

# Raytown High School 2018-2019



Home of the Bluejays

6019 Blue Ridge Blvd.

Raytown, MO 64133

Phone: (816) 268-7300

Fax: (816) 268-7315

Attendance Phone: (816) 268-7310

Webpage: <http://www.raytownschools.org>

Dr. Chad Bruton, Principal

Mr. Brad Drace, Assistant Principal

Ms. Lori Flaherty, Assistant Principal

Ms. Kristy Hensley, Assistant Principal

Mr. Josh Luke, Assistant Principal

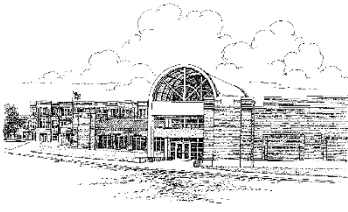
THIS STUDENT PLANNER BELONGS TO:

NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

J-TIME TEACHER: \_\_\_\_\_



6019 Blue Ridge Blvd.  
Raytown, MO 64133  
(816) 268-7300

Greetings:

The teaching faculty, support staff, and administrative team welcome you to Raytown High School! Our community is deeply committed to guiding young men and women as they become educated and capable citizen. We are excited to work with you this school year.

Raytown High School has many fine traditions and excellent teachers and is one of the best educational institutions in Missouri. Through the years, students from Raytown High School have gone on to successful futures, both in our own community and beyond. That same type of successful future awaits you. To achieve your goals and find success:

- Be here every day;
- Participate in a positive and productive way in both class and activities;
- Work well with others.

My promise to you is this.

- Our teaching faculty, support staff, and administrative team will make every effort to help you achieve your educational goals.
- Your teachers will be highly qualified.
- Our support staff will perform their duties with the goal of making your education more meaningful.
- The administrative team will work to lead and support the students, faculty, and support staff in their efforts to maintain the high standards that Raytown High School has established.

Commit yourself to the highest standards of excellence, and always do your very best to achieve those standards. In the process of preparing for your future and realizing your dreams, you will travel the path of many other Raytown High students, a path of great success.

Sincerely,

Dr. Chad M. Bruton  
Principal

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## RAYTOWN HIGH SCHOOL MISSION STATEMENT

**DREAM** to reach great heights.  
**ACHIEVE** in academics and activities.  
**SUCCEED** in life.

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

### Academic Skills by

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

### & Social Responsibility by

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

## A+ INCENTIVE FOR HIGHER EDUCATION

Both Raytown High Schools have received A+ designation for several years, therefore, RQS students are eligible to participate in the Missouri A+ incentive program.

### What is the A+ Incentive Program?

The A+ Incentive program was established by the state legislature in an attempt to help students: complete a selection of high school courses that are rigorous, receive a high school diploma and advance to a college, post-secondary vocational- technical school or high wage job with work place skill development opportunities.

### How will A+ benefit students?

A student in the Class of 2014 is eligible to receive paid tuition, up to 105% of their initial degree program, over six semesters. A+ funding is made available by the state\* (subject to change annually) to any public community college, vocational, or technical school in the state of Missouri. Currently, eligible students have 4 years beyond graduation to use incentives.

What are the requirements for students?

In order to be eligible, the student must:

- Obtain a score of Proficient or Advanced on the Algebra I End-of-Course Exam (requirement for the graduates in 2015 and beyond)
- Maintain and graduate with a 2.5 grade point average
- Have a cumulative attendance record of 95% for grades 9-12

**Note:** All absences are accrued in MINUTES. With the exception of school-sponsored trips, ALL absences (excused and unexcused) will count against a student's A+ attendance percentage. The A+ attendance policy is set by the state and is not to be confused with RQS attendance policies or appeals for credit.

- Complete 50 hours of volunteer tutoring in a Raytown School/Program
- Maintain a record of good citizenship - no drugs, alcohol, academic dishonesty, etc.
- Have been enrolled in an A+ designated school for 3 consecutive years, ending with graduation.
- Register with the federal Selective Service program (as required by law).
- Complete the FAFSA during the spring of the 12<sup>th</sup> grade year.

It is the responsibility of students and parents to read, understand, and comply with A+ program requirements.

How do I enroll in the A+ program?

Although all students are enrolled as A+ participants in the Raytown Schools, actual A+ participation is voluntary. Students may participate in the program throughout their four years of high school and identify intent to complete the program by signing an A+ Agreement and returning it to the A+ Coordinator in the first semester of the student's senior year. The A+ agreement must be complete and MUST include the participant's social security number.

More information on the A+ Program, including the full A+ manual, is available at:

1. State of Missouri, Department of Elementary and Secondary Education, A+ Information Website: [www.dese.state.mo.us/divimporve/aplus](http://www.dese.state.mo.us/divimporve/aplus)
2. Raytown C-2 School District website: <http://www.raytownschools.org/curr/Pages/APlusStateProgram.aspx>
3. Randy Thomas, RHS A+ Coordinator, 268-2013.

\*Funding is dependent upon annual availability and appropriation by the Missouri General Assembly.

A+ program participation requirements are based upon graduation year and can be updated at any time by the state legislature.

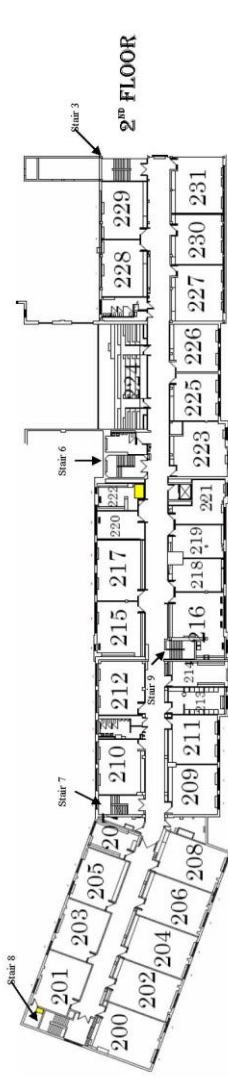
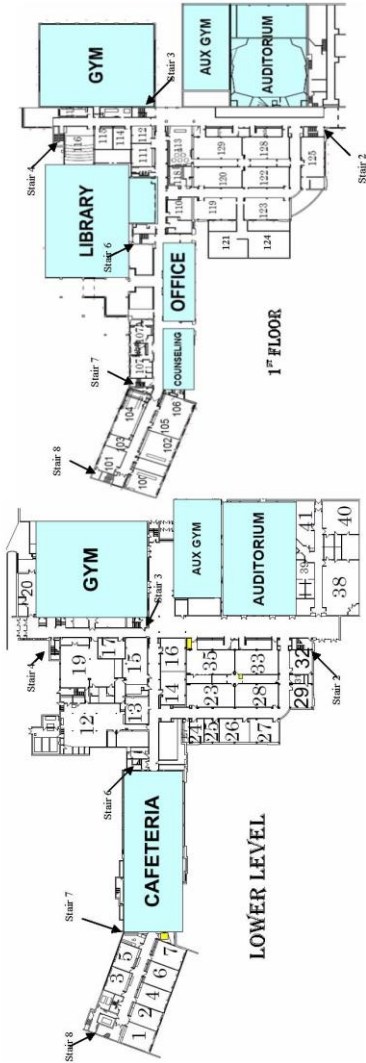
RHS BELL SCHEDULE 2018-19

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PRD 1 7:18-8:09am	PRD 1 7:18-8:43am	PRD 2 7:18-8:43am	PRD 1 7:18-8:09am	PRD 1 7:18-8:09am
PRD 2 8:14-9:05am	PRD 3 8:48-10:13am	PRD 4 8:48-10:13am	PRD 2 8:14-9:05am	PRD 2 8:14-9:05am
PRD 3 9:10-10:01am			PRD 3 9:10-10:01am	PRD 3 9:10-10:01am
PRD 4 10:06-10:57am	J-Time/ Advisory 10:18-10:56am	J-Time/ Advisory 10:18-10:56am	PRD 4 10:06-10:57am	PRD 4 10:06-10:57am
PRD 5 11:02-12:23pm	PRD 5 11:01-12:47pm	PRD 6 11:01-12:47pm	PRD 5 11:02-12:23pm	PRD 5 11:02-12:23pm
LS1: 10:57-11:19 LS2: 11:19-11:40 LS3: 11:40-12:01 LS4: 12:01-12:23	Lunch Shifts 1: 11:01-11:22 2: 11:29-11:50 3: 11:58-12:19 4: 12:26-12:47	Lunch Shifts 1: 11:01-11:22 2: 11:29-11:50 3: 11:58-12:19 4: 12:26-12:47	LS1: 10:57-11:19 LS2: 11:19-11:40 LS3: 11:40-12:01 LS4: 12:01-12:23	LS1: 10:57-11:19 LS2: 11:19-11:40 LS3: 11:40-12:01 LS4: 12:01-12:23
PRD 6 12:28-1:19pm	PRD 7 12:52-2:17pm	EARLY RELEASE	PRD 6 12:28-1:19pm	PRD 6 12:28-1:19pm
PRD 7 1:24-2:17pm			PRD 7 1:24-2:17pm	PRD 7 1:24-2:17pm



# LOCKER LOCATIONS

- 001 - 086      Basement North of Cafeteria
- 087 - 460      Basement South of Cafeteria
- 461 - 544      1<sup>st</sup> Floor North of Office
- 545 - 918      1<sup>st</sup> Floor South of Office
- 919 - 1256     2<sup>nd</sup> Floor North End
- 1257 - 1342    3<sup>rd</sup> Floor



**RAYTOWN HIGH SCHOOL**

Updated: 9/17/2008

## RAYTOWN DISTRICT NOTICES

Students and parents are responsible for reading and understanding the contents of the Raytown High School Student Handbook as well as the Raytown C-2 School District Student Discipline Policy Handbook. These handbooks were distributed during registration and are available in the office. If you have questions, please contact the principal at (816) 268-7330.

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.

The Raytown C-2 School District does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, or disabling condition. This policy regards admission/access to treatment/employment in its programs and activities. This notification is made to: applicants for admission and employment; students; parents of elementary and secondary students; employees; sources of referral of applications from admission and employment; and all unions or professional organizations holding collective bargaining or professional agreements. AC/IGBA

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 at 6608 Raytown Rd., Raytown, MO 64133 or (816)268-7000.

Office for Civil Rights

U.S. Department of Education

One Petticoat Lane

1010 Walnut Street, Suite 320

Kansas City, MO 64106

Telephone: (816) 268-0550

TDD: 877-521-2172

Facsimile: (816) 823-1404

Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

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 Assistant Superintendent of Special Services, (816)-268-7000. Policy IGBA, GBL

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

In cooperation with the administrative and instructional staff, the Board will regularly review student performance data and use this information to evaluate the effectiveness of the district's instructional programs, making adjustments as necessary. The district will comply with all assessment requirements for students with disabilities mandated by federal and state law, including the Individuals with Disabilities Education Act (IDEA). Students participating in

courses that require the End of Course Exam will take the assessment in accordance with district policy. Policy IL

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. For information or to file a complaint contact Raytown C2 School District Office at (816)-268-7000. Policy IGBH, IGBCA, IGBCB, KL

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 High School 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 (816)268-7000. Policy EFB

The district will provide information about the state children's health insurance program, MO HealthNet for Kids (MHK), to parents/guardians enrolling students in the district. If a parent/guardian indicates on an application for free and reduced-price meals that a child does not have health insurance, the district will notify the parent/guardian that the MHK program is available, if household income is within eligibility standards. (§ 208.658, RSMo.) 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/guardians, community members, the print and broadcast news media, and legislators by December 1 annually or as soon thereafter as the information is available to the district. The district will distribute the information in substantive official communications such as student report cards. The district will make reasonable efforts to supply copies of the reports or other information regarding the reports to businesses such as real estate and employment firms, so that parents/guardians and businesses from outside the district that may be contemplating relocation have access to this information. (§ 160.522, RSMo.) Policy KB-AP1

Per the Family and Educational Rights and Privacy Act (FERPA), the district will release the names, addresses and phone numbers of secondary students to military recruiters or institutions of higher education unless the parent/guardian notifies the district otherwise. 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. Pursuant to the Protection of Pupil Rights Amendment, in the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the

instrument is administered or distributed to a student, upon request and in accordance with Board policy JO and JHDA.

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 Director of Building and Grounds (816)-268-7000. Policy EBAB, EBC

Students may participate in courses containing human sexuality curriculum as the parent please feel free to discuss or request removal of the student from any part of the instruction, or supports of the program with the school counselor or building administration. Policy IGAEB

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

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. 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. Policy JFG

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

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

Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens.

The Raytown C-2 School District is committed to maintaining a safe environment to protect the health, safety and welfare of students. This policy outlines key protocols and procedures the district will use to educate employees and students on the resources and actions necessary to promote suicide awareness and prevent suicide. The goal of the district is to help students who may be at risk of suicide without stigmatizing or excluding students from school. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide. Policy JHDF

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

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. Please feel free to contact administration of Raytown High School (816)268-7300.











## TEACHING FACULTY

Ambelang, Rod.....	Social Studies	Kolster, Alex.....	Vocal Music
Azlan, Zeni .....	Science	Kolster, Kathleen .....	Theatre
Barchak, Susanna .....	Science	Larson, Vern .....	Ind. Arts/PLTW
Barragan, Julie.....	French	Maloy, Tracy.....	SPED
Bolton, Kaitlin.....	Art	Matthews, William .....	Science
Brown, Jasmine .....	ELA	May, Heather .....	FACS
Brown, Rachel.....	ELA	McGee, Zac .....	Debate
Buford, Cody .....	PE	McKinney, Vivian .....	Debate
Burden, Ashley.....	Science	McTighe, Brad .....	ELA
Burriss, Roger .....	Social Studies	Miles, Ronda .....	Math
Buys, Kory .....	Social Studies	Minnick, Logan .....	PE
Clark, Janet .....	Reading/ ELA	Minter, Michael.....	Social Studies
Clausen, Josh .....	Social Studies	Moore, Peter.....	Social Studies
Cobden, Tracy .....	Social Studies	Morawitz, Melissa .....	Math
Colston, Seth.....	Math	Murphy, Emily .....	Spanish
Crank, Sydney.....	Speech	Natali, Johanna .....	Business
Darter, Christy .....	Science	Neal, Jennifer .....	Science
DeVore, Jennifer .....	ELA/Journalism	Netten, Rochelle .....	FACS
Dollins, John .....	Reading	Nichols, Kathryn.....	SPED
Doney, Mike .....	Band	Noll, Derek.....	ELA
Donovan, Paul.....	Math	Oglesby, Sierra .....	Math
Dowell, Kenneth .....	ISS Teacher	Porter, Sabrina .....	SPED
Dowell, Melanie.....	Math	Post, Chelsea .....	Social Studies
Ehresman, Christen .....	Art	Pulverenti, Lindsey .....	Business
Evans, Briana.....	SPED	Rau, Christopher .....	Art
Evans, Lindsey .....	Business	Reichert, Cassie .....	Spanish
Evans, Megan.....	SPED	Reichert, Josh .....	Math
Fleming, David .....	Art	Rice, Lori.....	Business
Friebohle, Terri.....	Librarian	Rosebrough, Chris.....	Science
Garofalo, John .....	ELA	Ruhman, Lisa .....	SWAS
Gerwick, Megan.....	Reading	Sullivan, Matt.....	PE/Credit Recovery
Gum, Becky.....	Math	Sadler, Amy.....	Orchestra
Handley, Jan .....	PE	Shackelford, Veronica .....	Science
Hile, Anthony .....	Social Studies	Sims, Cathie .....	FACS
Hill, Joe.....	Band Director	Snow, Jacqueline .....	SPED
Hill, Lisa .....	SPED	Strickland, Warren.....	Health
Hockensmith, Chondra.....	SPED	Taylor, Felecia .....	ELA
Hurst, Lauren .....	Spanish	Vostrez, Anna.....	SPED
Hutton, Patty .....	Math	Wadleigh, Mike .....	Industrial Tech
Jamerson, Jordan .....	Math	Warren, Eric .....	ELL
Jensen, Wesley .....	SPED	Whelton, Patrick .....	Science
Jung, Alex .....	Math	Williams, Tammie .....	ELA
Kennedy, Gerri.....	ELA	Williams, Taylor .....	SPED
Kisner, Meranda .....	PE		

## ADMINISTRATION, OFFICE & SUPPORT STAFF

Dr. Chad M. Bruton—Principal

### Grade Level Support Teams

#### 9<sup>th</sup> Grade/Class of 2022

Luke, Josh ..... Asst. Principal/AD  
Young, Nancy..... Counselor

#### 11<sup>th</sup> Grade/Class of 2020

Bobbitt, Shana.....Counselor  
Drace, Brad ..... Asst. Principal

#### 10<sup>th</sup> Grade/Class of 2021

Flaherty, Lori .....Asst. Principal  
Ronnebaum, Doug ..... Counselor

#### 12<sup>th</sup> Grade/Class of 2019

Hensley, Kristy ..... Asst. Principal  
Keller, Eric.....Counselor

### Interventionists

Besch, Veronica  
Bloecher, Amber  
Walls, Steve

Students are encouraged to utilize the resources available here at RHS when they have questions or concerns. In order to support students who have concerns or questions related to peer interactions, academics, attendance recovery or appeals, please see the appropriate Grade Level Support Team (GLST) listed above.

### Office/Support Staff

#### Main Office

Davis, Patty ..... Receptionist  
DiGirolamo, Wendy... Principal's Sec.  
Payne, Missy.....Activities Sec.  
Moanau, Lima..... Attendance Sec.

#### Library

Lindley, Toni..... Library Clerk  
Houseman, Kim..... Library Clerk  
Shelman, Josh ..... Technology

#### Counseling Center

Barrett, Amy ..... Registrar  
Goeckeler, Kathy .. Receptionist/Sec.

#### Performing Arts

Yeates, Brenda ..... Accompanist

#### Nurse's Office

Searcy, Christina..... Nurse

If you wish to contact a staff member, please call 268-7300 to be connected to voice mail or access staff email address at [Http://WWW.Raytownschools.org](http://WWW.Raytownschools.org)

### ALMA MATER

High upon a hill so noble,  
Challenging the eye,  
Stands a school above all others  
Stands the Raytown High.  
Raytown High to thee we shall be  
Ever loyal and true,  
Striving always to do service  
For the white and blue.  
When our high school days are over  
And we're scattered wide,  
We'll revere the name of Raytown  
Speak of her with pride.

### SCHOOL COLORS, SEAL, LOGOS, AND MASCOT

Blue and White



### FIGHT SONG

Raytown, we will fight to win this game.  
Always onward we shall gain our fame  
Strength and courage follow through  
Hold them high the white and blue  
So carry onward Raytown fight for victory  
Glory shall follow thee  
So B-L-U-E-J-A-Y-S  
Bluejays, we will cheer you on to win  
Bluejays

## Discipline Policies and Handbook

Students and parents are responsible for reading and understanding the contents of the Raytown High School Student Handbook as well as the Raytown C-2 School District Student Discipline Policy Handbook. These handbooks were distributed during registration and are available in the office. If you have questions, please contact the principal at 268-7300.

### NON DISCRIMINATION STATEMENT

The Raytown C-2 School District does not discriminate on the basis of race, color, national origin, sex, age, or disabling condition. This policy regards admission/access to treatment/employment in its programs and activities. This notification is made to: applicants for admission and employment; students; parents of elementary and secondary students; employees; sources of referral of applicants from admission and 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 VI, Title IX or Section 504 is directed to contact Shirley Earley, 6608 Raytown Rd., Raytown, Missouri 64133 (816-268-7000).

### ADMISSIONS AND WITHDRAWAL

All persons seeking admissions must satisfactorily meet all residency, academic, age, immunization, health, and other eligibility prerequisites as established by Board policies, rules and regulations, and by state law and will be required to present proof in a form acceptable to the district. Missouri Statutes provide that in order for a pupil to register with the parent or legal guardian of the student, or the student himself or herself shall provide at the time of registration proof of residency in the District. Proof of residency, as defined by the Statute, means that a person both physically resides within the District and is domiciled (residing) within the District, i.e., is a resident of the District with the present intention to remain there. Further, the Missouri Statutes provide that the domicile of a minor child shall be the domicile of a parent, military guardian pursuant to a military issued guardianship, court appointed legal guardian or have completed a request of waiver with Superintendent of Schools or designee. **If the student and/or parent misrepresent his/her legal residence or enrollment information, the student may be immediately withdrawn from school and may be charged tuition in accordance with Board Policy JECA - ADMISSION OF STUDENTS.**

No student may enroll in Raytown during a suspension or expulsion from another district if it was determined upon attempt to enroll that the student's conduct would have resulted in a suspension or expulsion in this district (a hearing will be convened within three working days of the request to register).

Admission Restrictions—In accordance with § 167.171, RSMo., no student may be readmitted or enrolled to a regular program of instruction in the school district if he or she has been convicted of or charged with an act that if committed by an adult would be one of the following:

1. First-degree murder under § 565.020, RSMo.
2. Second-degree murder under § 565.021, RSMo.
3. First-degree assault under § 565.050, RSMo.
4. Forcible rape, as it existed prior to August 28, 2013, or rape in the first degree under § 566.030, RSMo.
5. Forcible sodomy, as it existed prior to August 28, 2013, or sodomy in the first degree under § 566.060, RSMo.
6. Statutory rape under § 566.032, RSMo.
7. Statutory sodomy under § 566.062, RSMo.
8. Robbery in the first degree under § 569.020, RSMo., as it existed prior to January 1, 2017, or robbery in the first degree under § 570.023, RSMo.
9. Distribution of drugs to a minor under § 195.212, RSMo., as it existed prior to January 1, 2017, or delivery of a controlled substance under § 579.020, RSMo.
10. Arson in the first degree under § 569.040, RSMo.
11. Kidnapping, or kidnapping in the first degree, when classified as a class A felony under § 565.110, RSMo.

Nothing in this section shall prohibit the re-admittance or enrollment of any student if a charge has been dismissed or when a student has been acquitted of any of the above acts. This section does not apply to a student with a disability, as identified under state eligibility criteria, who is convicted as a result of an action related to the student's disability. If the district maintains an alternative education program, and the district determines that the placement is appropriate, a student subject to these admission restrictions may be admitted to such an alternative education program.

The residence of the parents shall determine student eligibility for enrollment in the Raytown C-2 School District or the primary custodial parent as designated by the court. For detailed provisions and exceptions review Board Policies JEC - School Admissions, JECA - Admission of Resident Students and JECB - Admission of Non-Resident Students.

To begin the enrollment process contact the Counseling Center at 268-7320 to schedule an appointment. In addition to proof of residency enrollees must bring previous transcripts, discipline records, immunization records, copy of birth certificate and social security number. The enrollment process may require more than one appointment due to placement testing.

Withdraw: For a student to check out of school,

1. A student's guardian should contact the school either by phone, in person, or in writing.
2. The student must discuss the matter with a counselor.
3. Fines for damaged property, lost books, or other delinquent obligations must be settled.
4. Upon completion of the above 3 items, transcript and discipline information will be sent to the requesting school within 5 business days (consent for release of information is required) or for the student to re-enter.

## CHANGE OF ADMISSION INFORMATION

It is extremely important to notify the residency office of any changes in personal information regarding your student. Including change of address, phone numbers, emergency contacts, and all other pertinent information related to the student's personal record. The residency office can be reached at 816-268-7035 or you can complete an update form in our counseling office.

## ACADEMIC INFORMATION

### Bulletins

The daily bulletin is the primary means used to communicate with the student body. The daily bulletin can be accessed through the SISK12 portal. Anything posted on the daily bulletin or physically on school property must have the approval of the administration. This includes posting items on bulletin boards and other locations throughout the school. Items should only be posted in designated areas with approved adhesive. All requests to post items should be directed towards the Activities Director/Asst. Principal.

### College Visits

Students may take 3 official college visits in their high school career. Those visits must be made during a student's Junior and/or Senior year in high school. Students must bring documentation from the college visit to verify attendance to the attendance secretary upon return.

### Course Drop Procedures

Students should select classes carefully and consult with their counselor and parent during course selections. **Students may not drop classes after completing the enrollment process unless one of the following occurs:**

- The student does not meet pre-requisites for the course.
- The student provides documentation of previously passing the course.
- The student's request to take a more rigorous course is granted.
- The student must take an alternate course for the purpose of meeting a graduation requirement that cannot be taken at another time.
- The student enrolls in a Marketing or Approved Work-study program that requires the student's schedule to be reduced.
- The student enrolls in a Vocational (HCC, ST, etc.) program requiring a reduced schedule.
- The student need to enroll in a course required for a Vocational program (HCC, ST, etc.) and cannot take the course at another time.

- The student enrolls in a comparable or more rigorous course at a college or university (enrollment in the course must occur at the start of the appropriate academic semester).
- The student has a verifiable medical issue preventing participation in the course.
- The student fails to meet any MSHSAA eligibility requirements associated with the course.
- The student's IEP team determines the course to be inappropriate for the student (such decisions must be related to the disability needs of the student).
- The student was enrolled in the course as a result of a clerical or computer error.
- The student demonstrates extensive work outside the regular school day over an extended period of time (i.e. tutoring, study session, etc.). Student must make a sincere effort and sustain work outside of school day to show progress.

These requests **MUST** be discussed with a counselor and approved by the principal. Any student who drops a course during the first twenty (20) days for any reason other than those listed above will receive a Withdrawal/Fail– “F” on his/her transcript for the course. Any course that is dropped after the first twenty days of the course will receive a Withdrawal/Fail– “F” on the transcript regardless of the reason. Courses consisting of two (2) semesters will receive a Withdrawal/Fail– “F” on the transcript for any incomplete semesters. Students who drop a course, regardless of the reason, may not enroll in another course after the first twenty (20) days of the course. Students who drop a course, but fail to meet any of the requirements listed above will not be allowed to enroll in a replacement course and will have to go on a reduced schedule. Students who drop a course as a result of one of the items listed above will only be eligible to enroll in a replacement course if one is available. Please refer to the following guidelines for exceptions to the above stated policy:

Any student who completed a course and received an F may repeat the course. If the student repeats the course and earns a higher grade, the higher grade will be entered on the transcript and the GPA will be recalculated with the higher grade. However, the original grade will remain on the transcript.



Credit Requirements

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

English Language Arts .....	4
Social Studies .....	3
Mathematics .....	3
Science .....	3
Fine Arts .....	1
Practical Arts .....	0.5
Personal Finance.....	0.5
Physical Education .....	1
Health.....	0.5
Electives .....	<u>8.5</u>
Total Credits .....	<u>25</u>

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

Reference the Career and Educational Planning Guide for detailed information.

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

## Grade Classification

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

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

9<sup>th</sup> GRD: 0-4.5 credits & 0-2 semesters completed in high school\*

10<sup>th</sup> GRD: 5-10.5 credits & 2-4 semesters completed in high school\*

11<sup>th</sup> GRD: 11-16.5 credits & 4-6 semesters completed in high school\*

12<sup>th</sup> GRD: 17-25 credits & 6 semesters completed in high school\*

\*summer school enrollment does not count towards semester requirements.

Students will be reclassified between the summer and fall terms.

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

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

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

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

For example:

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

### Early Graduation

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

### Transcripts

A transcript is a record of all high school level course work completed by a student, and is also inclusive of the student's standardized test results. Official transcripts always carry the school seal. A signed transcript request form must be on file prior to Raytown High School sending a transcript. Students are allowed to send, without cost, two transcripts to any school or place of employment at the time of graduation. There is a handling/copy fee of \$5.00 for each additional transcript.

### Library Media Center

The library is open during the school year Monday through Friday from 6:45am to 3:00pm. Print resources and computers are available to students and faculty. 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.

All materials except Reference items are checked out for a two-week period. Reference materials are checked out as needed for a specified number of days. All items have an overdue fine of 5 cents per day. A copy machine is available for student use. Supplies such as pens, pencils, rulers, folders, note cards, etc. are sold in the library media center.

### Career & Technical Programs

Raytown High School is affiliated with the Herndon Career Center and Summit Tech for those students interested in academic & technical vocational programs. Enrollment into these programs is open only to the juniors and seniors. 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 Herndon Career Center or Summit Tech.**

### Cheating or Acts of Plagiarism

Cheating and plagiarism is unacceptable and will not be tolerated. Students found with unauthorized test material will have committed the same offense as cheating. Besides having a dramatic effect on a grade, the incident could be used to withhold honors or scholarships from a student.

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

- Copying another's work for an assignment intended for individual effort.
- Helping, writing for, or giving answers to another student for an assignment intended for individual effort.

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

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

All three forms require sufficient and accurate attribution so that others can discern and verify the source. False attribution occurs when the writer fails to attribute all the sources or attributes to a false source.

Consequence:

First Offense: Zero on assignment

Subsequent Offense: Withdraw/Fail– “F” for the class.

### Textbook Deposits & Student Fees

Textbooks are furnished free of charge to students. A textbook deposit fee of \$20.00 is charged at the time of enrollment. Each student should see that his/her books receive the best of care. Fines are assessed in cases of unusual wear and tear, for willful destruction, or for loss. A charge of \$5.00 per book will be levied if books are not turned in but are found in the student’s locker, on school premises, or in any other manner.

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

### Finals Exemption Policy

The Student needs to notify the teacher in writing prior to the end of the semester if he/she meets the Finals Exemption Policy and is requesting to be exempted from the final. The teacher will not automatically exempt a student from the final.

### Perfect Attendance Policy Requirements

- Any student with perfect attendance and who passes his/her final will be held harmless from the impact of that final on his/her semester grade.
- Perfect Attendance is counted by period. A student must have perfect attendance for the class in which they are taking the final. All non-school function absences are counted. This includes absences verified by a doctor’s notes, parent excused absences, etc.

### Definition of Exempt

- The student must take the final exam.
- The student must pass the final exam.
- If both of these occur, then the student’s grade is held harmless from the results of the final.
- The End of Course Exam serves as the final in certain courses.

### Late Work

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

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

## GENERAL ATTENDANCE PROCEDURES

If students are to make the most of the educational opportunities, regular attendance and punctuality are extremely important. When a student misses school regardless of the reason, he/she is missing valuable learning opportunities.

**What should I do in case of an absence?** Parents should notify the attendance office by phone 268-7310 at Raytown High School each day of their student's absence.

### Excused Absences

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

- Illness or injury of the student, with written/verbal excuse from parent.
- 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.
- Medical appointments or medically excused absences related to illness, injury, or condition, with written confirmation by medical provider. Medical appointment notes must contain specific information about the time and date of the appointment. Students will not be excused for the full day(s) unless the medical professional designates the absence for that period of time. Reasonable travel time will be added by our office staff based on the time and location of the appointment. We reserve the right to contact the medical professional's office to verify all notes provided to the school. Any note that does not contain the necessary information, lists multiple dates of excuse, is submitted more than a week after the absence ended, does not appear to be on the correct form or contain proper formatting, and/or does not include the medical professional's signature will result in our office contacting the medical professional's office to verify the information. We will not mark the absences as medically excused until we receive direct confirmation from the medical provider's office.
- Funeral, with written/verbal excuse from parent. The principal may require a program or other evidence from services as well.
- Religious observances, with written/verbal excuse from parent.
- Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent. Administration may require documentation from the court or other agency to verify the appointment.
- 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.

- 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.
- Principal will determine the final approval of excused absences.

All other absences and any absence for which required documentation is not provided are unexcused.

Note: A+ attendance policy is set by the state and is not to be confused with district attendance or credit recovery policies. ALL absences, excused and unexcused, as well as college/career release days, DO count against the 95% attendance requirement for A+. Attendance is counted in minutes; tardies do accumulate minutes.

### Unexcused Absences or Truancy

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

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

**Consequence:** May range from: Student/parent conference only to 1 to 10 day(s) in-school suspension, possible referral to appropriate criminal justice or juvenile delinquency system, or Division of Family Services (DFS).

### Absence-Make- Up Work

In all excused absences, students are expected to make up all daily work missed. Students will have one day for each day missed plus one to make-up the daily work (students missing two days will have three days to make-up the work). If the daily work is not completed, no grade or credit can be given for that part of the course. Long-term or other assignments must be turned in on the due date/time, whether students are present or not. Students who attend Raytown C2 School District schools are to be released from school during school hours only with permission of the building principal or his or her designees.

What Should Be Done Upon Returning from an Absence? \*If the absence is classified "undetermined" (no parent contact has been made), the student must report to the attendance office for a pass to be signed by each hour's teacher.

What About Late Arrivals? When student arrives to school between 7:18 am to 7:23 am they go directly to class and get a tardy marked by the teacher. Students arriving to school after 7:23 am must check in at the office and have their planner signed (Students that do not have their planner will be asked to purchase a new one at that time). This will be marked as a late arrival to school. The administrators reserve the right to apply disciplinary consequences for excessive late arrivals. Students who arrive more than halfway through the class period will be marked absent for the period(s).

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 - Excessive

Students will be expected to make up all assignments from missed classes regardless of whether an absence is excused or unexcused. Each teacher may set reasonable limits regarding the timeframe in which missed work may be completed. Attendance and participation are part of a successful learning experience, so students with more than six (6) excused absences or any unexcused absences in any class in a semester will be issued an academic penalty in the form of grade reductions as follows:

Absences	Grade Reduction
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 (5) absences by attending make-up sessions.

Student Dismissal Precautions

It is the goal of the Raytown C-2 School District to provide a safe environment for students. The district recognizes that rules regarding the dismissal of students are a necessary part of the district's safety program. District administrators will publicize this policy to parents and create procedures regarding the dismissal of students. Dismissal from School District administrators will create student dismissal procedures that protect the safety of students while also addressing the necessary flow of traffic to and from school. These procedures may vary depending on the age of the student. District personnel will monitor the parking lot and other locations where students board the district's transportation or meet parents or others. At the request of a parent, school personnel will verify the identity of a parent or other authorized person before releasing the student. District staff may refuse to release a student and will notify the principal if they have concerns regarding the student's safety or whether a person is authorized to transport the student. Otherwise the district will assume that the student knows with whom he or she may leave. Early Dismissal Students shall not be excused into any person's custody without the direct prior approval and knowledge of the building principal or designee.

Each building principal will establish procedures to validate requests for early dismissal to assure that students are released only for proper reasons and only to authorize persons. Procedures must adhere to the following rules:

- Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law.
- The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities.
- Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal. FILE: JEDB Basic © 2005, Missouri School Boards' Association, Registered in U.S. Copyright Office Page 2 For Office Use Only: JEDB-C.1E (5/05)
- Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian.
- Any person requesting release of a student must present proper identification prior to release of the student. For the purposes of this policy, a parent is defined as a biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian.

**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)

**Class Dismissals:** 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. Failure to comply may be considered defiance or truancy resulting in detention or 1-10 days of suspension.

**End-of-School Day Dismissal:** School ends at 2:17 PM Monday, Tuesday, Thursday and Friday and at 12:47 PM on Wednesday. Unless you are participating in a supervised activity, you must be out of the building by 2:30 PM when school is out at 2:17 PM and must be in a study room or off campus by 1:00 on Wednesdays.



### Leaving Campus

**NOTE:** 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)

## EMERGENCY PROCEDURES SCHOOL CLOSINGS

### Fire Drills

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

### School Closing

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](http://www.raytownschools.org). Please do not call the school.

### Tornado Drills

The tornado evacuation plan of Raytown 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.

### Earthquake Drills

Students will be evacuated to the Chittwood Stadium away from the building in the event of an earthquake. It is imperative all personnel move to the designated areas quickly, orderly and quietly. The designated evacuation pick-up points for Chittwood Stadium will be:

- Southgate handicapped entrance
- Southeast back gate located by the Bus Barn
- Triage Area will be at the Concession Stand

## HEALTH SERVICES

### Emergency Forms

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

### Health Procedures

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

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

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

**NOTE:** Accidents which occur on school property and which cause injuries that require medical attention will be reported to the student's parents.

### Immunization Requirements

ALL students must present an immunization record to the school, and ALL immunizations must be up to date before a student will be permitted to enroll. Students in non-compliance with 167.181 RSMo regulating required immunizations may not enroll or attend school unless the parent/guardian has signed medical or religious exemption on file or unless the student is homeless or has started an immunization series showing satisfactory progress is being accomplished in the prescribed manner as outlined in the Missouri Immunization Schedule. Evidence of immunization means a statement, certificate or record from a physician or other recognized health facility or personnel verifying the type of vaccine and month, day and year of administration. Homeless children are allowed special consideration in accordance with federal legislation.

### Insurance

It is the responsibility of parents to carry appropriate accident insurance on their student to cover accidents or injuries that may occur at school or on school grounds. Raytown High School does not carry any type of accident insurance on students.

### Medication

All student medication should be brought to the clinic without exception. All medication must be brought to school by the parent 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 clinic by the parent and a permission slip is completed and signed granting permission for the medication to be taken. **Note: All medication not picked up at the end of the school year will be destroyed.**

## STUDENT DISCIPLINE

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

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

### **Reporting to Law Enforcement**

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

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

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

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

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

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

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

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

If a student violates this prohibition in this section, he or she may be suspended or expelled in accordance with the offense, “Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences,” listed below.

**Academic Consequences**

Students who are suspended from school will be expected to complete course work assigned during the term of suspension. Students will receive full credit earned for the work they completed and returned in accordance with district policy JED: Student Absences and Excuses.

**Prohibited Conduct**

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

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

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

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

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

**Assault**

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

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

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

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

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

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

**Bullying and Cyber bullying (See Board policy JFCF)** - Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or

that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Harassment, including Sexual Harassment (See Board policy AC)**

1. Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples of illegal harassment include, but are not limited to, racial jokes or comments; requests for sexual favors and other unwelcome sexual advances; graffiti; name calling; or threatening, intimidating or hostile acts based on a protected characteristic.

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

2. Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law. Examples include, but are not limited to, touching or fondling the genital areas, breasts or undergarments, regardless of whether touching occurred through or under clothing; pushing or fighting based on protected characteristics.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Detentions

Teacher Detentions may be given to students. Students may be detained after school for offenses reflecting unfavorably on them and the school. Students will have to arrange for their own transportation. A teacher detention is defined as 30-45 minutes. One-day advanced notice will be given when the detention is assigned. Failure to serve the assigned Teacher Detention may result in an Office Detention or suspension.

### Office Detentions

\*Principals or designee assign Office Detentions from (2:30 to 3:30PM Monday, Tuesday, Thursday, and Friday and 6:00 to 7:00AM Tuesday and Thursday) for those who are habitually tardy or a form of alternative discipline for minor infractions. Failure to attend detention results additional consequences including by not limited to ISS or OSS.

## Suspension

In-School-Suspension (ISS) is an opportunity for students to work out their problems in a supervised restricted school environment. Schoolwork completed while in ISS will be credited to the student. Students in ISS will not be in the halls for any reason unless directed by the principal. All disciplinary responses will be on a yearly basis for students unless otherwise noted. Students removed from ISS for disciplinary action may lose the opportunity of ISS for future referrals.

NOTE: Students unexcused and/or absent from ISS will be considered truant and the administration may elect to have the remaining days served as OSS. Students not attending ISS on the assigned day may serve an extra day in ISS (if excused) or be assigned OSS upon conference with the principal.

If a change in behavior does not occur when students have had opportunities for ISS, the procedure will refer to the OSS policy.

Out-of-school suspension (OSS) When a student is suspended out-of-school the student is not permitted to be on Raytown C-2 property or at any Raytown C-2 event or activity even if the event or activity is located off Raytown C-2 property. Violation of this may result in the student's arrest for trespassing as well as additional disciplinary consequences. Referrals to the C-2 District Central Office (CO) may result in a suspension of up to 180 days or recommendation for expulsion by the Board of Education.

When assigned OSS, students are NOT allowed to be at any Raytown C-2 activities, home or away.



### Excessive Tardies/Late Arrivals

Number of Infractions	Level of Consequence
5	1 Hour Before/After-School Detention
10*	1 Hour Friday School Detention
15**	See Disrespectful Speech/ Defiance
20***	See Disrespectful Speech/ Defiance

\*Conference with Grade Level Interventionist - Tier 1 - Plan of Action Devised

\*\* Conference with Grade Level Interventionist - Tier 2 - Plan of Action Devised

\*\*\* Parent/Student/Administrator In-School Conference- Address further corrective measures

**HALL FREEZE:** Any student in the hallway during a Hall freeze will be considered late and receive the following consequence. Hall freezes will occur randomly throughout the day. Students caught in a Hall Freeze will only be admitted to class with a pass from an Administrator.

Consequences for being caught in Hall Freeze:

- 1<sup>st</sup> hall freeze - 1 hour detention
- All other hall freeze will result in one day of ISS.

Missed Detentions	Level of Consequence
Before/After School and Friday Detention	1 Day ISS
Subsequent Missed Detention	1-3 Day ISS

Detention Start Time:

- Before School Detentions - Tuesday/Thursday - 6:00 a.m.
- After School Detentions - Tuesday/Thursday - 2:25 p.m.
- Friday School Detentions - 2:25 p.m.

After /Before School Detention student conduct guidelines and expectations will be the same as ISS expectations. Any student who is asked to leave at any time for non-compliance and/or disruptions will subsequently be assigned additional consequences.

### Suspension & Activity Participation

Students serving ISS or OSS may not participate in extra-curricular or co-curricular activities (including practice, rehearsal, etc.) until the ISS and/or OSS is completed and the student has returned to school and successfully completed 1 academic school day.

### Expulsion or Long-term Suspension

The Board of Education, after notice to parents or others having custodial care, and a hearing upon charges preferred, may suspend or expel a pupil. Hearing Officer may be contacted at 268-7000.

## Due Process & Appeal

NOTE: Students are reminded there will be no student suspensions for Raytown C-2 Schools without proper review of the accusations and without all facts being investigated. Students have the rights of appeal to the Principal if there is a question regarding the suspensions. Due process procedures will be followed.

Finally, the principals and staff of Raytown C-2 Schools have the right and responsibilities to protect the learning environment from those who abuse it. We will maintain a firm, fair, reasonable, and professional approach to accomplish this end.

## Bullying

### **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.

## Hazing

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.

## TRANSPORTATION

### Automobiles and Parking

Driving to Raytown 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 \$20.00 fee and display it in the designated area every school day.

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

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

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

Consequences:

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

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

## Bus Transportation

### Safety Procedures

- Regular schedules must be observed. The bus cannot wait for tardy passengers. Please be on time.
- Students must be at designated loading point 5 minutes BEFORE scheduled bus arrival time. Parents and students will be notified of the approximate pick-up time. Being on the porch or inside the door does not constitute being at the bus stop.
- Parents please call the transportation office in advance if your student will not be riding the bus. The night before would be appreciated. Transportation office phone number is 816-268-7170.
- Students must observe driver's instructions at all times.
- Students must wait for the bus at their designated stop. Never stand in the roadway. A student who must cross the roadway to board and/or depart from the bus shall pass in front of the bus no closer than (10) feet, look in both directions and proceed to cross the roadway only on signal from the driver. NEVER CROSS BEHIND THE BUS.
- A student will depart from the bus at a designated point unless written permission to get off at a different scheduled point is given to the driver by the parents/guardians and signed by school personnel.
- All students shall be received and discharged through the right entrance door. EMERGENCY DOOR IS FOR EMERGENCY USE ONLY. Departing through the back door without permission will be considered a major infraction.
- For a student to ride an alternate bus a parent/guardian must send a written note stating the alternate bus number and address where the student will be departing the bus. This must be signed by the school and given to the driver.
- Video cameras are installed on every Raytown C-2 District School Bus. The videos can be monitored at any time by school officials and students can be held accountable for actions displayed upon the bus viewed on videos.
- The driver may assign a seat to any student at any time.
- Students shall remain in a normal forward facing position with feet and hands out of the aisle while the bus is in motion.
- Book bags and other belongings (including musical instruments and sporting equipment shall be kept out of the aisle).
  - ✓ Musical instruments too large to bring on bus (but not restricted to): Accordion, Baritone, Baritone Horn, Cello, Drums, Guitar, Saxophone, Sousaphone (form of Tuba), String Bass and Tuba.
  - ✓ Instruments that may be transported safely are: Clarinet, Cornet, Flute, French Horn, Oboe, Alto Saxophone, Tenor Saxophone, Trumpet, Viola, and Violin.
- Skateboards are not allowed on buses. Cell phones/electronic devices can be used sparingly on the bus; however, privilege can be lost if the use of cell phone/electronic device causes a disruption in any way.
- Permission to open windows must be obtained from the driver. All articles and objects shall remain within the walls of the bus until the student departs. Throwing objects out of bus windows will result in an immediate and indefinite suspension. Property damage resulting from a student throwing an object out of the window will be the responsibility of the student to pay for. **NEVER EXTEND ANY PORTION OF YOUR BODY OUT BUS WINDOWS.**



- Waste containers are provided on all buses for use by the riders. Putting trash on the floor of the bus is prohibited.
- Quiet talk and subdued laughter will help prevent the diversion of the driver's attention, thus averting the possibility of an unnecessary and serious accident. Respectful communication by students and driver shall be observed at all times.
- A student who damages seats or other equipment will be expected to pay the cost for repair and/or replacement before transportation eligibility resumes for that student. **Minimum** cost for a bus seat is \$70.00
- Throwing objects, standing while bus is moving, putting trash on the floor, placing any part of the body out the window, scuffling, loud talking, screaming, shouting, or any inappropriate behavior will not be permitted.
- Respectful communication among riders and driver shall be observed at all times.
- Animals, glass containers or other dangerous objects are not permitted on buses. Balloons are permitted if they can be held down in the student's lap and not interfere with the drivers' line of sight. All sporting equipment must be inside a bag or backpack.
- Students must refrain from sexual and other forms of harassment, which includes repeated behavior or words of a sexual/gender or demeaning nature that are unwelcome, intimidating and make another person feel uncomfortable. Bullying will not be tolerated.
- Eating, drinking, and the use of tobacco or drug products of any kind are PROHIBITED.
- Knives, firearms, weapons, or facsimiles thereof are prohibited (STATE LAW). Immediate suspension will result.
- Riders shall observe the rule of "quiet" when the bus is approaching and crossing railroad tracks (STATE LAW).

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

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

### [Bus Violation Information](#)

General Bus Rules:

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

### Minor Infractions

Failing to follow rules 1-7 listed above will result in the following consequences: One to five days suspension from bus and/or school. All succeeding offenses in the minor category will be treated as Major Infractions. A School Bus Success Plan may be developed at any time to help the student with riding successfully.

### Major Infractions

Hanging out of windows while bus is in route.

- Throwing or shooting objects
- Physical aggression of any kind against any person
- Possession or use of tobacco, alcohol or any controlled substance
- Vandalism to the bus. Student will be expected to make restitution.
- Lighting matches, firecrackers or any other flammable object or substance
- Holding on to, or attempting to hold on to, any portion of the exterior of the bus
- Extreme disrespect toward the bus driver
- Other behaviors as determined by the Director of Transportation.

### Minimum Consequences for Major Infractions

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

## CAFETERIA

Students are required to report to the cafeteria during the lunch shift assigned to their class. Observe the following rules in the cafeteria:

- Eat and converse in an appropriate manner
- Students are to only eat in the cafeteria or other areas deemed appropriate with prior approval. (See Truancy Policy)
- Use a tray to hold your food selections
- Put all trash to the designated area
- Stay in the cafeteria until you are dismissed
- Enter the Scramble Area and Food Lines as designated by the cafeteria supervisors or managers.
- Students are expected to pay for any food items that they touch or intend to take from the scramble area
- Students may not bring carbonated beverages into the cafeteria area during the lunch period
- Students may not take food or drink from the cafeteria
- Students may not wear jackets or coats in the scramble area during their lunch shift.
- Due to health code regulations, student's tops must cover the edge of their shoulders and their armpits.
- Seniors will have the option of eating their lunch in the gym commons.

**NOTE:** Any disruption caused in the cafeteria will result in disciplinary action. Disruptions include but are not limited to messy tables or violation of the above enumerated items.

## PBIS, BIST, AND CLASSROOM ATMOSPHERE

The learning environment 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. Failure to comply with classroom or school rules may result in disciplinary consequences for defiance and/or disruption to the learning environment.

BIST is a behavior support system that focuses on helping students process through situations where the student appears to be in the process of making negative behavior choices. Students may be asked to move to alternate locations in the classroom, neighboring classrooms, the recovery room, or other locations to allow time for the student to gain better perspective of appropriate behavior choices. The staff member will take charge of the situation and work to provide time for the student to comply with reasonable requests.

PBIS is a behavior support system that encourages students to displace behaviors that are: SAFE, RESPONSIBLE, RESPECTFUL, and PREPARED. These are universal expectations that apply in all school settings.

BIST and PBIS work to support students in the classroom environment. The programs are not a replacement for discipline and are not designed to address severe behavioral issues. It is the student's responsibility to adjust and adhere to the expectations of the classroom and school.

## DRESS EXPECTATIONS

Clothing styles and specific articles directly affect the educational atmosphere of the school. It is our goal to maintain an orderly and pleasant educational surrounding for everyone. Violators of the dress code will not be allowed to attend class until they change their clothing and comply with the school rules. If a student violates the dress code, the following discipline procedures will be followed:

- 1<sup>st</sup> and 2<sup>nd</sup> offenses - call parent to bring appropriate article. We will wait 15 minutes, if parent has not arrived student will go to ISS until parent arrives.
- 3<sup>rd</sup> - refer to principal for conference and they will be sent home OSS.

### Dress Guidelines

- Students may not wear any headgear that exceeds 3 inches in width or covers the entire head. This includes but is not limited to: ball caps, hair bonnets, scarfs/wraps, durags, bandannas, beanies, etc. If worn to school, student will be asked to remove the head covering. Subsequent infractions may result in discipline for defiance and or confiscation of the item.
- Students may not wear gloves or long knee-length coats during school hours.
- Students may not wear shirts, jackets or other apparel containing or referencing profanity, alcoholic beverage logos, tobacco logos, drug references, sexual references, or any other content that is derogatory, seeks to objectify or degrade others, or is offensive in any manner.

- Students may not wear spaghetti straps, halter tops, see-through tops, tube tops, off the shoulder or midriff tops.
- All undergarments are to be covered. Please do not wear clothing that may present an uncomfortable, revealing, or offensive atmosphere. Students will be asked to change their apparel or be sent home to change.
- At all times when bending, sitting, or standing, shirts may not reveal midriff.
- Students may not wear low cut or revealing tops or jeans.
- Students must wear pants and shorts at the waist.
- Students may not wear gang-related colors, tags, symbols, or bandannas.
- Students may wear shorts appropriate for school. Short shorts (worn without apparel over them) are not appropriate for school hours.
- Leggings (or similar clothing) must have additional layers over the leggings that are longer in length than the edge of the thumb when standing.
- Shorts and skirts must be longer in length than the edge of the thumb when standing.
- Students may not be barefoot.
- Students may not wear house shoes.
- Clothing has to be worn as designed... (NOT: inside/out, backwards, undergarments over top, etc.)
- Students may not wear attire considered to be pajamas.
- No actual or perceived underwear/undergarments may be visible.

Note: Any apparel that could cause injury to others (such as but is not limited to belts, billfold type chains, studded apparel) or is disruptive to the educational environment (blankets, pillows, costumes, etc.) may make that individual subject to suspension 1-10 days.

### Indecent Exposure

Indecent Exposure - Display of buttocks, breasts, and/or genitals in public

Consequence: May range from: Student/parent conference plus 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.

### COMPUTER & DISTRICT TECHNOLOGY USE VIOLATIONS

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

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

Raytown school board policies pertaining with other educational resources will also apply to Internet resources. District Technology Use Violations include but are not limited to unauthorized use of district owned technology equipment, unauthorized use of programs/internet, accessing email, pornographic, or inappropriate sites and accessing questionable materials if not approved by the teacher/librarian.

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

Consequences may range from: Student/teacher conference only to 1-10 day(s) in-school or out-of-school suspension, restitution, possible loss of computer privileges, 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, possible referral to appropriate criminal justice or juvenile delinquency system.

### Electronic Equipment & Policy

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

Students will be allowed to use cell phones, MP3 players, electronic books and laptop computers 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. The teacher may also allow students to call or text their parents when it is necessary. Use of electronics to record audio, pictures and video is prohibited in all areas of the building.

When this policy is violated, the staff member will send the student to the office with the electronic device. The following consequences will apply when this policy is violated:

1<sup>st</sup> Offense: Electronic device confiscated in office and returned to student at the end of the school day

Subsequent Offenses: Phone confiscated in office and returned to a parent at the end of the school day

In cases when a parent cannot come in and the student has 3 or less violations, the student or another adult may pick the phone up after school after the phone has been in the office for 1 week.

In cases when a parent cannot come in and the student has more than 3 violations, the parent must come in to get the phone.

### Social Media/Electronic Communication

Social networking sites such as Facebook, Twitter and Instagram, as well as other forms of electronic communications, can be an important part of a young person's life. The administrative team at Raytown High 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.

Phones use is for calls or texts during non-instructional times or to assist in the instructional process at the direction of the teacher. Phone are not allowed to be used to take pictures of record video or audio during school hours or on the bus unless specifically directed to do so by a teacher or administrator as part instructional process.

### Technology 1 to 1 Program

#### **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	\$20	\$40
Free/Reduced Lunch	\$10	\$20

**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: \$159.00 HS: \$489.60
Over \$50	Up to \$25 deductible	50% parts cost	100% parts cost	MS: \$159.00 HS: \$489.60

**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](http://www.raytownschools.org).

## GANG OR SECRET ORGANIZATIONS AFFILIATION & ACTIVITY

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

- Display any type of dress, apparel, gestures, behavior or manner of grooming that is evident of membership or affiliation of any gang.
- Possess, display, use, distribute, or sell any clothing, jewelry, badge, paraphernalia, or other sign that implies membership or affiliation in any gang, communication, marks, drawing, painting, design, gestures, paraphernalia, or emblem upon any school or personal property or on his/her person.
- Create an atmosphere in which a student, staff, or other person's well-being is hindered or coerced by undue pressure.
- 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.
- 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.

## LOCKERS AND LOCKER ROOM

**NOTE:** Students are NOT permitted in the locker rooms that are unsupervised by a teacher/coaching staff member. In addition, students may not possess or use cameras or recording devices in the locker room area. Failure to comply may result in truancy or defiance and be subject to disciplinary action.

### Student Lockers

Each student at Raytown High School is assigned to a hall locker. These lockers are to be used to store books, coats and other appropriate school items that you choose not to carry around with you.

**NOTE:** Please keep the following guidelines in mind:

- Do not share your locker or combination with anyone.
- Do not keep valuables in your locker—take them home with you.
- Students are reminded that lockers are school property and may be searched at any time.

- If a locker needs repair, report it to the office.
- Report any items that are stolen out of a locker to the office.
- Contraband found in lockers will result in the individual assigned the locker being disciplined.

## BUILDING VISITORS

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

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

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

\*\*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.

Any Other Behavior That is Serious and/or Disruptive to the Educational Process will be handled through the Regular Suspension Policy

Students are reminded there will be no student suspensions for Raytown C-2 Schools without proper review of the accusations and without all facts being investigated. Students suspended 10 days or less have the rights of appeal to the Principal if there is a question regarding the suspensions. Due process procedures will be followed.

The principal will review the case and may reduce, uphold, or increase disciplinary action per student handbook and school board policy. Finally, the principals and staff of Raytown C-2 Schools have the right and responsibilities to protect the learning environment from those who abuse it. We will maintain a firm, fair, reasonable, and professional approach to accomplish this end.

## EXTRA-CURRICULAR ACTIVITIES

Student activities at Raytown 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 High School, it is a PRIVILEGE and NOT A RIGHT.

### Eligibility Requirements for Activities

The Missouri State High School Activities Association (MSHSAA) has established requirements for all students who participate in extra-curricular and co-curricular activities. To participate in activities students must:

- Receive 3.0 credits or 80% of the maximum credits available the previous semester. (Effective July 1, 2009) Students must have 6 passing grades in credit bearing classes during the previous semester.
- Be enrolled in 6 credit bearing classes.
- Be making satisfactory progress toward graduation.
- Not be subject to any suspension or exclusion from the academic setting.

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.

### MSHSAA Activities and Athletics

The following athletics and activities are available for student participation. Please contact the head coach or director listed by the athletics/activities for additional information. Co-Curricular activities have a required course component. Acceptance into extra-curricular and co-curricular programs and courses is subject to sponsor, coach, or directors' approval.

Baseball: Warren Strickland

Boys Basketball: Cody Buford

Boys Soccer: Derek Noll

Boys Swimming: Jim Aziere

Band (co-curricular): Joe Hill

Cheer: Felicia Taylor

Cheerleading: Felecia Taylor

Choir (co-curricular): Alex Kolster

Competitive Drama (co-curricular):

Sydney Crank

Cross Country: Lisa Ruhman

Debate (co-curricular): Zac McGee

Football: Logan Minnick

Girls Basketball: Elyseia Dunn

Girls Soccer: Roger Burriss

Girls Swimming: Sean Nunn

Golf: Lauren Hurst

Jaywalkers: Carlie Kuhnenn

Orchestra (co-curricular): Amy Sadler

Softball: Warren Strickland

Theatre (co-curricular): Katie Kolster

Track: Amber Bloecher

Volleyball: Nick Weinell

Wrestling: Josh Clausen

Student Organizations & Clubs

Raytown High School encourages students to join and participate in student organized and lead clubs and organizations. Some of the Clubs and organizations may have specific requirements for membership, including by not limited to: grades expectations, behavioral expectations, course work enrollment, etc. All clubs and organizations must be approved by the building Activities Director. Raytown High School will not permit clubs that promote a negative culture, are secretive in nature, support violent and/or illegal behavior, or fail to serve the vision and mission of the school. Clubs and organizations must be led by students and require a faculty sponsor to serve as a support and liaison between the group and the school.

Academic Team

- Art Club
- Book Club
- Chess Club
- Club 1-2-1
- Color Guard
- DECA
- Drama Club
- FCCLA
- FBLA

- Key Club
- Louder Than a Bomb Poetry
- Math Club
- National Honor Society
- Robotics
- Step Team
- Student Council
- Technical Student Association

Drug Testing

According to board policy, as a condition of participating in extra-curricular 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.

HIGH SCHOOL FEES

Academic Fees

AP Classes .....	fee for the AP test
Dual Credit .....	cost of credit as determined by the university
Industrial Technology Courses .....	student will need a pair of safety glasses
Senior Alumni Fee (paid senior year) .....	\$3.00
Student Parking Fee (per year) .....	\$20.00
Student Planner.....	\$7.00
Textbook Deposit (a onetime fee paid at enrollment) .....	\$20.00
Band/Orchestra: School Owned Instrument User Fee (per year) .....	\$25.00
Yearbook.....	cost of the book

MISC: Some project based classes may have additional fees if student decides to include projects that require materials beyond the scope of the regular

### Activity Participation Fee

Athletic Fee: (per year- not to exceed \$100 per family per year)..... \$50.00  
Speech, Theater, Debate, Instrumental Music, Vocal Music Fee  
(per year - not to exceed \$50 per family per year)..... \$25.00

### Athletic Activity Season Tickets:

Home Fall Season Tickets (Tournaments not included) ..... \$20.00  
Home Winter Season Ticket (Tournament not included)..... \$25.00

- The student will not be allowed to practice or participate in an event or contest until the fee is paid.
- If a student is cut from a team but has already paid the fee, he/she will be reimbursed.
- If a student quits or is suspended from a team or performing group after the first scheduled event, no refund will be granted.
- If a student is injured during or after the first scheduled game so that he/she can no longer compete, the fee will not be refunded.
- Students on free or reduced lunch will be charged half of the fee.
- All activity fees will be collected by the activities secretary in the main office.

### Athletic Activity Passes

Season athletic passes are available to students and parents for all home varsity athletic events. The fall season pass is \$20.00, and the winter season is \$25.00. The pass will admit the holder to all athletic events with the exception of:

- MSHSAA sponsored tournaments (District or State), RHS sponsored tournaments, and conference sponsored tournaments or events.
- Athletic passes can be purchased for students and parents. Advance ticket sales for selected away games are also available for students.

## MISC. REMINDERS, POLICIES, & PROCEDURES

### School Closing

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](http://www.raytownschools.org).

### ID Badges

**Why do we have student IDs?** Our major purpose is to be able to identify our own students and staff and thus be able to identify outsiders in order to continue our emphasis on a safe school environment.

**Where should students have their ID's?** All students must have their ID on their person. Students must have their IDs with them when they arrive on campus and IDs are to remain with them throughout the school day. Student need to produce ID upon requested. Failure to produce ID, student will have to purchase a new ID for the price of \$6.

### Student Deliveries

Students may not have flowers or gifts delivered to them during the school day. Outside food (McDonald's, Wendy's, etc.) for students is not acceptable in classrooms and will not be delivered during the school day. Students may not place their own deliveries from any service or restaurant during the school day. Parents and guardians are the only individuals that may provide outside food to students during the school day.

### Telephone

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

### Unauthorized or False Calls/ID/Passes

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

### Dances

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

- Attending school dances/ social events are a privilege.
- In order to attend school functions: all school fees must be paid and must have demonstrated good behavior and attendance.
- All parties and dances are to be held in the school building unless special arrangements have been made through the principal's office.
- Students may not return to a party or dance once they leave the activity.
- All tickets will be pre-sold. No tickets will be sold on night of dance.
- All regular school rules apply.
- All parties and dances will end no later than 10:00 p.m. with the exception of PROM.
- Guests may come to school activities only with a principal's prior approval.
- Guests must not be older than one year removed from high school graduation date with the exception of PROM. Guests attending Prom must be under 21 years of age.
- Guests must be considered in good standing and meet citizenship requirements as determined by the principal.
- When requesting to be a guest at another school's activity, you must currently be enrolled and attending school at RHS. Forms will not be signed for students who have graduated or have withdrawn from school.
- The student must be in full attendance the day of (or the day prior when the event is held on a non-school day).
- Dance attire will be slacks, dresses, shirt, and tie, unless otherwise indicated by the administration.

## Language

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

Use of Obscene or Vulgar Language and/or gestures - Language and/or gestures which depicts sexual acts, human waste, and profane language

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.

Disruptive Speech or Conduct - Use of hate language to demean other persons due to their race, gender, disability, national origin, sexual orientation or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech, which materially and substantially disrupts class, school activities, transportation, or school functions.

Consequences 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.

## Concerns and Complaints Regarding Federal Programs Policy KLA

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

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution.

The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.



2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy.

The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.

3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

### **Documentation and Release of Information**

The district will maintain a copy of the complaint, a written record of the investigation and documentation of any written resolution, when applicable, in accordance with law. The superintendent or designee will complete a written summary of the investigation and, if a violation has occurred, a description of how the matter was resolved. If the complaint was first filed with DESE, the written summary must be completed within 35 calendar days of the complaint being filed with DESE and must be submitted to DESE.

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

### **Prohibition against Retaliation**

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

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



STUDENT/PARENT COMMITMENT LETTER

Dear Parent:

Your son/daughter is enrolled at Raytown High School for this year. To ensure a successful experience, he/she must display a willingness to learn, an attitude of cooperation, and acceptance of responsibility that includes bringing paper, a pen or pencil, the assigned textbook, homework assignments, and any required material/supplies daily.

We are looking forward to a successful school year with your son/daughter. Please sign the included form during your student’s first week of school.

Signing below indicates that you have received and had an opportunity to review a copy of the student planner/handbook.

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*Student Name (printed)*

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*Parent/Guardian Name (printed)*

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*Student Signature*                      *Date*

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*Parent/Guardian Signature*                      *Date*