

Raytown South High School

2019-2020



Home of the Cardinals

8211 Sterling
Raytown, MO 64138
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Webpage: <http://www.raytownschools.org>
Twitter Account: RQSSouthHigh

Dr. Kevin Overfelt, Principal
Mr. Randy Thomas, Assistant Principal
Ms. Samantha Strabel, Assistant Principal
Mr. Shunton Hammond, Assistant Principal

THIS STUDENT PLANNER BELONGS TO:

Name _____ Student # _____ Grade _____

Advisory Teacher _____

Greetings:

It is our sincere pleasure to welcome you to Raytown South High School. As your administrative team, we are excited about working with you in the new school year. South High has established a climate and culture that is supportive, safe and scholarly, and we now embrace you as a part of it. We encourage you to become as active in your school as possible and to take advantage of all the academic and athletic opportunities offered.

- Students – what you need to do:
 1. Learn your rights and responsibilities.
 2. Connect with a teacher, counselor, coach, or sponsor.
 3. Learn the new activities' eligibility rules.
 4. Read your student handbook and discuss it with your parents.
- We challenge all students to:
 1. Set goals.
 2. Become involved in school activities.
 3. Seek help if you have a problem.
 4. Treat yourself and others with respect.
 5. Do your best and work hard in school.

You will face many challenges in your life. We urge you to get the best education possible to enable you to be successful. As your administrators, we pledge to hold high expectations of you, your teachers, and ourselves. We also pledge to be visible and accessible to everyone.

We consider it a privilege to teach you as young adults at South High. On behalf of the entire South High staff, we welcome you and wish you all a wonderful school year filled with learning and positive experiences. If we can ever be of service, please feel free to contact any of your teachers, or administrative staff, at any time.

Sincerely,
South High Admin Team

ALMA MATER

Raytown South our Alma Mater ever will remain
Sovereign of our loyalty,
Your praises we proclaim
We will do our best to serve you
Cardinals of renown.
Red and White, we shall fight.
Go onward for Ray-South.

FIGHT SONG

Fight Song – Music by Robert Cochran

Let's go Ray South, We're number one. Let's go Ray South, Yell for
the Cardinals. Let's go Ray South, The red and the white. All of
the fans are gonna cheer for our team. Let's go Ray South, We
can't be beat. We are the best – we'll always be, We are the
Cardinals, Red and the white. South side will always fight.
R-A-Y-S-O-U-T-H (REPEAT 3 X)

RAYTOWN SOUTH HIGH SCHOOL MISSION STATEMENT

Educate independent thinkers.
Empower productive citizens.
Inspire life-long learners.

Raytown School District Mission Statement

The mission of the Raytown C-2 School District is: A unified learning
community leading individuals to achieve the exceptional.

SCHOOL COLORS AND MASCOT

Red and White - Cardinal

SCHOOL TWITTER ACCOUNT

RQSSouthHigh

BE RESPECTFUL, RESPONSIBLE, PREPARED, SAFE

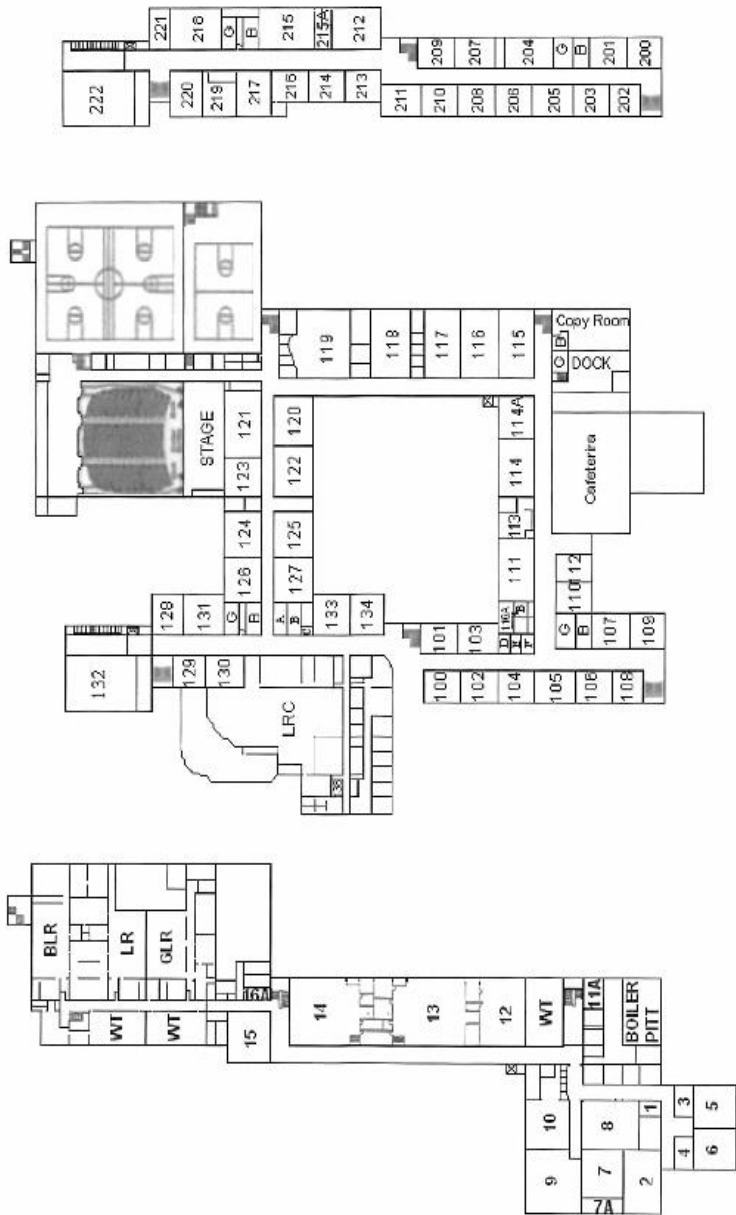
Raytown South High School

BELL SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PERIOD 1 7:18-8:09 am	PERIOD 1 7:18-8:43 am	PERIOD 2 7:18-8:43 am	PERIOD 1 7:18-8:09 am	PERIOD 1 7:18-8:09 am
PERIOD 2 8:14-9:05 am	PERIOD 3 8:48-10:13 am	PERIOD 4 8:48-10:13 am	PERIOD 2 8:14-9:05 am	PERIOD 2 8:14-9:05 am
PERIOD 3 9:10-10:01 am			PERIOD 3 9:10-10:01 am	PERIOD 3 9:10-10:01 am
PERIOD 4 10:06-10:57 am	Advisory 10:18-10:56 am	Academic Support 10:18-10:56 am	PERIOD 4 10:06-10:57 am	PERIOD 4 10:06-10:57 am
PERIOD 5 11:02-12:23 pm <i>Lunch</i>	PERIOD 5 11:01-12:47 pm <i>Lunch</i>	PERIOD 6 11:01-12:47 pm <i>Lunch</i>	PERIOD 5 11:02-12:23 pm <i>Lunch</i>	PERIOD 5 11:02-12:23 pm <i>Lunch</i>
PERIOD 6 12:28-1:19 pm	PERIOD 7 12:52-2:17 pm	EARLY RELEASE	PERIOD 6 12:28-1:19 pm	PERIOD 6 12:28-1:19 pm
PERIOD 7 1:24-2:17 pm			PERIOD 7 1:24-2:17 pm	PERIOD 7 1:24-2:17 pm

**In the event of school cancellation, the day will be skipped. When school resumes we will continue with the day listed above. Cancelled days will be added to the end of the year.

BUILDING MAP



COMMITMENT LETTER 2019-2020

As a student at Raytown South High School I understand that I must:

- Students and parents are responsible for reading and understanding the contents of the Raytown South High School Student Handbook, Activity Handbook as well as the Raytown C-2 School District Student Discipline Policy Handbook.
- accept responsibility for my learning, decisions, and actions
- develop the skills to become a more self-directed learner as I make the transition from freshman to senior
- become actively engaged in and give my best effort to academic and co-curricular pursuits
- contribute to school and community service
- reflect positive behaviors at all times – while at school or in the community
- conduct myself in a way that contributes to a safe and orderly atmosphere and ensures the rights of others
- be considerate of others – teachers, staff, fellow students, visitors, etc.

In order to ensure a successful experience, I will display an attitude of cooperation, and acceptance of responsibility which includes: be in attendance, participate, be responsible, be respectful, bring paper, pen or pencil, assigned textbook, homework assignments, and any required material/supplies daily. Teachers at RSHS will use a three-step referral process for **minor** classroom infractions. The three-step process is:

- Step one: verbal warning/redirection
- Step two: verbal warning and a parent phone call
- Step three: referral to the office

Major infractions will result in a direct office referral. Infractions during activities or off campus are subject disciplinary actions for conduct prejudicial to good order as a South High Student Athlete/Citizen. Raytown South High School has the following policy regarding academic dishonesty, cheating and plagiarism:

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.

Participating in school dances/activities or driving to school is a privilege. In order to attend school functions, you must have all your fees paid and be in attendance the day of the event. Should it fall on a non-school day, student must be in attendance the school day prior to the event. Good citizenship is required to participate.

Please sign in the appropriate line below to indicate that you will make an effort to follow the commitments listed above, that you have read and understand the student handbook including the discipline procedure and policy on cheating and plagiarism. The commitment letter needs to be completed by both student and parent in order to participate in activities and athletics.

_____ ID# _____ Parent/Guardian _____ Date _____
 Student Name _____
 Print Name: _____

Advisory Teacher: _____ First Hour Teacher: _____

We are looking forward to a successful school year with your son/daughter.
 Dr. Kevin Overfelt, Principal

HISTORY OF RAYTOWN SOUTH HIGH SCHOOL

Did you know?

The word Polaris refers to the North Star, a guiding star that is looking to the future. In the hallway of the north entrance that leads to the school's gym, there is a crest designed in the hall floor.

This Raytown South High tile was designed in 1964 by Greg Hall, student.

The Polaris star is high over the large R in the center of the design.



The words "Looking to the Future" are printed to show the way of the future for the students of Raytown South. When the crest was installed, the senior class was so proud that if anyone stepped on the emblem they were given a toothbrush and every inch was to be cleaned by hand. Later, four posts and a velvet rope safeguarded the sacred ground.

We know that the star is still shining and the future is still bright for the students of Raytown South High School.



Student Expectation Matrix

Students are:	Hallway	Cafeteria	Classroom	All Settings
Respectful	<ul style="list-style-type: none"> Use appropriate volume when speaking Maintain appropriate personal space Use only appropriate PDA Follow RSHS dress code policy 	<ul style="list-style-type: none"> Stand in a single file line Keep your place in line Maintain an appropriate volume Follow instructions from adults 	<ul style="list-style-type: none"> Be attentive Listen when others are speaking 	<ul style="list-style-type: none"> Use appropriate language Follow school dress code Follow staff instructions Treat everyone with dignity
Responsible	<ul style="list-style-type: none"> Have ID badge on your person Always have a pass Take care of personal business during passing period 	<ul style="list-style-type: none"> Throw away your trash Return to class on time Pay for all food items Have ID badge at all times 	<ul style="list-style-type: none"> Complete and turn in all assignments with honesty and integrity Use all support resources 	<ul style="list-style-type: none"> Clean up after yourself Represent RSHS in a positive way Follow all policies Always have ID badge Use materials appropriately
Prepared	<ul style="list-style-type: none"> Bring all needed supplies to class Go to your locker, restroom and vending machines during your passing time Arrive to class on time 	<ul style="list-style-type: none"> Have your money/ lunch ID ready Use the restroom and vending machines during appropriate times Go to correct lunch shift 	<ul style="list-style-type: none"> Be on time Bring all necessary supplies 	<ul style="list-style-type: none"> Be on time Go directly to your destination Have your planner
Safe	<ul style="list-style-type: none"> Orderly walk to your destination using the most direct route Walk in a forward direction on the right side of the hall Notify staff of any unsafe conditions (spills, etc.) Keep hands and feet to self 	<ul style="list-style-type: none"> Stay seated while eating Clean up or alert an adult of any spills immediately Keep appropriate distance from other students line and at the lunch tables Always face forward at lunch tables 	<ul style="list-style-type: none"> Follow all teacher posted classroom rules Minimize clutter 	<ul style="list-style-type: none"> Follow all safety and emergency procedures Listen to all instructions Be where you are supposed to be



RAYTOWN C-2 SCHOOL DISTRICT TRANSPORTATION MATRIX

Expectations	At bus stop	Loading bus	Riding	Unloading bus
BE SAFE	<ul style="list-style-type: none"> -Stand away from traffic in single file line as bus approaches. -Keep hands, feet, and objects to self. -Wait for bus to come to complete stop before moving. -Wait for drivers' signal before crossing the street. 	<ul style="list-style-type: none"> -Walk and use hand rail. -Use "inside voice". -Go directly to assigned seat and be seated. -Keep hands, feet, and objects to self. 	<ul style="list-style-type: none"> -Remain seated on pockets, feet on floor, out of aisle. -Use inside voice. -Keep hands, feet, and objects to self and inside of bus. -Keep hands, feet, and objects out of the aisle. 	<ul style="list-style-type: none"> -Wait for your seat to be dismissed before standing. -Keep hands, feet, and objects to yourself. -Walk and use handrail. -Wait for driver's signal before crossing the street -Move out of bus danger zone area after loading.
BE RESPECTFUL	<ul style="list-style-type: none"> -Use kind words. -Stay in area of bus stop. 	<ul style="list-style-type: none"> -Greet or reply to driver's greeting. -Wait your turn to load. -Use kind words and inside voices. 	<ul style="list-style-type: none"> -Use kind words and actions. -Follow adult direction the first time given. -Use inside voices. -Keep bus clean, throw any trash away in trash can. 	<ul style="list-style-type: none"> -Wait your turn to unload. -Use kind, and respectful words. -Give / return good bye to adult.
BE RESPONSIBLE	<ul style="list-style-type: none"> -Be at bus stop 5 minutes before arrival time. -Have all school items secure and on hand. -Finish all food and/or drink before loading. 	<ul style="list-style-type: none"> -Keep self and personal items within aisle and away from others. -Go directly to assigned seat, and be seated. 	<ul style="list-style-type: none"> -Keep feet and items inside seat and out of aisle. -Keep personal items in lap or in seat. -Be alert and watch for your stop. 	<ul style="list-style-type: none"> -Take all of your belongings with you -Get off of bus only you're at assigned stop.

ABSENCES & ATTENDANCE

Absence or Late Procedures for South High

At South High School, 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. Absences may result in grade reduction by policy or natural consequences, attendance is important to maintain respectable grade point averages.

- **What should I do in case of an absence?** Parents should notify the attendance office by phone 816-268-7340 at Raytown South High School each day of their student's absence. Students have two school days to clear up an undetermined absence. After that time, the absence is listed as unexcused. Students not excused by their parents will be considered unexcused.
- **What about Late Arrivals?** *Late arrivals: students arriving to school late must check in at the office and have their planner signed. **(Students that do not have their planner may be asked to purchase a new one at that time.)** Late to school will be counted as a tardy.
- **How Are Pre-Arranged Absences Handled?** A parent must initiate the procedure by calling the school at least 2 weeks in advance. Excused and unexcused absences will be determined through the attendance office. Parental requests for student dismissal or absence will not always assure the student of an excused absence.

Absences—Tardy Procedure for South High

This procedure is subject to change and may be outlined as a separate document and supplement to the handbook. Current practice – 7, 14, 21, etc. tardiness results in after school detention and possible loss of parking pass, if applicable. Failure to serve the detention results in disciplinary consequences for defiance. Please be on time to school and class.

Absences and Excuses (Policy JED)

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

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

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

Development of Rules and Procedures

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

1. Clear and reasonable attendance standards with consistently enforced consequences for violating those standards.
2. Early intervention strategies for students in primary and elementary grades.

3. Targeted intervention strategies.
4. Strategies to increase engagement with students and families.

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

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

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

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

No rule or procedure will preclude a student from making up work missed due to any type of absence, including absences due to suspension. Procedures and rules must include a due process component that includes notice before consequences are imposed and that allows students and their parents/guardians to appeal any imposed consequence to the superintendent. The Board will not hear appeals of consequences for excessive absences.

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

parents/guardians about student absences and for submitting attendance information to the superintendent's office.

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

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

Absence Documentation (JED AP)

The following absences will be excused. Documentation must be provided as indicated. Illness or injury of the student, with written/verbal excuse from parent.

1. 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.
2. Medical appointments, with written appointment confirmation by medical provider.
3. Funeral, with written/verbal excuse from parent. The principal may require a program or other evidence from services as well.
4. Religious observances, with written/verbal excuse from parent.
5. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
6. 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.
7. College visits, up to a combined total of three (3) visits not to exceed five (5) school days during the student's junior or senior years. College documentation of the planned visit is required prior to the student's absence.

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

Attendance Grade Reduction (JED AP)

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Students will have one day for each day missed plus one day to make up daily work; for example, a student missing two days will have three days total to make up the work. If the daily work is not completed within this timeframe, no grade or credit can be given for that part of the course. Long-term assignments must be turned in on the due date and time whether students are present or not.

Attendance and participation are part of a successful learning experience. Except in certain situations with foster care children in accordance with law, students with more than six 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: 7 – 2%, 8 – 4%, 9-8%, 10-16%, 11+-30%

Any student may reduce accrued absences by attending make-up study or counseling sessions scheduled by the principal during non-instructional times. The student must notify the principal that he or she wishes to make up attendance days, and the principal will provide the student information on the next available session. Make-

up sessions do not match the educational value of actual class attendance, so no student will be allowed to make up more than five absences by attending make-up sessions.

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

ACADEMIC & ACTIVITY INFORMATION

Assessments

Notice of Assessments: The district will use assessments as one indication of the success and quality of the district's education program. Further, the Board recognizes its obligation to provide for and administer assessments as required by law. To see scheduled tests and dates, visit with your counselor or contact the Assistant Superintendent of Instructional Leadership for Raytown Schools. 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.

See Policy IL

Assembly

**Remember you are a reflection of Raytown South High School –
We expect good conduct from ALL students.**

Be proud of your school.

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

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

Bulletins

The daily bulletin is the primary means used to communicate with the student body. Notices are submitted in writing and signed by a teacher/administrator by 7:10 a.m. on the day of the bulletin.

Anything posted on bulletin boards, in hallways or distributed to students must have the approval of the administration.

Campus

Refer to Attendance, and Automobiles 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 or to the clinic prior to leaving and receive a pass to leave. Failure to report to the attendance office or clinic will result in the absence being listed as unexcused and possible defiance of authority. (See Truancy/Unexcused for Discipline)

Career Education, Off-Campus, & Technical Schools

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

Career Occupations

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

Career Educational Planning Guide

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

Classroom Atmosphere

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

Class Dismissals – Hall Passes

When students find it necessary to leave the room, they must have permission from the classroom teacher. The teacher will issue them a signed hall pass located in the student handbook or as designated by the teacher.

Class Expectations

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

Course Drop Procedures

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

Credit Requirements for Graduation

Students will be classified in grades using credit levels:

- 0 - 4.5 credits considered 9th grade
- 5- 10.5 credits considered 10th grade
- 11 - 16.5 credits considered 11th grade
- 17 - 25 credits considered 12th grade

District Accountability Notice

Raytown South High School and the District receive report cards as do students. To review district/building information please visit the website of Missouri's Department of Elementary and Secondary Education. See Policy KB-AP1

A school accountability report card for each school building in the district and the district as a whole will be produced in accordance with law and made available to the public. The district will provide information included in the report card to parents, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents and businesses from outside the district that may be contemplating relocation have access to this information. Policy Procedure KB-AP1

Grade Calculations

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

A – 90-100% of total points

B – 80-89%

C – 70%-79%

D – 60-69%

F – 59% or below

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

Grade Point Average – Honor Roll

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

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

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

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

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

Raytown Education Foundation Celebrations

For +Grades, +Attendance, 3 or less Tardies, and No Discipline

Virtual Courses

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.

ACTIVITIES

Activity Conference Classifications for South High

Grandview
Raytown South
Grain Valley
Smithville
Platte County
Kearney

Activities -- Dismissal from School Activities

If an activity occurs immediately after school, the district will follow the same procedures used for dismissing students from the regular school day. Otherwise, students are expected to return from activities with the student's parents or the same person(s) who transported them to the activity. If the district provides the student transportation to an activity, the student is expected to return using district transportation. However, district administrators may develop procedures for releasing students from a school activity to parents or other authorized persons, keeping the safety of students in mind. Policy JEDB

Activities -- Drug Testing for South High

According to Policy, as a condition of participating in extracurricular and/or co-curricular MSHSAA activities and/or obtaining a parking pass to park on campus, high school students and their parents must consent to random drug testing of the students as further defined in Board of Education Policy JFCI.

Activities -- Events – Social Events for South High

Several social events are held throughout the school year. When you attend these events, please keep the following in mind:

1. ***The commitment letter needs to be completed by both student and parent in order to participate in activities and athletics.***
2. Attending school dances or school activities is a privilege. In order to attend school functions, you must have all your fees paid and be in attendance the day of the event. Should it fall on a non-school day, student must be in attendance the school day prior to the event.

3. All parties and dances are to be held in the school building unless special arrangements have been made through the principal's office.
4. Students may not return to an activity, party or dance once they leave the activity.
5. All regular school rules apply.
6. All parties and dances will end no later than 10:00 p.m. with the exception of PROM.
7. Guests may come to school activities only with a principal's prior approval with completion of a guest request form. Note, guests should be of high school age. Anyone older than high school age should be a former graduate of the district and not older than 20 years of age.
8. Dance attire will be slacks, dresses, shirt, and tie. Jeans are not acceptable.

Activities -- Extra-Curricular and Co-Curricular for South High

Student activities at Raytown South High School provide students a wide variety of activities that go beyond the normal classroom. Participation in these activities helps to build good citizenship habits, strengthen leadership roles, further natural abilities, build school spirit, and provide opportunities to work within a group toward a common goal.

It should be clearly understood that to participate in extra-curricular activities at Raytown South High School, it is a PRIVILEGE and NOT A RIGHT. In order to participate in activities, the fee and the commitment letter need to be completed. Fee information may be obtained through the district activities or building activities director. All school policies apply and violation of such may prohibit participation.

Also, students who participate must be in compliance with all of the guidelines of the District Activities Handbook. A District Activities Handbook is available in the office. According to Policy, as a condition of participating in extracurricular and/or co-curricular MSHSAA activities and/or obtaining a parking pass to park on campus, high school students and their parents must consent to random drug testing of the students as further defined in Board of Education Policy JFCI.

Participation is a privilege, as is, attendance at events. Please adhere to district guidelines and policies regarding school community relations BOE Policy K.

Activities MSHSAA – Athletics for South High

The following sports are available for student participation. Baseball, Boys Basketball, Boys Soccer, Cross Country, Football, Girls Basketball, Girls Soccer, Swimming, Golf, Softball, Track, Volleyball, and Wrestling.

Activities – Music for South High

For those students interested in the fine art of music performance, Raytown South High School offers several performing groups. Acceptance into a group is based on the music teacher's approval. The following are all performing groups. Attendance at rehearsals and performances is required. Choir, Concert Band, Concert Choir, Concert Orchestra, Jazz Band, and Symphony Band.

Activities – Organizations and Clubs (Others Available)

Academic Team, Art Club, Book Club, Cardettes, Cheerleading, Club International, Color Guard, Debate, DECA, Drama, FCCLA, FBLA, Future Teachers, Interact, Math Club, National Forensics, National Honor Society, Newspaper, Orchestra, Photography Club, Robotics, Southern Exposure, Steppers, Student Council, Thespians, and Vocal Music.

GENERAL EXPECTATIONS & INFORMATION

Automobile Expectations for South High

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

The following guidelines help protect your driving privileges:

1. Always display your parking tags.
2. Adhere to the 10 mph speed limit and drive with care.
3. Do not loiter in cars. Habitual may be considered a violation.
4. A pass must be secured from the office to be in the parking lot during school hours.
5. Do not smoke or use intoxicants in vehicles on or near campus.
6. Do not leave campus without permission from the office under any circumstances.
7. Unauthorized driving or riding to off SHS campus courses is considered a violation and may result in removal from the program.
8. Do not move your car during the day unless you are leaving.
9. Do not park in unauthorized locations.
10. Report all lost or stolen hangtags to the office immediately.
11. There is no reserved parking for students.

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

Bus or Transportation (Policy JFCC)

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

and enforce administrative procedures detailing the conduct expected of students and will make that information available to students and parents.

Students who fail to observe district rules or fail to contribute to a safe transportation environment will be subject to disciplinary action including, but not limited to, suspension of the privilege of riding the bus. Students with disabilities will be disciplined in accordance with their Individualized Education Program (IEP) or applicable law. The bus driver or other authorized personnel shall report all misbehavior or dangerous situations to the principal as soon as possible. Note to parents and guardians: please do not step up on the bus at any time. It is against the law for any person(s) not authorized to ride to board a school bus. If you need to speak with someone from the transportation department, please contact 816-268-7170.

Discipline Punishment Types Defined (Policy JGA/JGB/JGD)

Corporal Punishment

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the 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.

Discipline: Detention or In-School Suspension

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

and the determination of the time period for them, shall be determined by the principal, or his or her designee.

Discipline: Student Suspension and Expulsion

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities. The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

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

The terms “suspension” and “removal” refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for “suspension” in this policy. The term “expulsion” refers to exclusion for an indefinite period. The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

Discipline of Students with Disabilities (Policy JGE)

It is the goal of the Raytown C-2 School District to provide a safe and productive learning environment for all students. The district does not believe in a double standard for misbehavior and holds the welfare and safety of all persons in the district in the highest regard. Students with disabilities will be disciplined in accordance with the district's discipline code applicable to all students, subject to the modifications mandated by law. All students, including those with disabilities, will be referred for law enforcement action when required by law and when their conduct constitutes a crime.

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

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

The superintendent or designee will provide all district employees training on violence prevention, the district's discipline code and the legal requirements for disciplining students with disabilities. The Board delegates to the superintendent or designee the authority to contact the district's legal counsel for legal advice or training on the district's responsibilities.

Suspensions – For additional Information Regarding: Process for Suspension, Suspensions beyond 10 days, Hearings, Expulsions, Remedial Conferences, Reporting, Records, Definitions, and Reporting to Law Enforcement, please visit Central Office or District Website.

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

Discipline: Seclusion, Isolation, and Restraint (Policy JGGA)

Through the adoption of this policy, the Board expects to:

1. Promote safety and prevent harm to students, school personnel and visitors in the school district.
2. Foster a climate of dignity and respect in the use of discipline and behavior-management techniques.
3. Provide school personnel with clear guidelines about the use of seclusion, isolation and restraint in response to emergency situations.
4. Provide parents/guardians information about state guidelines and district policies related to the use of discipline, behavior management, behavior interventions and responses to emergency situations.
5. Promote the use of non-aversive behavioral interventions, including positive behavioral support techniques.

For additional information regarding: Policy Applicability, Definitions, Use of Time-Out/Time-Away, Use of Aversive Interventions, Use of Seclusion, Isolation and Restraint *Seclusion, Isolation, Physical Restraint, Mechanical Restraint, Chemical Restraint, Emergency Situation Follow-ups, Positive Behavior Supports, Training, Records, Notice to Parents/Guardians, or Students with Disabilities, please visit Central Office or Raytown Schools Website.*

Dismissal for Raytown South High School

Please note the daily schedule outlines when supervision will be provided for students. The district will not be responsible for supervising students outside the stated times. Parents please do not drop off or leave children at the school during unsupervised periods.

It is the goal of the Raytown C-2 School District to provide a safe environment for students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district's safety program. District administrators will publicize this policy to parents and create procedures regarding the dismissal of students. **District requires individuals entering school sites to present for purpose of background check a state issued identification (i.e. driver's license).**

Dismissal from School

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

Dismissal - Early

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

Dismissal - Early Dismissal Procedures for South High

Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.

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

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

Dismissal - Emergency Drills or Dismissals for South High

- **Fire Drills** - We will have fire drills on an average of once a month. Everyone **MUST leave the building during drills** and not return until notified. Walk rapidly through the halls to the designated exits and move away from the building to the designated area where the teacher will take role. All rooms have exit directions posted by the doors.
- **Inclement Weather**--Should school be closed because of inclement weather, please watch local affiliates for ABC, CBS, FOX, or NBC or check local affiliate websites for an

announcement. You may also access the district website at www.raytownschools.org, or the message line at 816-268-7001. **Please do not call the school.**

- **Note:** On days when school is not in session because of inclement weather or other emergency closings, there will be no student-related activities in the school buildings, unless approved by the superintendent.
- **Tornado Drills**--The tornado evacuation plan of Raytown South High is to move personnel to safe areas located on the lower level of the building. It is imperative all personnel move to the designated areas quickly, orderly and quietly.
- **Lock down** – If the threat is outside the building, all persons are moved inside to classrooms. During any threat, teachers will not open locked doors. Classes outside remain outside in secure location. All should keep out of sight and be prepared to ignore alarms. During a threat the building will not be evacuated via alarms. For all threats, it is imperative all personnel move to the designated areas quickly, orderly and quietly and follow lock down procedures of moving immediately into the nearest classroom or secured space or exit.

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

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

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

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

Dress Code – Student Dress Code (Policy JFCA)

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

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

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district. (JFCA-AP) Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

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

When, in the judgment of the principal, a student's appearance or mode of dress does not comply with the above criteria, the student may be required to make modifications. No employee or volunteer shall direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as it is worn in a manner that does not promote disruptive behavior.

Dress Code Expectations for South High

The staff of Raytown South High School believes that clothing styles and specific articles directly affect the educational atmosphere and order of the school. It is our goal to maintain orderly and pleasant educational surroundings for everyone. Violators of the dress code may be asked to change or be sent home to change, and will be allowed to attend class when they comply with the dress code.

The SHS staff encourages you to monitor your child's school attire and help us enforce our dress code. The dress code includes but is not limited to the following:

1. Students show compliance with the direction to remove head gear or other articles of person as requested for instructional settings. Instructional settings most likely will not allow head gear or other items on person.
2. Non-instructional settings may allow headgear – when unclear upon adult request please remove immediately. *In order to create a safe school environment, the expectation is that **hoods** are **NOT** to be worn inside the building at any time. The wearing of **hats** and other **head gear** is up to individual teacher discretion. Students are expected to comply with all teachers' requests to remove hoods throughout the building (and possibly hats and other head gear inside classrooms), or disciplinary consequences will be applied.*
3. Students show compliance when they keep gloves or long knee-length coats in a locker/out of sight during school hours.
4. Students show respect and compliance when they wear non-offensive clothing. Any apparel which displays profanity lettering, alcoholic beverage logos, tobacco logos, drug references or sexual references will be prohibited.
5. Students show compliance and promote a safe environment by wearing clothing that does not depict gang affiliation through gang-related colors, tags, symbols, or bandanas.
6. Students show respect and compliance when they wear clothing that covers the shoulders, midriff, chest, undergarments, and private body parts when sitting and/or standing. Apparel such as sleeveless shirts, spaghetti straps, halter tops, see-through tops, tube tops, off-the-shoulder or midriff tops, low cut tops or high cut shorts/ripped jeans are considered revealing, and may be prohibited. Shorts and skirts are expected to lay 1-inch below fingertip length.
7. Students show respect and compliance when they wear pants and shorts at the waist.

Health Administration of Medications to Students (Policy JHCD)

Authorized Prescriber – Includes a healthcare provider licensed or otherwise authorized by state law to prescribe medication.

Diabetes Medical Management Plan – A document developed by the student's personal healthcare team that sets out the health services needed by the student at school and that is signed by the student's personal healthcare team and parent/guardian.

Medications – For the purposes of this policy, medications include prescription drugs and over-the-counter drugs, including herbal preparations and vitamins. Medications also include substances that claim or purport to be medicinal or performance enhancing.

The Raytown C-2 School District is not legally obligated to administer medication to students unless specifically included in a Section 504 Plan or an individualized education program (IEP). However, the Board recognizes that some students may require medication for chronic or short-term illnesses to enable them to remain in school and participate in the district's educational services. Parents/Guardians are encouraged to submit any relevant information regarding the medications their student needs, including a diabetes medical management plan or other information the district may use to develop an IEP, Section 504 Plan or individualized health plan (IHP). The district will review all information submitted by the parents/guardians and work with them to create a plan to meet the student's medical needs while at school or school activities. The district prohibits students from possessing or self-administering medications while on district grounds, on district transportation or during district activities unless explicitly authorized in accordance with this policy. The superintendent, in collaboration with the district nursing staff, will establish administrative procedures for storing and administering medications in compliance with this policy and pursuant to state and federal law. Medications will only be administered at school when it is not possible or effective for the student to receive the medication at home.

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

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

The district shall not knowingly administer medications in an amount exceeding the recommended daily dosage listed in the *Physician's Desk Reference* (PDR) or other recognized medical or pharmaceutical text. Except for the emergency use of a prefilled epinephrine auto syringe or asthma-related rescue medication, the district will not administer the first dose of any medication. Parents/Guardians are encouraged to arrange to administer prescription medications themselves when possible.

Staff, students and all other individuals are prohibited from possessing or administering any medication while on district

grounds, on district transportation or during district activities, that is illegal pursuant to state and federal law.

Health: Over-The-Counter Medications

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

Health: Prescription Medications

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

Health: Possession and Self-Administration of Medications

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

Health: Students with Diabetes

Upon written request of the parent/guardian and upon authorization by a student's diabetes medical management plan, the district will permit a student with diabetes to perform blood glucose checks, administer insulin through the student's insulin delivery systems, treat hypoglycemia and hyperglycemia, and

otherwise attend to the care and management of the student's diabetes. The district will permit the student to possess on his or her person at all times all necessary supplies and equipment to perform these monitoring and treatment functions. The student shall have access to a private area for performing diabetes care tasks should the parent/guardian or student request such access.

Health: Students with IEPs or Section 504 Plans

Students may possess and self-administer medications in accordance with the student's IEP or Section 504 plan.

Health: Students with Other Chronic Health Conditions

Students may possess and self-administer medications for the treatment of asthma, anaphylaxis, and other chronic health conditions in accordance with this policy and law. The district will not permit students to possess and self-administer medications unless:

1. The medication was prescribed or ordered by the student's physician.
2. The physician has provided a written treatment plan for the condition for which the medication was prescribed or authorized that includes a certification that the student is capable of and has been instructed in the correct and responsible use of the medication and has demonstrated to the physician or the physician's designee the skill level necessary to use the medication.
3. The student has demonstrated proper self-administration technique to the school nurse.
4. The student's parent/guardian has signed a statement authorizing self-administration and acknowledging that the district and its employees or agents will incur no liability as a result of any injury arising from the self-administration of such medication unless such injury is a result of negligence on the part of the district or its employees or agents.

Health: Emergency Medications

Notice of Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided

by an authorized prescriber. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine and asthma-related rescue medications in good faith and according to standard medical practice. Policy JHCD

Health: Consequences

Students who possess or consume medications in violation of this policy while on district grounds, on district transportation or during a district activity may be disciplined up to and including suspension or expulsion. Employees who violate this policy may be disciplined up to and including termination. District administrators will notify law enforcement when they believe a crime has occurred.

Private insurance forms will be provided at registration for parents interested in purchasing outside insurance. Information on MO HealthNet for Kids Program is available through Raytown C2 District Office (816) 268-7000. See Procedure KB-AP1

Health Information for South High

- **Emergency Forms**

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

- **Medication Expectation for South High**

All student medication should be brought to the clinic without exception. All medication must be brought to school in the original container and clearly labeled. Students who carry medication in their possession without permission of the principal will face disciplinary action. No personnel are permitted to give medication, including over-the-counter medications at school unless brought to the school clinic with a parent's permission slip granting permission for this medication to be taken. Note: All medication not picked up at the end of the school year will be destroyed.

HEALTH & SELF-HELP LINES

Homeless Shelter Hotline	816-474-4599
Domestic Violence Hotline	816-468-5463
Rape Hotline	816-531-0233
Child Abuse Hotline.....	800-392-3738
Adult Abuse Hotline	800-392-0210
Runaway Hotline.....	800-621-4000

Food and Utilities

Raytown Emergency Assistance Program	816-356-0054
United Services Community Action	816-561-2727
Salvation Army	816-756-3678
First Baptist Church	816-353-1994
Hope Network.....	816-778-1147

Drug and Alcohol

Preferred Family Health Care	816-474-7677
Detox KCCC.....	816-421-6670
Moses, East 24 th , KCMO.....	816-483-2281
ReDiscover.....	816-966-0900
Renaissance West.....	816-333-2900

Health Care/Immunizations

Score One for Health.....	816-283-2461
CHADD—Attention Deficit/Hyperactivity.....	800-233-4050
Free-Health Clinic	816-513-6008
Mercy & Truth Medical Clinic	816-356-4325
Swope Health Services.....	816-922-7600
Children's Mercy Hospital	816-234-3000
Jackson County Health Department.....	816-404-6415
Kansas City Health Department	816-513-6008
Mental Health Help Line (non-crisis).....	913-281-1234
Crisis Line (Mental Health Emergencies).....	888-279-8188
Suicide Help Line	800-273-8255

Inpatient Mental Health Care

(Ask for intake)

Two Rivers	816-382-6300
Crittenton	816-765-6600
Research Psychiatric.....	816-444-8161
Western Missouri Mental Health	816-512-7000

Outpatient Counseling

Rediscover Mental Health Services	816-966-0900
Comprehensive Mental Health Service.....	816-254-3652
Swope Health Services	816-923-5800
TMC Behavioral Health.....	816-404-5700
TMC Lakewood Counseling	816-404-6170
Mattie Rhodes Center	816-471-2536
Guadalupe Center.....	816-561-6885
CAPA Child Abuse Prevention.....	816-252-8338
Children's Place.....	816-363-1898
Solace House (Grief).....	913-341-0318
The Family Conservancy Wyandotte County	816-753-5280

Sexual Abuse Support Treatment

Metropolitan Organization to Counter Sexual Abuse	
MOSCA.....	816-931-4527
CDC-INFO.....	800-232-4636
American Social Health Association	919-361-8488

Legal

Legal Aid.....	816-474-6750
Legal Aid Immigration.....	816-474-9868
UMKC School of Law	816-235-1657
Child and Family Services Clinic	816-235-6336

Shelters

Synergy Services (Runaway/Youth Center).....	816-741-8700
Mother's Refuge (Teen Parents).....	816-353-8070
Stepping Stones	816-356-0187
Restart	816-472-5664

Battered Women and Families

Domestic Violence Hotline	816-468-5463
Hope House.....	816-461-4188
Rose Brooks Center	816-861-6100
Synergy Services.....	816-452-8910
New House	816-471-5800

Other Useful Numbers

Social Security Administration.....	800-772-1213
Housing Authority.....	816-968-4100

MO Children's Division.....	816-889-2000
Women Infants & Children (WIC).....	609-259-5025
MO Department of Social Services.....	816-325-5800
United Way of GKC 211 Info Line.....	816-474-5112

Identification Badge Expectations for South High

Student School Issued ID’s will be kept on their person and required to produce (show) the ID upon request of an adult.

Immunization of Students – Policy JHCB & KB-AP1

It is the policy of the Raytown C-2 School District that all students attending the district schools shall be immunized in accordance with law.

The district will not allow a student to attend school until the district has satisfactory evidence on file demonstrating that the student has been immunized, that the immunization process has begun and satisfactory progress is being accomplished or that the student is exempted from obtaining immunizations in accordance with law.

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-AP1

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. Policy JHBC

Library and Media Center for South High

The library is open during the school year Monday through Friday from 7:00 a.m. to 3:00 p.m. Students may use the library before and after school without a pass. During the school day, students wishing to use the library MUST obtain a pass from their classroom teacher.

Books are checked out for a two-week period, with an overdue fine of 5 cents per school day for books not returned in a timely manner. Book selection includes the most current young adult fiction, nonfiction, graphic novels, and biographies. Online resources include ebooks, databases, ACT practice tests. Computers and a black and white printer are available in the library for student use.

Secret Organizations (Policy JFCE)

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

Secret Organizations for South High

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 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.

Searches—Interrogations, Interviews, and Searches (Policy JFG) Searches by School Personnel

Please understand student searches occur, and students should have no expectation of privacy in lockers, desks, computers, or other district-provided equipment or areas. 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.

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

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

It is a privilege, not a right, to park on school grounds. The school retains the authority to conduct routine patrols of any vehicle parked on school grounds. The interior of a student's automobile on school premises may be searched if the school authority has reasonable suspicion to believe that such a search will produce evidence that the student has violated or is violating either the law or district policy.

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

School employees and volunteers, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available. If a student is strip searched, as defined in state law, by a school employee or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible.

During an examination, and if reasonable under the circumstances, school employees may require students to empty pockets or remove jackets, coats, shoes and other articles of exterior clothing that when removed do not expose underwear. Employees may also remove student clothing to investigate the potential abuse or neglect of a student, give medical attention to a student, provide health services to a student or screen a student for medical conditions. 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. Policies JFG and JFCI

Searches: School Resource Officers

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

Searches: Interview with Police or Juvenile Officers/Other Law Enforcement

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

When law enforcement officials find it necessary to question students during the school day or during periods of extracurricular activities, the school principal or designee will be present and the interview will be conducted in private. The principal will verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school. The principal ordinarily will make reasonable efforts to notify the student's parents/guardians unless the interviewer raises a valid objection to the notification.

Searches: Removal of Students from School by Law Enforcement

Before a student at school is arrested or taken into custody by a law enforcement official or other legally authorized person, the principal will verify the official's identity. To the best of his or her ability, the principal will verify the official's authority to take

custody of the student. The school principal will attempt to notify the student's parents/guardians that the student is being removed from school.

Searches: Interview with the Children's Division

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

Searches: Contacts by Guardian Ad Litem and Court-Appointed Special Advocate

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

Student Fees for Raytown South High School

Activity Fees and Passes

The student will be allowed to practice or participate in school activities or athletic events upon payment of the activity fee and the completion of the commitment letter. If a student quits, is injured or is suspended from a team or performing group after the first scheduled event, no refund will be granted. For your protection and confirmation of fees paid, please retain the receipt as proof of activity fee paid. Season athletic passes are available to students and parents for all home varsity athletic events. The pass will admit

the holder to all athletic events with the exception of: MSHSAA sponsored tournaments (district/state) RSHS sponsored tournaments, and conference sponsored tournaments or events. Athletic passes can be purchased for students and parents. Remember participation is a privilege not a right – community relations policy K. Advanced ticket sales for selected away games are also available for students.

Student Fees for Classes, Textbooks & Technology Deposits

Textbooks are furnished free of charge to students. A textbook deposit fee of \$21.00 is charged at the time of enrollment. Each student should see that his/her books receive the best of care. Fines are assessed in case of unusual wear and tear, for willful destruction, or for loss. A charge of \$5.00 per book will be levied if books are not turned in but are found in the student's locker.

Technology also has a user service fee of \$21 for computers issued to students. Each student should see that his/her computer receives the best of care. Fines are assessed in case of unusual wear and tear, for willful destruction, or for loss. See Technology 1 to 1 Ignite for additional information – available in the Library or Counseling Center.

Technology Misconduct (Policy EHB)

The Raytown C-2 School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement. The district will periodically conduct a technology census to ensure that instructional resources and equipment that support and extend the curriculum are readily available to teachers and students.

The purpose of this policy is to facilitate access to district technology and to create a safe environment in which to use that technology. Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

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

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

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide

information about the school district, but will not be used as an open forum.

Damages

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

Technology Expectations for South High School

Students will be allowed to use appropriately electronic devices in non-instructional areas during non-instructional times. These items may also be used in class only with the teacher's permission and only when it is part of the instruction. Use of electronics to record audio, pictures and video is prohibited in all areas of the building. Electronic devices are prohibited in the office area at all times. Social networking sites and other forms of electronic communications, can be an important part of a young person's life. The administrative team 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. *RSHS will not be responsible for lost or stolen electronic items nor responsible for locating such items as it disrupts the instructional environment.*

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



Technology 1 to 1 Program

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

Program Key Points:

- Each student in the 1 to 1 program will be loaned either a Chromebook (middle school) or Windows Laptop (high school), charger, and carrying sleeve upon completed enrollment in the District.
- Devices will be checked out at the beginning of the year and returned at the end of the year or when the student withdraws from the District.
- Students will be responsible for the device loaned to them and take good care of it.
- Students may not alter the appearance of the device, including adding stickers, or other embellishments.
- Students are responsible for all damage to the device as outlined in the Student Fee & Charges and the Device Repair Charge schedules, which can be found on the District website.
- Lost, stolen or non-returned devices will result in a charge of the full replacement value of the device.
- Students are expected to follow all Board policies, procedures, and district handbooks regarding the care and use of the device.
- Students are expected to practice safe and responsible technology use.
- Devices must be charged and brought to school each day.
- The loaned device remains the property of the District and is subject to inspection at any time without notice; there is no expectation of privacy while using District’s technology resources.

Student Fees & Charges:

	Fee Per Student	Family Maximum
Full Pay Lunch	\$21	\$42
Free/Reduced Lunch	\$10.50	\$21

Student Damage Repair Cost:

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

Repair Cost	1st Incident	2nd Incident	Additional Incidents	Lost/Stolen Device
Up to \$50	no charge	50% parts cost	100% parts cost	MS: \$200 HS: \$620
Over \$50	up to \$25 deductible	50% parts cost	100% parts cost	MS: \$200 HS: \$620

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

In particular, these agreements state:

- You are responsible for all media, Internet usage, downloads, file creation, file deletion, file sharing, file storage, and other actions that involve all applications accessed via your assigned device.
- Students are always responsible for their loaned device, including all activity on their device or on other devices using their district log-in.
- Your device is only for creation of, access to, and consumption of school-related and school-appropriate content. Do not access, store, create, consume, or share unauthorized or inappropriate content with your device.
- You are prohibited from taking photos or videos at school without prior approval from a teacher or administrator.
- You must keep your login and password information private.
- You will use safe searching practices and not search for unacceptable content.
- You will only use online resources approved by the District; in addition, you will not fill out any form or sign up for anything online without permission.
- You will use appropriate language in all digital products and communications.
- You will not use your device to bully, harass or intimidate others.
- You will not attempt to avoid or bypass a content filter installed by the District.
- If you identify or know about a security problem, you are expected to convey the details to your teacher without discussing it with other students.
- You will not develop programs to harass others, hack, bring in viruses, or change other individual’s files.
- District technology users have no expectation of privacy while using the District’s technology resources as outlined in BOE policy EHB, this includes student loaned device.

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

- The loaned device remains the property of the Raytown Quality Schools and the device is subject to inspection at any time without notice.

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

Protecting Students at School

Student safety remains a priority with our Online Safety curriculum. As a certified Common Sense Media District, our online safety program is derived from the Children’s Internet Protection Act (CIPA) recommended guidelines established through [CommonSenseMedia.org](https://www.commonsensemedia.org). For more information on online safety and resources you can use at home, see the Online Safety resources on the District website.

All student devices will be filtered at home by the same software used in district. As with all content filters, it is important to remember that no filter is foolproof. The District has curriculum for all students that teach online safety. We encourage families to also discuss online safety. The District’s technology page has links to online safety and digital citizen resources for parents to use at home.

Board Policy EHB and EHB-AP1 allows for the monitoring of all District technology. As with all devices, the District has the ability to access the activity of any student/device regardless of if the activity is done on the district network.

Laptop Rules & Guidelines

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

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

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

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

Visitors and Teacher Conferences for South High

We encourage and advocate that all parents are involved in the lives of our students. Classroom visitors can create a disruption to the regular educational environment, so we ask classroom visits be preapproved and kept to a minimum.

Policy KK - The district will only consent to such observations if it is possible to protect the legal privacy of other students in the classroom and that the observations will not disrupt the educational process.

Visitors are expected to enter through the front doors and sign-in with the office. All visitors **MUST** provide state drivers licenses to gain access to any part of the building or visit with any student/staff. Those refusing to comply may be issued an order of no trespass. Custodial parents or legal guardians wishing to visit classrooms need to obtain permission from the administration one business day in advance. We reserve the right to deny visitors to the classrooms. Conferences with individual teachers should be arranged by calling the teacher and scheduling an appointment with him or her. Telephone conferences can be arranged during teacher's plan times. Students are not permitted to bring guests or provide access to anyone as we believe it is our responsibility to provide a safe learning environment for all students.

In addition, to provide for this type of climate we ask that all parents/legal guardians follow the procedures listed below.

1. Sign in and out when entering and exiting the building. Read and sign Board Policies KK and KK-AP.
2. Wear a visitor pass at all times while in the building. Visitors must be escorted to and from any location in the building. No visitor is allowed in the building without an escort at any time, with the exception of during public events when the building is open to members of the public.
3. Respect classroom instruction.
4. Classroom visits are not for conferencing with the teacher, but rather to observe your student in the classroom setting. We expect you to respect the privacy of other students in the classroom.

Weapons (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, blasting agent, detonator, 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 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. This policy will be submitted annually to the state Department of Elementary and Secondary Education along with a report indicating any suspensions or expulsions resulting from the possession or use of a firearm as defined in 18 U.S.C. § 921. The report will include the name of the school in which the incidents occurred, the number of students suspended or expelled and the types of weapons involved.

SCHOOLS NOTICES

For additional information or to file a concern, complaint, or share information please contact the Raytown Quality Schools Administrative Office at 6608 Raytown Road, Raytown, Missouri 64133 or call 816-268-7000.

- *The Raytown Consolidated School District No. 2 does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, or disability, genetic information or any other characteristic protected by law in admission or access to programs, activities or employment. This notification is made to applicants for admission and employment; students; parents of elementary and secondary students; employees; sources of referral of applicants for admission or employment; and all unions or professional organizations holding collective bargaining or professional agreements. Any person having inquiries concerning Consolidated School District No. 2 compliance with the regulations implementing Title IV, Title IX, or Section 504 is directed to contact the Director of Administrative Services. Policies AC & IGBA*
- The mission of the Raytown C-2 School District is: A unified learning community leading individuals to achieve the exceptional. A copy of the district's CSIP is available in the superintendent's office.
- A person having inquiries concerning Consolidated School District No. 2 compliance with the regulations implementing Title VI, Title IX, Boy Scout Equal Access Act or Section 504 is directed to contact the Raytown Administrative Office. Policy AC-AF1
- For information regarding special education and related services to children ages 3 to 21 or Title I services including information regarding the professional qualifications for their child's teacher and of the paraprofessional providing services please contact the Director of Special Services. Policy IGBA, IGBH, IGBCA, IGBCB, GBL
- Raytown School District provides services to meet the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure

that all students have the opportunity to succeed and be college prepared and career ready. Our school district has programs designed to help meet the unique educational needs of children working to learn the English language, students who are advanced learners, students with disabilities, homeless students, the children of migrant workers, and neglected or delinquent students. Policy IGBH, IGBCA, IGBCB, KL

- The Raytown Quality Schools and Raytown South High School is in compliance with applicable federal programs. Policy KL, IGBCA, IGBCB, IGBH
- Raytown C2 Schools understands the importance of breakfast and provides breakfast to all students. Students are encouraged to complete the free and reduced lunch form. Please encourage your son or daughter to eat the healthy breakfast and lunch offered through food services program. As a level of support of this program, Raytown South does not support bringing in outside food. Students may be denied outside food during the school day. For additional information specific to eligibility guidelines for free and reduced lunch programs, please contact Director of Food Services. 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). Policies EFB, EF-AP1, ADF and AD
- The district will provide parents/guardians enrolling students in the district information about the state children's health insurance program, MO HealthNet for Kids (MHK). A parent/guardian who, when completing an application for free and reduced-price meals, indicates that a child does not have health insurance will be notified by the district that the MHK program is available, if household income is within eligibility standards. Policy Procedure KB-AP1
- Per the Family and Educational Rights and Privacy Act (FERPA), (see Policy JO) the district will release the names, addresses and phone numbers of secondary students to military recruiters or institutions of higher education. 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. In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. Policy JO.

- Pursuant to the Protection of Pupil Rights Amendment (PPRA), in the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Policy JHDA, JHC, KI
- Raytown Quality Schools and Raytown South High School inspect, re-inspect, surveil, and respond or post respond for all actions taken and required regarding the presence of asbestos. Annually the district and school facilities are inspected for safety and to meet state or federal regulations. For information regarding materials prepared by the Federal Emergency Management Agency or information regarding the presence of asbestos and any inspections, re-inspections, surveillance, and response or post response actions taken please contact Facility Services. Policy EBAB, EBAB-AP1, EBC
- Therefore, in accordance with law, the district will notify the parents/guardians of each student enrolled in the district of the basic content of the district's human sexuality instruction that will be provided to their student. The district will also notify parents/guardians of their right to remove their student from any part of the district's human sexuality instruction. The district will make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction. Policy IGAEB
- 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

- To file a complaint regarding certain federal programs, see policy KLA.
- The web address of the Department of Elementary and Secondary Education's Trauma Informed Schools Initiative: <https://dese.mo.gov/traumainformed>
- For information on the district's suicide awareness and prevention see policy JHDF.
- In accordance with Missouri Department of Health no pupil shall attend school while affected with any contagious or infectious disease or while liable to transmit such disease after having been exposed to the same. The district may require a student suspected of having a disease or of being able to transmit a disease be examined by a physician and to provide a written statement of health before reentering school. Any pupil not complying may be excluded from school. A nurse's aide is on duty to assist your child during illness or injury at school. Students will be sent home for the following. Temperature over 100, Vomiting, Question of communicable disease, and/or Injury which may require medical attention.
- Epinephrine and asthma-related rescue medications will only be administered in accordance with written protocols provided by an authorized prescriber. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine and asthma-related rescue medications in good faith and according to standard medical practice. Any student in an emergency, a notice stating this and informing parents to notify the district in writing if they do not

want these medicines administered in an emergency. Policy JHCD

- Accidents which occur on school property and which cause injuries that require medical attention will be reported to the student's parents. *THE DISTRICT DOES NOT PROVIDE STUDENT ACCIDENT INSURANCE.*
- Student and educator communication must be professional at all times, please review the district's policy on electronic communication between staff members and students. Policy GBH
- Students and parents are responsible for reading and understanding the contents of the Raytown South High School Student Handbook as well as the Raytown C-2 School District Student Discipline Policy Handbook. These handbooks are available in the office.
- All written Board policies, related documents and district handbooks will be available on the district's website if the district maintains a website. Copies of the district's discipline policies will also be provided to the student and parent or legal guardian of every student enrolled in the district at the beginning of every school year. Policy Procedure KB-AP1

Listed above were a few policies for quick reference for further information please review the student handbook, district discipline handbook, and board of education policies and procedures

STUDENT DISCIPLINE

Student Discipline (Policy JG)

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

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

Application

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities.

Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law.

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.

No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement

personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked space is a space that the student cannot reasonably exit without assistance.

Enforcement

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures 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. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved.

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

Student Discipline Regulation (JG-R1)

The Student Code of Conduct is designed to foster student responsibility, respect for others, and to provide for the orderly operation of district schools. No code can be expected to list each and every offense that may result in disciplinary action; however, it is the purpose of this code to list certain offenses which, if committed by a student, will result in the imposition of a certain disciplinary action. Any conduct not included herein, any aggravated circumstance of any offense, or any action involving a combination of offenses may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum

consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off school district property. The district may also discipline students for off campus conduct that negatively impacts the educational environment, to the extent allowed by law.

Reporting to Law Enforcement

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

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

Documentation in Student's Discipline Record

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

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

expelled from school Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence.

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

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

1. 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.

2. 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
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	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.
Subsequent Offense:	1 – 180 days out-of-school suspension or expulsion.

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

First Offense:	Exclusion from school activities, in-school suspension or 1 – 180 days out-of-school suspension or expulsion.
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.
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Subsequent Offense:	In-school suspension, 1 – 180 days out-of-school suspension, or expulsion. Report to law enforcement for trespassing if expelled.
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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.
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Subsequent Offense:	Detention or in-school suspension.
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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 – Consensual acts of sex or consensual simulations 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.

4. 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

1. 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.

2. 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	1 – 180 days out-of-school suspension or

Offense:	expulsion.
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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 JCF)

General

In order to promote a safe learning environment for all students, the Raytown C-2 School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying

includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

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

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

Designated Officials

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

The district compliance officer appointed in policy AC will serve as the district wide 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.

Harassment—Prohibition Against Discrimination, Harassment and Retaliation (Policy AC)

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

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a. Make complaints of prohibited discrimination or harassment.
 - b. Report prohibited discrimination or harassment.
 - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If discrimination, harassment or retaliation occurs off district property and is unrelated to the district's activities negatively impacts the school environment, the district will investigate and address the behavior in accordance with this policy, as allowed by law.

For additional information regarding: Additional Prohibited Behavior, Boy Scouts of America Equal Access Act, Interim Measures, Consequences and Remedies, and Definitions, please visit Central Office or Raytown School District Website.

Compliance Officer

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

Director of Administrative Services
6608 Raytown Road
Raytown, MO 64133
Phone: 816.268.7000 / Fax: 816.268.7029

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Associate Superintendent of Operations
6608 Raytown Road
Raytown, MO 64133-5240
Phone: 816.268.7000 / Fax: 816.268.7029

The compliance officer of acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the Raytown C-2 School District.
3. Serve as the district's designated Title IX, Section 504 and Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.
9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.

12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.

For additional information regarding: Public Notice, Reporting, Student on Student Harassment, Investigation, Grievance Process Overview, Confidentiality, Records, and Training, please visit Central Office or Raytown School District Website.

Hazing (Policy JFCG)

In order to promote a safe learning environment for all students, the Raytown C-2 School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, 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 district-sponsored activity.

Hazing may include those actions that subject a student to extreme mental stress including, but not limited to, sleep deprivation, physical confinement, forced conduct that could result in extreme embarrassment or criminal activity, or other stress-inducing activities. Hazing may also include, but is not limited to: acts of physical brutality; whipping; beating; branding; exposing to the elements; forcing inhalation or consumption of any food, liquor, drug, tobacco product, or other substance; or any other forced physical activity that could adversely affect the physical health or safety of an individual.

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to

audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

Students participating in or encouraging inappropriate conduct will be disciplined in accordance with JG-R1. Such discipline may include, but is not limited to, suspension or expulsion from school and removal from participation in activities. The district will report hazing incidents to law enforcement when required by law. Students who have been subjected to hazing are instructed to promptly report such incidents to a school official.

The superintendent will provide for appropriate training designed to assist staff, coaches, sponsors and volunteers in identifying, preventing and responding to incidents of hazing.

The district shall annually inform students, parents/guardians, district staff and volunteers that hazing is prohibited. This notification may occur through the distribution of the written policy, publication in handbooks, presentations at assemblies or verbal instructions by a coach or sponsor at the start of a season or program.

Information: General Directory (Policy JO-1)

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 and place 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.

Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services:

The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Information (Policy JO-1 AP1)

School Official – A person who has a legitimate educational interest and who meets one of the following criteria:

1. A person employed by the district as an administrator, supervisor, instructor or support staff member, including health or medical staff.
2. A School Board member of the Raytown C-2 School District.
3. A person paid by the district to perform a special task that requires access to student records, such as an attorney, auditor, medical consultant or therapist.
4. A person who is employed by the school district's law enforcement unit.
5. A person serving on an official committee, such as a disciplinary committee, a care team, a threat-assessment team or grievance committee, or who is assisting another school official in performing his or her tasks.
6. A contractor, consultant, volunteer or other party performing services on behalf of the district if 1) the service would have otherwise been performed by district employees, 2) the person or party is under the direct control of the district regarding the use and maintenance of education records, and 3) the person or party agrees to follow confidentiality laws regarding the redisclosure of information.

Legitimate Educational Interest – A school official has a legitimate educational interest if the official is:

1. Performing a task that is specified in his or her position description or by a contract.
2. Performing a task related to a student's education in accordance with the school official's position.
3. Performing a task related to the discipline of a student in accordance with the school official's position.
4. Providing a service or benefit relating to the student or student's family, such as healthcare, counseling, job placement or financial aid.
5. Maintaining the safety and security of the campus.
6. Under the direct supervision of a staff member and, with authorization from the district, assisting a staff member in performing his or her job.

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