



**Herndon Career Center  
2021-2022  
Student Handbook of  
Policies and Procedures**

**RAYTOWN C2 SCHOOL DISTRICT: HERNDON CAREER CENTER**

11501 E. 350 Highway, Raytown, MO 64138

(816) 268-7140 Office (816) 268-7149 Fax

(816) 268-7150 Counseling (816) 268-7155 Cosmetology

Superintendent of Schools..... Dr. Allan Markley

**STAFF - HERNDON CAREER CENTER**

**Job Title**

Director  
Assistant Director  
Administrative Intern  
Counseling  
Career Resource Educator  
Principal/Finance Secretary  
Attendance Secretary  
Counseling and Records Registrar  
Coordinator of Real World Learning & Community Partnerships  
Day Custodian  
Night Custodian  
Night Custodian  
Night Custodian

**Name**

Dr. Cheryl Reichert  
Katie Zeiger  
Kelli Annin  
Nate Zier  
Lisa Templeton  
Lisa Orchard  
Lima Moananu  
Amanda Trotter  
Allecia Lowery  
Andy Lawson  
Chuck Crume  
Noy Mongkhonvilay  
Aaron Hollingsworth

**FACULTY - HERNDON CAREER CENTER**

**Training Program**

Advertising & Graphic Design  
Auto Collision Technology  
Automotive Technology  
CAPS: Animal Health Science  
CAPS: Business Innovation & Creation  
CAPS: Education Exploration  
CAPS: Turf Management & Horticulture  
Construction Technology  
Cosmetology  
Culinary Arts  
Diesel, Industrial & Agricultural Mechanics  
Emergency Medical Technician  
Foundations of Nursing  
Foundations of Nursing  
Industrial Engineering  
Intro to Physical Therapy & Sports Medicine  
Law Enforcement/ Police Science  
Law Enforcement/ Police Science  
MO Option  
MO Option  
Welding/ Metal Fabrication  
Welding/ Metal Fabrication

**Instructor**

Brock Martin  
Billy Byrd  
Tim Chase  
Sara Sivils  
Corey Vaughn  
Kristin Drummond  
Mysti-Ane' Pearce  
Jim Oliver  
Stephanie Migletz  
Mike Chrostowski  
Nathan Shipley  
Eric Dooley  
Terese Plessner  
Susan Pratt  
James Hudspeth  
TBD  
Rodger Bowers  
Angeleic Huth  
Jeff Dierking  
Leigh Kaylor  
Brian Wise  
Greg Jones

# Herndon Career Center

## GENERAL INFORMATION

Consolidated School District No. 2 (Raytown), in cooperation with five other area school districts, supports and operates the area career & technical center. The five participating school districts include: Center 58, Grandview C-IV, Hickman Mills C-I, Independence 30, and Lee's Summit R-VII. Within the six districts are eleven high schools: Center, Grandview, Lee's Summit, Lee's Summit North, Lee's Summit West, Raytown, Raytown South, Ruskin, Truman, Van Horn, and William Chrisman.

## RAYTOWN C-2 SCHOOL DISTRICT BOARD OF EDUCATION POLICY NOTICE

The Herndon Career Center Student Handbook is intended to be used as a ready reference for students and parents giving opportunity to see established policy and procedures for our programs. As the host district of Herndon Career Center, the Raytown C-2 Board of Education policies and regulations cited within this handbook have been summarized. To view the entirety of the policy or regulation referenced, students and parents can obtain more information on the Raytown District website at [www.raytownschools.org](http://www.raytownschools.org) click on *About Us*, click on *Board of Education*, click on *Policies*.

### **LOCATION:**

Herndon Career Center  
11501 E. 350 Highway  
Raytown, Missouri 64138

Phone: (816) 268-7140  
Fax: (816) 268-7149

### **Raytown Quality Schools' Mission Statement:**

“A unified learning community leading individuals to achieve the exceptional.”

### **Herndon Career Center's Mission Statement:**

*“Education for the Real World”*

### **Herndon Career Center's Vision Statement:**

*“Herndon Career Center provides high-quality, in-demand workforce training, college preparation and entrepreneurial programs. Herndon Career Center keeps good citizenship and service central to the development of students.”*

### **Herndon Career Center “Rally Point”**

***Right Student...Right Program...Right Reasons***  
***Enrollment > Retention > Graduation***

## **HERNDON CAREER CENTER CLASSROOMS ARE:**

### **SAFE**

It is expected that all classrooms will be ‘safe’ places for students to be. This includes physical, emotional, intellectual, and environmental safety. We provide classrooms that eliminate fear, promote risk-taking engagement in intellectual pursuits, and provide decision-making situations where students can weigh all options, but where we respect the other aspects of the student’s culture and life.

### **SUPPORTIVE**

It is expected that all classrooms will be ‘supportive’ places for students to be. As educators we will support our students in good times and when things are not going well. We will support our students when life circumstances throw them ‘curves’. We will support our student’s significant others who are guiding and leading them. We will provide leadership to our students when they must confront problems that crop up. Most of all we will provide an environment within the classroom where everyone is respected and valued at all times.

### **SUCCESSFUL**

The measure of success in the classroom environment is ‘growth.’ It is expected that all classrooms will be places where ‘growth’ is valued and encouraged. Growth will be measured on an individual basis and against individual student goals for progress within our programs. We will encourage our students to be successful in life. We will refrain from limiting growth to high grades, or high placement in competitive events. We understand that success is measured by achievement of competencies within our programs and we will provide an environment where all students can achieve what they commit themselves to learn.

**ACCREDITATION:** Herndon Career Center is accredited through the district by the Missouri Department of Elementary and Secondary Education (DESE).

**ENROLLMENT:** Secondary students attending Herndon Career Center are designated by their comprehensive high school to participate in a specific academic and technical skill-training program at Herndon Career Center. When possible, selection is based on sufficient aptitude to successfully complete the training, strong interest in the occupational area, a desire to seek employment upon completion of training, as well as, a satisfactory school attendance record, good disciplinary standing and successful academic preparation during high school and in conjunction with a personal plan of study.

Post-secondary adult students who have the ability to benefit are also welcome under a tuition-based program.

**OBJECTIVES:** Herndon Career Center is committed to the following objectives:

1. Long and short-term planning providing quality programs for youth and adults.
2. Maintaining harmonious work relationships with participating schools and agencies.
3. Compiling evaluative program data to be used for analysis.
4. Providing high-quality professional development for staff.
5. Providing job placement services to students through teaching, counseling and support staff.
6. Providing curriculum, equipment and facility updating in cooperation with advisory committees, industrial standard review, program self-evaluation and available funding sources.

## 2021-2022 CALENDAR

Students are expected to be at HCC/Southland CAPS even if the sending school is not in attendance.

DATE	EVENT
August TBD	Meet the Teacher
August 23	First Day of School
September 6	Labor Day-NO SCHOOL
September 23	Professional Development – NO SCHOOL
October 8	End of 1 <sup>st</sup> Trister
October 22	Professional Work Day - NO SCHOOL
October 25	Parent Teacher Conferences 2:30-6:30
October 28	Parent Teacher Conferences 8:00 am - 8:00 pm – NO SCHOOL
October 29	NO SCHOOL
November 23	End of 2 <sup>nd</sup> Trister
November 24-26	NO SCHOOL
December TBD	Sophomore Showcase
December 22	PM Session NO SCHOOL
Dec 23 – Jan 3	Winter Break-NO SCHOOL
January 4	Students Return
January 14	End of 3rd Trister, 1st Semester
January 17	Martin Luther King Jr.'s Day - NO SCHOOL
January 18	Professional Work Day - NO SCHOOL
January 27	Career Night for Prospective Students 5:00 – 6:30 pm
February 14	Parent-Teacher Conferences 2:30 – 6:30 pm
February 17	Parent Teacher Conferences 8:00 am – 8:00 pm – NO SCHOOL
February 18	NO SCHOOL
February 21	President's Day-NO SCHOOL
March 4	End of 4 <sup>th</sup> Trister
March 28-April 1	Spring Break-NO SCHOOL
April 15	NO SCHOOL
April 22	End of 5 <sup>th</sup> Trister
April TBD	Program Showcase & Awards Night
April 28	Meet the Teacher Night
May 24	HCC Last Day for attendance; End of 6 <sup>th</sup> Trister and 2 <sup>nd</sup> Semester
May 27	Raytown District Last Day

**DISCIPLINE POLICIES AND HANDBOOK:** Students and parents are responsible for reading and understanding the contents of the Herndon Career Center Student Handbook as well as the Raytown C-2 School District Student Discipline Policy Handbook. These handbooks are available in the office or online. If you have questions, please contact the director at 268-7140.

**NON DISCRIMINATION STATEMENT:**

The Raytown C-2 School District Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law 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 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.

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

**HERNDON CAREER CENTER ATTENDANCE POLICY:** Consistent contact with instructional activities is important to the learning environment and technical skills training and, therefore, is an essential duty of a Career and Technical Education (CTE) student's enrollment. When a CTE student is routinely tardy, frequently absent, or is absent for an extended period of time, the learning environment and technical skills training deteriorate, and the environment and collaborative effort of student pre-professional development suffer. Students who have been assigned discipline at their home school resulting in ISS or OSS are not allowed to attend Herndon on those days.

**ATTENDANCE WHEN COMPREHENSIVE HIGH SCHOOL IS NOT IN SESSION:** The Herndon Career Center Calendar may differ from a student's comprehensive high school calendar. Student attendance is based on the Herndon Career Center calendar, not the comprehensive high school. *Students are expected to be in attendance at Herndon Career Center whenever classes are in session, no exceptions.* Typically, when the comprehensive high school is not in session, bus transportation will be provided from the comprehensive high school to Herndon Career Center and back to the comprehensive high school. On these days, students must provide their own transportation between their residence and their comprehensive high school. A calendar has been provided for the academic year. Please pay close attention to this calendar and plan ahead with arrangements, so students do not miss valuable class time.

**WHAT SHOULD I DO IN CASE OF AN ABSENCE?** Parents/guardian should notify the attendance office by phone (816-268-7140) at Herndon Career Center each day of their student's absence for illness. A prearranged absence form must be completed prior to a previously scheduled absence occurring (including sporting events, school activities, and college visits). Students have two school days to clear up an undetermined absence due to illness. After that time, the absence is listed as unexcused. Students not excused by their parents or guardian will be considered unexcused. Unexcused absences may result in discipline.

If students are to make the most of the educational opportunities, regular attendance and punctuality are extremely important. We believe that when a student misses school regardless of the reason, he/she is missing something valuable. Industry credentials require student attendance and in some cases cannot be obtained if students are below specific attendance requirements.

**EXCUSED ABSENCES:** 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 from services as well.
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 documentation from court or other outside entity.
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, up to a combined total of two (2) visits during school days the student's junior or senior years. College documentation of the planned visit is required prior to the student's absence.
9. Director will determine the final approval of excused absences. All other absences and any absence for which require documentation is not provided are unexcused.

**LATE ARRIVALS AND TARDY:** The morning session begins at 7:40 a.m. and the afternoon session begins at 11:40 a.m. Students who are late will be tardy and will need to sign in prior to attending class. Tardiness on the part of a student causes interruption in the class, as well as, missed student instruction. Punctuality is a very important work habit to develop and is highly regarded by employers.

Tardy sign-in will be in the attendance office located at the student entrance in Building A. Students must have a pass to be admitted to class.

**SCHEDULE OF DAILY ATTENDANCE:** Morning session 7:40 a.m.-10:10 a.m.; afternoon session 11:40 a.m.-2:10 p.m. Office hours are 7:00 a.m.-2:45 p.m. The doors for student arrival will be unlocked at 7:30 a.m. and 11:30 a.m. Students are not to enter until those times unless they have a prior arrangement and a staff member checks them in. On arrival at Herndon Career Center, students are to proceed directly to their respective program classroom. Students will have assignments upon entrance into the classroom to fully utilize available class time each day. The goal of the Herndon Career Center is to maximize all educational opportunities.

**PREARRANGED ABSENCES:** A parent or student must initiate the procedure by contacting Herndon at least one week in advance. A copy of the required Pre-Arranged Absence Form is included in the back of the handbook for reference. Students who anticipate missing class due to school activities need to provide a schedule of anticipated absences with the Pre-Arranged Absence Form at the beginning of the sport or activity season to allow for planning. Students requesting to leave for pep assemblies and other school events need to follow the same process and will not be excused if the process is not followed. Excused and unexcused absences will be determined through the attendance office and administration. Parental requests for student dismissal or absence will not always assure the student of an excused absence.

**EXCESSIVE ABSENCES:** Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed. Students who have excessive absences or tardies can be dismissed from the program. Attendance and participation are part of a successful learning experience, so students with more than

six (6) excused absences or unexcused absences in any class in a semester will be issued an academic penalty in the form of grade reductions as follows:

	<b>Grade</b>
<b>Absences</b>	<b>Reduction</b>
7	2%
8	4%
9	8%
10	16%
11+	30%

Students will be given an opportunity to make up five days of absences through Attendance Recovery opportunities in accordance with board policy. These opportunities will reduce the grade reduction, but may not necessarily impact individual assignment or project scores.

**DISMISSAL OF SCHOOL DUE TO INCLEMENT WEATHER:** Severe storms, road safety hazards, or other emergencies may make it necessary to cancel classes and other scheduled school activities. Local television and radio stations are notified by using the Emergency School Message Center as soon as a decision to cancel classes is made. Patrons are urged to monitor those stations for information. The closing of the Herndon Career Center will be announced as Consolidated School District No. 2 or the Raytown School District. **When the Raytown School District is closed, Herndon Career Center will also be closed.** The Board of Education may schedule make up days during the school year or spring break. Student attendance is expected when Herndon Career Center is in session. The last day of school could also be extended beyond the last scheduled day because of cancellation of school due to inclement weather or other reasons.

If during the day conditions deteriorate, we will follow Raytown School District dismissal procedures. Parents would be notified via e-mail and phone if dismissal occurs at a time different than normal.

**ATTENDANCE AT COMPREHENSIVE HIGH SCHOOL ACTIVITIES:** There may be occasions when students need to be absent from Herndon Career Center to attend important comprehensive high school activities. However, students should attempt to minimize these absences since one day's absence at Herndon Career Center means loss of a three-period block of instruction. In addition, the Pre-Arranged Absence Form is required if students plan to miss for home school activities.

A student who is absent from Herndon Career Center because of an authorized, pre-arranged comprehensive high school activity will not be recorded absent from the career center for the purpose of Certificate of Achievement eligibility, perfect attendance and permanent records, providing the student follows the procedure outlined below:

1. Written request from the Herndon Career Center office or comprehensive high school office is completed on a *Pre-arranged Absence for Home School Activity* form;
2. Completed form and obtained signatures of Herndon Career Center staff, comprehensive High School Administrator and parent(s)/guardian(s) is submitted;
3. Form is completed and returned to the Herndon Career Center office **at least one day prior to the date of the activity.**
4. Student accepts responsibility to make up any class work missed at Herndon Career Center and/or at the comprehensive high school (if for a Herndon Career Center activity). Students may not be able to replicate the lesson from a missed day at Herndon.



*NOTE: If a student does not follow the above procedure, the absence will be recorded as a regular absence in the student's permanent record.*

**WHEN IS A STUDENT ABSENT FROM CLASS BUT NOT MARKED ABSENT IN GRADE BOOK:** For purposes of permanent records, certificate eligibility, and loss of credit due to excessive absenteeism, students shall not be marked absent from Herndon Career Center under the circumstances noted below.

1. Home school activity approved in advance
2. Herndon activity approved in advance
3. Weather-related dismissal of home school when Herndon is in session
4. Bus transportation issues on day of attendance

## **STUDENT SERVICES**

**COUNSELING:** The Herndon School Counseling program is grounded on the principles of the Missouri Comprehensive School Counseling Program (MCSCP) and the American School Counselor Association (ASCA) National Model. The school counselor, Nate Zier, will work collaboratively with all partner schools, and their counseling department, to ensure the academic, career, and personal-social needs of all students are met. Students requiring individual and ongoing services can set up an appointment with the school counselor. For more information, please contact the school counselor at [Nate.Zier@raytownschools.org](mailto:Nate.Zier@raytownschools.org).

**CAREER RESOURCE EDUCATOR:** Students who are eligible for accommodations through an IEP, 504, IHP, or ELL have access to the Career Resource Educator (CRE), Lisa Templeton, during school hours at Herndon. It is the responsibility of each student to advocate for their individual accommodations based on information shared from their home school. Contact Mrs. Templeton can be made by phone, (816) 268-7140 ext. 4303 or email, [Lisa.Templeton@raytownschools.org](mailto:Lisa.Templeton@raytownschools.org).

**NURSE:** Herndon Career Center does not have a school nurse on site. Students may not carry medications with them. Students with medical needs will need to work with administration and the CRE to ensure the medical needs are met. Herndon Career Center has access to the district nurses as needed.

**TEXTBOOKS, SUPPLIES, EQUIPMENT:** Herndon Career Center provides most textbooks, some reference materials, equipment, padlocks, and safety glasses. Equipment and supplies that students take with them at the completion of the program are the responsibility of the student. Upon completion of training, or student withdrawal, all items must be returned to the instructor of the training program. If any items are lost, damaged, or not returned, the student is responsible to pay replacement cost. The student is also responsible for the return of tools checked out in shop/laboratory sessions. Grades and credits will not be processed until all school property is returned, or payment for replacement is received. A charge will be levied if property is damaged more than what would be expected in normal use.

**PERMANENT RECORDS:** Permanent records will be maintained for each student and are available upon written request. Herndon Career Center is closed in the summer, and records are not accessible during the months of June and July.

## POLICIES AND PROCEDURES

**LOCKERS:** The instructor will assign student lockers at the beginning of the school year in those training areas where lockers are necessary. Locks are made available by Herndon Career Center and will be checked out to the students. The student will return the lock at the end of the school year in satisfactory condition or may be required to pay for a replacement. Students are encouraged to follow the procedures listed below when using school lockers:

1. Only school provided locks are to be used on lockers.
2. Lock the padlock following each entry to the locker.
3. Do **not** tell others the combination number.
4. Keep lockers neat and clean.
5. Inform the office about any locker door that does not work properly.
6. Do **not** bring valuables to school. **The school cannot be held responsible for loss of items.**

Note: Herndon Career Center reserves the right to inspect all school lockers at any time with no prior notice to students.

**SOLICITATION:** Distribution of literature, announcements, posters, bulletins and communication of any kind by individuals, including students not presently enrolled in the school, shall not be permitted on school property (including vehicles) without the express approval of the director or central office administration. Commercial solicitations are prohibited.

**STUDENT DRESS CODE:** (see Board policy JFCA) Herndon Career Center expects student dress and grooming to be neat, clean and in keeping with community standards, so that each student may share in promoting a positive, healthy, and safe atmosphere within the School District. This expectation includes the school day and school sponsored extracurricular activities. The guidelines below apply to all students attending Herndon Career Center:

1. All students shall wear clothing appropriate to the occupational area/instructional activity in which they are participating. In training programs where street clothes are likely to be soiled, destroyed, or provide inadequate protection, students may be required to change into suitable work clothing (coveralls, overalls, work shirt and jeans, shop coat, etc.) It is the responsibility of the student to have his/her work clothing available for use each day in the training program and to keep the clothing clean and presentable.
2. Shoes must be worn at all times.
3. No article of clothing (T-shirts, sweat shirts, hats, trousers, etc.) may indicate anything immoral, rude, distasteful or disruptive. This includes logos for alcoholic beverages or drugs.
4. Students may not wear gang-related colors, tags, symbols or bandanas.
5. Students may not wear sleeveless shirts, spaghetti tops, halter-tops, see-through tops, tube tops, or off-the-shoulder or mid-drift tops. All undergarments must be covered.
6. Students must wear pants and shorts at the waist.
7. Students may wear shorts appropriate for school.

**TELEPHONE CALLS:** In the event of an emergency, parents may contact students by calling the Herndon office telephone number. However, only in case of an emergency will a student be called from class. The office staff will convey a message to students if requested to do so by parents or comprehensive high school officials. Use of telephones must be with Herndon instructor and office approval. All calls initiated by students must be made from the Herndon Career Center office phone unless the instructor gives specific permission. **Cell phones and/or other personal electronic equipment may NOT be used during class time unless the instructor gives specific permission. Non-compliance may result in the equipment being confiscated by the instructor or administrator.**

**SOCIAL MEDIA/ELECTRONIC COMMUNICATION:** Social networking sites such as Facebook, Snapchat, Twitter and Instagram, as well as other forms of electronic communications, can be an important part of a young person's life. The administrative team at Herndon Career Center wants to remind students to use good judgment when texting, posting, or sending information via these forms of communication. Any postings or communications sent via social networking sites and/or emails or texts which disrupt the educational environment, are subject to disciplinary actions.

**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 of record video or audio during school hours or on the bus unless specifically directed to do so by a teacher or administrator as part instructional process.**

**GANG OR SECRET ORGANIZATIONS AFFILIATION AND ACTIVITY:** The Board of Education intends to maintain a school setting that is safe for students and staff. In meeting this commitment, they determined that gangs that initiate or advocate activities that threaten the safety and well-being of persons or property are harmful to the educational purposes of the district and will not be tolerated. By this policy, the Board of Education prohibits the existence of gangs and gang activities as outlined below. No student on school property or in connection with any school-related activity shall:

1. Display any type of dress, apparel, gestures, behavior or manner of grooming that is evident of membership or affiliation of any gang.
2. Possess, display, use, distribute, or sell any clothing, jewelry, badge, paraphernalia, or other sign that implies membership or affiliation in any gang, communication, marks, drawing, painting, design, gestures, paraphernalia, or emblem upon any school or personal property or on his/her person.
3. Create an atmosphere in which a student, staff, or other person's wellbeing is hindered or coerced by undue pressure.
4. Remain at school dressed in a manner in which his/her clothing or lack of clothing creates a safety hazard of the student or of other students at school or when the dress is disruptive to the learning process or good order of the building.
5. Solicit others for membership in any gang.

Consequence: May range from: Student/parent conference only to 1-10 day(s) in-school or out-of-school suspension, possible referral to the Superintendent's office for possible long term suspension up to 180 days, possible referral to the Board of Education for expulsion, referral to appropriate criminal justice or juvenile delinquency system.

**LANGUAGE:** The use of obscene or vulgar language and/or gestures that depicts sexual acts, human waste and profane language will result in suspension. Disruptive speech or conduct is the use of hate language to demean other persons due to their race, gender, disability, national origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech that materially and substantially disrupts class, school activities, transportation, or school functions.

Disrespectful Speech or Conduct –

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.

Consequence: May range from: Student/parent conference only to 1-9 day(s) in-school or out-of-school suspension, possible referral to the Superintendent's office for possible long term suspension up to 180 days, possible referral to the Board of Education for expulsion (see Board Policy JG-R1)

**Disruptive Speech or Conduct –**

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.

Consequence: May range from: Student/parent conference only to 1-9 day(s) in-school or out-of-school suspension, possible referral to the Superintendent's office for possible long term suspension up to 180 days, possible referral to the Board of Education for expulsion.

**LEAVING CAMPUS:** NOTE: Refer to Attendance for additional Information. Students who must leave school for any portion of the school day for any reason are expected to report to the attendance office prior to leaving and receive a pass to leave. Failure to report to the attendance office will result in the absence being listed as unexcused and possible defiance of authority. A student's parent or guardian must approve of the student leaving campus prior to a student being released through the attendance office. (See Truancy/Unexcused for Discipline)

**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.

**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 CALLS/ID/PASSES/:** Forged, unauthorized and altered passes, false phone calls, using another student's ID badge, student handbook, etc. may result in but not limited to disciplinary action aligned to truancy.

**UNEXCUSED ABSENCES OR TRUANCY:** Includes being absent from school, class or classes without authorization. Forged passes, false phone calls, skipping class, being out of class without permission or missing more than half of a class period may be considered under the truancy policy or defiance of authority.

Truancy – Absent from school, class, or classes without authorization.

Consequence: May range from: Student/parent conference only to 1 to 9 day(s) in-school suspension, possible referral to appropriate criminal justice or juvenile delinquency system, or Division of Family Services (DFS).

**DRIVING POLICY:** Comprehensive high schools provide daily bus transportation for their students to and from the Herndon Career Center. Cosmetology students must have their own transportation home. Offsite programming transportation must be arranged by the student. **All high school students are expected to ride the school buses provided unless PRIOR PERMISSION is obtained from either the home school office or the Herndon Career Center Administration.** (See Attendance Office for Driving Forms)

**STUDENT-TO-STUDENT TRANSPORTING:** A student may not ride to/from Herndon in another student's vehicle without prior written permission from Herndon Career Center, the comprehensive high school, and parent(s)/guardian(s). A student may not transport another student in his/her vehicle without prior written permission from Herndon Career Center, comprehensive high school, and parent(s)/guardian(s) of the student

**driving and the student riding.** Students who violate the driving policy will be subject to disciplinary action and will be denied future permission to drive to, and from, Herndon Career Center.

**BUS RIDING PRIVILEGES:** Students who cause unnecessary disruption on the bus may be denied permission to ride. The student's parent(s)/guardian(s) must make satisfactory arrangements to transport the student to/from Herndon Career Center. **Any student absence from Herndon Career Center due to loss of bus privileges is an unexcused absence.**

**TEMPORARY DRIVING PERMIT:** A temporary driving permit may be obtained from Herndon Career Center office for non-repetitive reasons: doctor/dental appointment; bring in projects to work on in class; home school activities; etc. Before bringing a project to be repaired at Herndon, the student must first obtain written permission to drive from Herndon Career Center, the parent/guardian, and the comprehensive high school.

**PERMANENT DRIVING PERMIT:** Some requests to drive to, and from, Herndon Career Center may stem from reasons that are repetitive. When a permanent driving permit would be appropriate, the student must request a permanent driving permit in writing to Herndon Career Center, the comprehensive high school and with the permission of the student's parent(s)/guardian(s). When a permanent driving permit is issued, the student must purchase a parking sticker from the Herndon Career Center Attendance Office. Permanent driving permits can be revoked for disciplinary reasons at Herndon Career Center, and/or the comprehensive high school. In addition, poor driving habits, or using one's vehicle to transport other students without the appropriate permissions, can result in suspension of the permanent driving permit.

**Procedures for obtaining a driving permit:**

1. Request driving permit form from the Herndon Career Center Attendance Office.
2. Complete the information requested on the form and obtain signatures of approval from parent(s)/guardian(s) and comprehensive high school official(s).
3. Return the form to the Herndon Career Center Attendance office for final approval, parking assignment, if appropriate, and purchase of parking sticker (permanent permit only).

**Student responsibilities when driving to/from Herndon:**

1. Student must have a valid driver's license in order to obtain a permit.
2. Operate the vehicle in a safe and prudent manner.
3. Display driving permit in proper place on the vehicle while parked at Herndon.
  - a. Temporary permit: driver's side on dashboard
  - b. Permanent permit: inside front window, passenger side
3. Refrain from transporting other students to and from Herndon unless prior written permission is obtained from all responsible parties (see above).
4. Student notifies Herndon of any change in the original reasons for requesting driving or riding permits.
5. Student agrees to a random search of his/her vehicle as a condition of receiving the driving permit.

Driving permits may be revoked if a student is frequently tardy to school or violates the conditions under which the permit was issued.

**EMERGENCY DRIVING PROCEDURE:** A student who misses his/her home school bus or for some other reason finds it necessary to drive to Herndon upon short notice **MUST FIRST CONTACT THE COMPREHENSIVE HIGH SCHOOL FOR APPROVAL.** **Students who drive to Herndon Career Center without first contacting the comprehensive high school to obtain permission may be subject to disciplinary action and loss of future driving privileges.**

**PARKING POLICY:** All Herndon students, (both high school and adult) are expected to park in the main parking area in front of Building A in the area designated by Herndon Career Center.

The only exception to the designated parking location is by special permission of the Herndon Career Center office; or, if a student has **PRIOR WRITTEN PERMISSION** to drive a vehicle **TO BE WORKED ON AS A PROJECT IN ONE OF THE SHOPS ON A GIVEN DAY**. A student may **NOT** work on or have his/her vehicle worked on in any program unless **PRIOR WRITTEN APPROVAL** is obtained from the instructor, Herndon Career Center and the comprehensive high school. A work ticket must be obtained from the office prior to the vehicle entering the gated area with the access to the shop.

Students who violate the parking policy shall forfeit their driving privileges the remainder of the semester, or year, and may receive further disciplinary action.

### **CONSEQUENCES FOR DRIVERS AND PASSENGERS:**

#### **Driving Permit**

3 Tardies: Permit revoked for five school days; parent contacted; SS administrator contacted

5 Tardies: Permit revoked for remainder of semester; parent contacted; SS administrator contacted

5+ Tardies: Permit revoked for remainder of the school year; parent contacted; SS administrator contacted

#### **Transporting passengers not approved either to or from Herndon**

1<sup>st</sup> time: Permit revoked for five school days; parent contacted; SS administrator contacted

2<sup>nd</sup> time: Permit revoked for remainder of semester; parent contacted; SS administrator contacted

3+ times: Permit revoked for remainder of the school year; parent contacted; SS administrator contacted

#### **No Driving Permit & Driver or Passenger**

1<sup>st</sup> time: Parent and sending school notified; proper paperwork given to student; warning issued

2<sup>nd</sup> time: Parent and sending school notified; 1 day ISS

3<sup>rd</sup> time: Parent and sending school notified; 3 days OSS

4<sup>th</sup> time: Parent and sending school notified; 5 days OSS; Potential removal from the program

**OUTSTANDING OBLIGATIONS:** Estimated fees are included in the course description information received prior to student enrollment. Students will be notified of finalized fees the first week of class. Fee payments must be made by the end of September.

*High school students:* If a student owes money for class fees or fund raising events, then the instructor will notify the Herndon Career Center office, so payments can be made. Payments may be made by check, cash, or credit/debit card. Student fees can be paid online through SISK12. When payments are made, students or parents will receive a receipt at that time. If the student fails to pay the obligation, the comprehensive high school can take action against the student until the bill is paid. In some cases, students will be referred to bill collection to obtain the fees.

*Adult students:* Full payment for the tuition must be received by Herndon Career Center on or before the first day of attendance.

**Withdrawal from program:** In the event the student ceases to attend Herndon Career Center program where they are enrolled, a written notice of such intention must be submitted to the Herndon Career Center Counseling office and the Director, immediately (prior to ceasing to attend) in order to be eligible for any refund. Failure to submit such notice will void any eligibility for a refund of tuition. The official withdrawal shall be the date the written notice is approved by the Herndon Career Center Director, if hand delivered; or, the date of the postmark if the written notice is mailed to the school; or, the date of the postmark if the school initiates the withdrawal and mails it to the student.

**REFUND POLICY:**

**If an adult student withdraws from program:**

Within 1<sup>st</sup> week  
Within 2<sup>nd</sup> & 3<sup>rd</sup> weeks  
After completing 4<sup>th</sup> week  
After completing 5<sup>th</sup> week (but prior to 50% of training time)  
After completing 9<sup>th</sup> week (or 50% of training time)

**Refund to student shall be:**

95% of individual paid tuition  
75% of individual paid tuition  
60% of individual paid tuition  
50% of individual paid tuition  
No refund of individual paid tuition

In addition, many adult students have the opportunity to be placed on internship. This opportunity is not available to adult students until tuition and any additional class fees or obligations are paid in full.

**LATE WORK, MAKE-UP WORK, RE-DO WORK, ASSIGNMENTS DURING AN ABSENCE:**

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.

**GRADES AND CREDITS:** Progress reports will be issued to Herndon Career Center students every six weeks. Final grades will be determined based on a cumulative semester basis. A student will earn 1-1/2 units credit per semester for attending a three-period block per day. Cosmetology students may earn 4 units credit per semester for attending a seven and one-half hour block per day.

Letter grades are defined as follows:

- A Excellent performance in all areas
- B Above average performance in all areas
- C Average performance
- D Below average performance
- F Failing - below minimum to earn credit

Letter grades are awarded on the following percentage basis:

**COSMETOLOGY**

A	95 – 100
A-	94
B+	90 – 93
B	88 – 90
B-	87
C+	85 – 86
C	83 – 84
C-	82
D+	79 – 81
D	76 – 78
D-	75
F	0 – 74

**ALL OTHER PROGRAMS**

A	96 – 100
A-	90 – 95
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 – 62
F	0 – 59

Students who earn a D or F at the end of Semester 1 will be at risk of program removal as is stipulated in the Student Agreement on the original electronic application.

**CHEATING OR ACTS OF PLAGIARISM:** Students found with unauthorized test material will have committed the same offense as cheating. Besides having a dramatic effect on a grade, the incident could be used to withhold honors or scholarships from a student.

Cheating is a serious academic offense. Cheating occurs in several ways:

1. Copying another’s work for an assignment intended for individual effort.
2. Helping, writing for, or giving answers to another student for an assignment intended for individual effort.

Plagiarizing, a form of cheating, means summarizing, paraphrasing, quoting an outside source or utilizing an image without attribution. Three ways to use outside material are:

1. A summary abbreviates an outside source
2. A paraphrase expands an outside source
3. A quotation uses the exact words or other details from an outside source.

All three forms require sufficient and accurate attribution so that others can discern and verify the source. False attribution occurs when the writer fails to attribute all the sources or attributes to a false source. We will follow Board Policy JG-R1 for academic dishonesty for cheating and plagiarism

**INDUSTRIAL INTERNSHIP:** The Industrial Internship program is available to qualifying students who wish to enhance their technical skills through a supervised, on-the-job work experience.

**Option 1:** Beginning second semester of their senior year, students may be released from the comprehensive high school portion of the school day to work part time and receive up to one unit of credit based on the number of hours worked.

**Option 2:** Students may be released from both the comprehensive high school and Herndon Career Center portion of the school day to work full time. This generally occurs during the last nine weeks of the senior year and no additional high school credit will be earned for this option.

**Option 3:** Beginning second semester of final year in program, students may be released from Herndon Career Center portion of the school day to work part time and receive up to one unit of credit based on hours worked. No additional high school credit will be earned for this option.

**High School Credit Possible:** maximum 1 unit

<u>Credit Possible</u>	<u>Work Hours Required</u>	<u>Min. Length of Time Employed (weeks)</u>
½ unit	150 hours	8 weeks
1 unit	300 hours	15 weeks

**Attendance:** Students must meet attendance requirements of Herndon Career Center.

**Grades:** Students must have earned at least a “C” average in the career education training program during first semester.

**Competency Attainment:** To qualify for Option 2 or Option 3 (release from Herndon Career Center for internship), students must have mastered 100% of the program essential skill tasks, as verified by the program instructor.

**Comprehensive High School Approval:** Student must have completed required courses for graduation and be approved for release to work during the half day normally spent in the comprehensive high school.

**Parent(s)/Guardian(s)’ Approval:** If the student is under 18 years of age, a parent(s)/guardian(s) must approve the student’s release from the comprehensive high school and/or Herndon Career Center to work in a related job.



**Instructor:** The instructor will:

1. Verify that employment is related to the student's career & technical program.
2. Recommend student to participate in the internship program based on the student's past performance in class.
3. Supervise the student during the internship by visiting the job site at least once per month.
4. Submit completed competency form to the Herndon Career Center office along with signed internship application.

**Director:** The career education director reviews the internship request and determines final approval.

**RETURNING STUDENT POLICY:** Students who wish to return for a second year at Herndon Career Center in the same program or a different program must meet a minimum of a C and a 90% attendance rate (by hours) as well as a positive teacher recommendation. Programs may have more stringent requirements for students to return as stated in the individual program syllabus.

**HONOR ROLL:** Criteria for placement on the Herndon Career Center Honor Roll include:

1. "B" grade for 1<sup>st</sup> semester in Herndon program
2. Maximum of 5 absences during 1<sup>st</sup> semester
3. May have NO Unexcused absences

**STUDENT RECOGNITION AND AWARDS:** Students who meet the following criteria for Gold, Silver, and Bronze Recognition will be recognized at Awards Night. In addition to the criteria below, students must not have earned any disciplinary suspensions to be considered.

Gold Criteria: 97% Attendance, NO unexcused absences, B+ or better Grade in HCC Program

Silver Criteria: 96% Attendance, NO unexcused absences, B or better Grade in HCC Program

Bronze Criteria: 95% Attendance, NO unexcused absences, C or better Grade in HCC Program

Program Student of the Year is determined by criteria set by each instructor. One student per program is selected as Student of the Year. The student does not have to be a Gold, Silver, or Bronze recipient to be recognized.

**NATIONAL TECHNICAL HONOR SOCIETY:** The Herndon chapter of the National Technical Honor Society recognizes those students who achieve academic excellence. Students who meet the requirements for membership are inducted and honored at the annual Herndon Awards Night each spring. Criteria for membership include:

1. Must qualify for Honor Roll 1<sup>st</sup> semester
2. Must have at least 95% attendance at Herndon (**NO** Unexcused absences)
3. Must **NOT** have received a disciplinary suspension (from the Career Center or comprehensive high school)
4. 3.0 cumulative high school (Comprehensive High School and Herndon Career Center) GPA (on a 4.0 scale)
5. "B+" or higher grade in Herndon program
6. Herndon Career Center teacher recommendation



The above criteria must be met by the end of Semester 1 in order to be considered. Students who do not continue to meet the standards could be removed prior to induction.

**COLLEGE CREDIT:** Opportunities are available for students who complete most Herndon Career Center programs to receive dual credit, articulated credit, or credit by exam if they meet the requirements established by the post-secondary institution. Individual programs will present information on the college credit available as it may change on a yearly basis from the post-secondary institution.

**STATEMENT OF TRAINING:** Each Herndon student will receive a Statement of Training for their CTE program that provides the following information:

1. Student information (name, address, home school)
2. Program information (course title, instructor name, total instructional hours available and hours attended by student)
3. Grades earned
4. Attendance record
5. Student entrance and exit dates
6. School address & telephone number

**SKILLS MASTERY REPORT:** Each student will have the opportunity to electronically receive a Student Skill Mastery Report listing the tasks or competencies he/she has mastered throughout the training program. The purpose of the report is to allow students to show potential employers what skills they possess.

## **SAFETY**

**FIRE DRILLS - TORNADO ALERT:** (see Board policy EBC) There will be periodic drills during the school year. Instructors will explain the procedures during the first week of school. In addition, building evacuation plans will be posted in each training area.

**SAFETY PRACTICES:** (see Board policy EB) In nearly all the training areas students will be operating equipment that they will use if employed in that occupation. Horseplay or inattention to the task being performed, can create a chance for injury to the student operator or students in the immediate area. For these reasons, instructors will be very strict in the enforcement of safety procedures in the shop/laboratory sessions. Student violations of safety procedures that endanger themselves or other students will result in disciplinary action and possible reassignment to the home school. While the student is in the shop/laboratory, safety goggles and proper apparel will be required. **IF A STUDENT DOES NOT WEAR EYE PROTECTION AS REQUIRED, HE/SHE WILL NOT BE PERMITTED TO WORK IN THE SHOP/LABORATORY. EACH STUDENT MUST OBTAIN PERMISSION FROM HIS/HER INSTRUCTOR BEFORE OPERATING EQUIPMENT.**

**ACCIDENTS AND EMERGENCIES:** (see Board policy EBBA) Accidents are to be reported to the Herndon Career Center instructor and main office. Students will be required to make a written statement in regards to the accident. All accidents which occur on school property and which cause injuries that require medical attention shall be reported to the student's parents. In the event parent(s)/guardian(s) cannot be located and the case is considered an emergency, the Herndon Career Center Director or the designee, shall use his/her judgment on the proper procedure for handling the situation.

In case a student is injured or becomes ill while on a school-sponsored trip, the supervising teacher shall contact emergency medical personnel (call 911) if the situation is considered to be an emergency. The supervising teacher should then contact the parent and the Herndon Career Center administrator or designee to report the incident. The appropriate police authority should be notified if an injury is the result of a vehicular accident.

As soon as possible following a student injury, the instructor shall complete an accident report form and submit to the HCC office.

**ACCIDENT INSURANCE: It is the responsibility of the parent(s)/guardian(s) to carry appropriate accident insurance on their students to cover accidents or injuries that may occur at school or on school property. Raytown C2 School District, which includes Herndon Career Center, DOES NOT provide any type of accident insurance on students. Please see board policy KB-AP1 regarding MO HealthNet for Kids Program**

**FIRST AID:** (see Board policy EBBA) Limited facilities for first aid treatment are maintained in the training area and in the office. If the injury requires more attention than can be provided by the office, parents will be notified.

**MEDICATION:** No school personnel are permitted to dispense medication, INCLUDING ASPIRIN, TYLENOL, ETC., unless a doctor's prescription along with written parental permission and the correct medication form is provided to the Herndon Career Center office. Medication must be in the original container with clear, written dispensing information provided. Marijuana and Cannabidiol (CBD) Oil: 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.

Please refer to Policy JHCD for more details. For information regarding emergency use of epinephrine, naloxone and asthma medication, please see Policy JHCD –AF2.

**VISITORS:** The building administrators are responsible for all persons on school property. **ALL visitors shall enter the office in Bldg A and obtain a visitor pass.** Visitors will be required to submit valid government issued photo identification. Visitors will be processed through the Raptor screening system. A visitor is anyone other than currently enrolled students and/or school employees. No person whose presence or behavior interfere with the operation of the school or who disrupts the school or its students, or school activities, may enter or remain in any school vehicles, school buildings, or upon any school grounds, roadways, or sidewalks.

Refusal of unauthorized persons to leave the premises, after being requested to do so by the administrative official of that school (or his/her designated official), may result in the police being summoned. In most cases it is not appropriate for students to bring visitors to class with them as this may disrupt class instruction. Only under special circumstances, and with prior permission of the Herndon Career Center administrative office and the instructor, may students bring visitors to class.

**Policy JEDB** to sign in and out a student of the building, for dismissal rules and the release of student and identification needed.

## STUDENT ORGANIZATIONS AVAILABLE AT HCC



**Educators Rising**: Educators Rising is a national membership organization for aspiring teachers and their mentors. If you are leading or participating in a school-based program that helps young people explore teaching. Students are eligible to participate if they enroll in the Education Exploration program. Students are eligible to participate in professional development and competitive conferences.

**SKILLS USA**: SkillsUSA is a national organization serving high school and college students and professional members in educational programs in technical, skilled, and service occupations, including health occupations.

SkillsUSA prepares America's high performance workers. It provides quality education experiences for students in leadership, teamwork, citizenship and character development. It builds and reinforces self-confidence, work attitudes and communications skills. It emphasizes total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA also promotes understanding of the free enterprise system and involvement in community service activities.

## **POLICY: JG**

### **STUDENT DISCIPLINE**

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, the following policies, procedures and regulations: JG-R1, JGA, JGB, JGD, JGE and 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..

#### **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 suspended 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.

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance 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

### **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 including, but not limited to, confidentiality requirements and the approved methods of dealing with acts for school violence, and disciplining students with disabilities.

**Regulation: JG-R1**

## **STUDENT DISCIPLINE**

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, 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.
3. The student resides within 1,000 feet of a public school in the district and is on the property of his or her residence.

If a student violates this prohibition 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.

## **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.

## **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 or fourth 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 physical injury or death to another person, recklessly causing serious physical 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 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 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 policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings. 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 policy AC if illegal harassment or discrimination is involved)** – Verbal, written, pictorial or symbolic language or gesture that is directed at any person that is in violation of district policy or 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, or in-school suspension, or one to nine days out-of-school suspension.
Subsequent Offense:	Detention, referral to care team/grade level support team, or in-school suspension, one to 180 days out-of-school suspension, or expulsion.

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

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

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

First Offense:	Principal/Student conference, detention, in-school suspension, or 1 – 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, contest 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 policy AC)**

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. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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. Examples include, but are not limited to, touching or fondling the genital areas, breasts or undergarments, regardless of whether touching occurred through or under clothing; pushing or fighting based on protected characteristics.

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.

**Hazing (See Board policy JFCG)** – 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 can 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** – 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** – 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 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.
Subsequent Offense:	Restitution. Loss of user privileges, 1 – 180 days out-of-school suspension, or expulsion.

2. 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.

3. 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, or other nicotine-delivery products on district property, district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may only be possessed in accordance with district policy JHCD.

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

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

First Offense:	Confiscation of prohibited product. Principal/Student conference, detention, in-school suspension, or 1 – 3 days out-of school suspension.
Subsequent Offense:	Confiscation of prohibited 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.
Subsequent Offense:	Detention or 3 – 9 days in-school suspension, and removal from extracurricular activities.

**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.

**BULLYING POLICY: JFCF**

**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 antibullying 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.

## **SUICIDE AWARENESS AND 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 district 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.

### **Policy Publication**

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

**TRAUMA- INFORMED SCHOOLS INITIATIVE:** The Department of Elementary and Secondary Education's Trauma-Informed Schools Initiative can be found at <https://dese.mo.gov/traumainformed>

**COMPUTER USAGE OR DISTRICT TECHNOLOGY USE 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. Raytown school board policies pertaining with other educational resources will also apply to Internet resources. District Technology Use

Violations include but are not limited to unauthorized use of district owned technology equipment, unauthorized use of programs/internet, accessing email, pornographic, or inappropriate sites and accessing questionable materials if not approved by the teacher.

District Technology Use Violations – Include, but not limited to, unauthorized use of district owned technology equipment, unauthorized use of programs/internet (e.g.-message boards and chat rooms), accessing pornographic sites, and accessing questionable materials not approved by the teacher.

Consequence: May range from: Restitution, student/teacher conference, loss of computer privileges only to in-school or 1-10 days out-of-school suspension, possible referral to the Superintendent's office for possible long term suspension up to 180 days out of school suspension, possible referral to the Board of Education for expulsion, possible referral to appropriate criminal justice or juvenile delinquency system (see Board policies EHB, KKB, JG-R1)

**ANY OTHER BEHAVIOR THAT IS SERIOUS AND/OR DISRUPTIVE TO THE EDUCATIONAL PROCESS WILL BE HANDLED THROUGH THE REGULAR SUSPENSION POLICY:** Students are reminded there will be no student suspensions for Raytown C-2 Schools without proper review of the accusations and without all facts being investigated. Students suspended 10 days or less have the rights of appeal to the Principal if there is a question regarding the suspensions. Due process procedures will be followed. The principal will review the case and may reduce, uphold, or increase disciplinary action per student handbook and school board policy. Finally, the principals and staff of Raytown C2 Schools have the right and responsibilities to protect the learning environment from those who abuse it. We will maintain a firm, fair, reasonable, and professional approach to accomplish this end.

**GRIEVANCE PROCEDURES FOR TITLE VI, IX, BOY SCOUT EQUAL ACCESS ACT & SECTION 504:** The Board of Education Policies AC & KL designate a district coordinator and a grievance process for resolving civil rights, harassment, and disability complaints. Many complaints can be solved by an informal meeting with parties and the building administrator. A student with a complaint is encouraged to first discuss it with the teacher, counselor, or building administrator involved, with the purpose of resolving the matter promptly and informally. Similarly, employees with a complaint are encouraged to first discuss the complaint with the building supervisor or immediate supervisor.

If the complaint or issue is not resolved after working through the informal process, the grievant may file a written grievance with Ms. Shirley Earley, 6608 Raytown Road, Raytown, Missouri 64133 (816) 268-7000.

#### **CORPORAL PUNISHMENT (Board Policy JGA)**

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 (Board 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 (Board 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 (Board 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.

## **ADDITIONAL BOARD POLICIES**

**For more information regarding the following Board Policies, please refer to [www.raytownschools.org](http://www.raytownschools.org).**

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

**Policy EBAB-AP1:** Hazardous Material – Asbestos Control Information including presence of asbestos, any inspections, re-inspections, and response/actions taken.

**Policy EBC:** Federal Emergency Management Agency Emergency Drill – Earthquake

**Policy EBC-AP-1:** Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year in accordance with the requirements of counties, municipalities, or fire protection districts in which district buildings are located. In any case, a minimum of two (2) fire, two (2) tornado and two (2) bus evacuation drills each shall be conducted regularly during the academic school year.

**Policies EF, EFB & ADF:** Free & Reduced Lunch Services and Nutritional Standards

**Policy EF-API** 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).

**Policy GBH:** Electronic communication between staff members and students

**Policy GBL:** Title 1 Teacher Qualifications parent rights to request & receive teacher & paraprofessional qualifications. ; grade levels and subject areas the teacher provide instruction; if the teacher is teaching under provisional certification status; and if the student is provided services by a paraprofessional

**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.

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 "CyberTipline." Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

**Policy IGAEB:** 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.

**Policy IGBA: Special Education Services** district's obligation to provide special education or related services to children ages 3 to 21.

**Policies IGBCA, IGBCB, IGBH: Homeless, Migratory,** and English Learners District's obligation to identify and provide education and assistance to students who are homeless, migratory and/or are and English Learners.

**Policy IGCD** eligible students may enroll in virtual courses offered through the Missouri Course Access Program (MOCAP). The district will accept all grades and credits earned through district-sponsored virtual instruction and MOCAP. The district will pay the costs of a virtual course only if the district has first approved the student's enrollment in the course as described in policy IGCD.

**Policy IKF & IKFA:** Graduation Requirements and Early Graduation Policy

**Policy IL: Assessment Program** 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.

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.

**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 and in some limited cases require students to undergo drug and/or alcohol testing. 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. Additional searches of bags, purses, coats, electronic devices, and other personal possessions and cars are performed in accordance with law. The district may require a student to submit to a drug or alcohol test if there is reasonable suspicion that the student has consumed prohibited substances. The details of extracurricular drug testing are available via Board Policy, Fourth Amendment of U.S. Constitution.



## **Protection of Pupil Rights Amendment (PPRA) includes:**

- **Policy JCH Surveys** 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.
- **Policy JHDA Non-Emergency, Invasive Physical Examinations** 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.
- **Policy KI Collecting, Disclosing or Using Information for Marketing** 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.

**Policy JHCB: Immunizations:** District-Sponsored Preschool, Daycare Centers and Nursery Schools 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.

**Policies JO & JO-API: Student Records (FERPA) :** *Directory Information – Information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed.* 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.

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.

**Policy KB-API** Public Information Program regarding district and building accountability report cards

**Policy KB-API: Public Information Program** If 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.

**Policy KB-API** 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 KI** Protection of Pupil Rights Amendment (PPRA) including privacy regarding: Collecting, Disclosing or Using Information for Marketing 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.

**Policy KLA** Federal Program Concerns & How to File a Complaint Regarding Certain Federal Programs