9-12
- Makeup Days

August							September							October						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
		1	2	3	4	5	3	4	5	6	7	8	9	1	2	3	4	5	6	7
6	7	8	9	10	11	12	10	11	12	13	14	15	16	8	9	10	11	12	13	14
13	14	15	16	17	18	19	17	18	19	20	21	22	23	15	16	17	18	19	20	21
20	21	22	23	24	25	26	24	25	26	27	28	29	30	22	23	24	25	26	27	28
27	28	29	30	31										29	30	31				
November							December							January						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
			1	2	3	4	3	4	5	6	7	8	9	7	8	9	10	11	12	13
5	6	7	8	9	10	11	10	11	12	13	14	15	16	14	15	16	17	18	19	20
12	13	14	15	16	17	18	17	18	19	20	21	22	23	21	22	23	24	25	26	27
19	20	21	22	23	24	25	24	25	26	27	28	29	30	28	29	30	31			
26	27	28	29	30			31													
February							March							April						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
				1	2	3	3	4	5	6	7	8	9	7	8	9	10	11	12	13
4	5	6	7	8	9	10	10	11	12	13	14	15	16	14	15	16	17	18	19	20
11	12	13	14	15	16	17	17	18	19	20	21	22	23	21	22	23	24	25	26	27
18	19	20	21	22	23	24	24	25	26	27	28	29	30	28	29	30				
25	26	27	28	29			31													
May							June							July						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	Fr	Sa	Su	M	T	W	Th	F	Sa
			1	2	3	4	2	3	4	5	6	7	8	7	8	9	10	11	12	13
5	6	7	8	9	10	11	9	10	11	12	13	14	15	14	15	16	17	18	19	20
12	13	14	15	16	17	18	16	17	18	19	20	21	22	21	22	23	24	25	26	27
19	20	21	22	23	24	25	23	24	25	26	27	28	29	28	29	30	31			
26	27	28	29	30	31		30													

#### August

- 9-15 New Teacher Orientation
- 16-22 Teacher Orientation
- 23 First Day of School PK-12

#### September

- 4 Labor Day - No School
- 4 Teacher Prof. Dev. - No School
- 20 Teacher Prof. Workday - No School
- 26-27 No School
- Oct. 23-27 PK-12 Parent-Teacher Conf. Window

#### November

- 7 Election Day - Teacher Prof. Dev. - No School
- 20-24 Fall Break - No School

#### December

- 20 Early Dismissal PK-12
- 21-30 Winter Break - No School

#### January

- 1-2 Winter Break - No School
- 3 Teacher Professional Workday - No School
- 4 Classes Resume PK-12
- 15 Martin Luther King Day - No School

#### February

- 6 Election Day - Teacher Prof. Dev. - No School
- 19 Presidents' Day - No School

#### March

- 11 Teacher Professional Workday - No School
- 21-22 No School
- Mar. 18-22 PK-12 Parent-Teacher Conf. Window
- 25-28 Spring Break - No School
- 29 Good Friday - No School

#### May

- 6 Teacher Prof. Workday - No School
- 24 Proj. Last Day of School PK-12 - Early Dismissal