

Student Planner –2019-2020

RAYTOWN MIDDLE SCHOOL

4900 Pittman Road, Kansas City, MO 64133



Name: _____ Grade: _____

Advisory teacher: _____ Bus No: _____ Locker No: _____

How to Use This Planner:

The purpose of the student planner is to help keep you organized, provide you with good communication with teachers and parents and help you achieve good grades. This planner is one of the most important educational tools you will use at RMS.

This planner should be carried to all classes each day.

1. Take this planner to every class along with your book, pen/pencil, paper, notebook, and other required materials.
2. Record the assignment each hour as soon as the teacher communicates the lesson to you.
3. Use abbreviations as needed to save time and space.
4. Use the “notes” column to list all tests or major projects for the week or put an * by them as a reminder.
5. Check the planner at the beginning and end of the day to make sure your assignments are entered.
6. Take the planner home to discuss daily assignments with parents.
7. If the planner is lost or misplaced, a new one must be purchased in the office within a reasonable time frame.

Copy your schedule in the space provided below:

Daily Schedule (write your schedule here)			
Hour	Time	Class	Room #
Advisory	<u>7:55 am- 8:15 am</u>	<u>Tues./Wed. Adv.7:55 am-8:35 am</u>	_____
1st	_____	_____	_____
2nd	_____	_____	_____
3rd	_____	_____	_____
4th	_____	_____	_____
5th	_____	_____	_____
6th	_____	_____	_____
7th	_____	_____	_____

_____ **Lunch time** _____ In _____ Out _____

The Raytown C-2 School District Board of Education is committed to maintaining a workplace and education environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in its programs, activities or in employment. The Board also prohibits retaliatory actions against those who report or participate in the investigation of prohibited discrimination or harassment. The Raytown C-2 School District is an equal opportunity employer. Policy AC. The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law. Policy AC-AF1. . 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 Ms. Shirley Earley, 6608 Raytown Road, Raytown, Missouri 64133 (816-268-7000).

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RMS Mission Statement

The Raytown Middle School community will work as a team and provide opportunities for our students to develop academic and social skills for success. We will provide opportunities for our students to experience **Respect, Opportunity, Community, Knowledge and Success.**

RMS Vision Statements

~Students, parents and staff will treat each other with mutual respect in a safe and structured environment.

~Curriculum will be aligned to the Missouri Learning State Standards. Instructional strategies will focus on student achievement and will be analyzed for effectiveness on a continual basis through the Missouri Learning Standards.

~Students, parents and staff will collaborate to achieve a shared educational purpose through a commitment to hard work, success, and excellence both in and out of the classroom.

Raytown Middle School Contact Numbers

Main Office.....	268-7360
Attendance Secretary.....	268-7370
Registrar (Misty Smith).....	268-7377
Principal's Secretary.....	268-7360
Main Office Fax Number.....	268-7365
Counseling Office Fax Number.....	268-7374
Bus Transportation.....	268-7170
24-Hour Message Line.....	268-7001
Principal.....	Dr. Georgetta May
Assistant Principal.....	Mr. Jeff Haynes
Assistant Principal.....	Ms. Leslie Cole
Administrative Intern.....	Mr. Anthony Hile

Counselor.....	Ms. Kimberly Sonthana
Counselor.....	Mr. Doug Ronnebaum
Media Center.....	Ms. Megan Kurtz
Nurse.....	Mrs. Anna Daugherty

School Office Hours.....	7:15 am - 3:45 pm
Bus release/depart times	7:45 am - 3:02 pm
Student School Hours.....	7:55 am - 2:57 pm
Early Release Wednesday.....	7:55 am - 1:27 pm
Early Release Days.....	7:55 am - 11:10 pm
School Tips Hotline.....	1-866-748-7047

Raytown C-2 Web Site <http://www.raytownschools.org>

Administration Office 816-268-7000
6608 Raytown Road Raytown, Missouri 64133

District Administration

Dr. Allan Markley	Superintendent of Raytown Schools
Dr. Brian Huff	Assoc. Supt. of Curriculum & Instruction
Dr. Steve Shelton	Associate Superintendent of Operations
Mrs. Kim Bielawski	Assistant Superintendent of Instructional Leadership
Dr. Tony Moore	Assistant Supt. Instructional Leadership
Dr. Travis Hux	Assistant Supt. of Support Services
Dr. Marlene Devilbiss	Assist. Supt. of Human Resources
Mrs. Amy Cusumano	Director of Special Education

Important Middle School Calendar Dates
2019-2020

First Semester	Aug. 14 – Sept. 20	First Trister
Aug. 14.....	First Day of School	
Aug. 29.....	RMS Open House	
Sept. 2.....	Labor Day (No School)	
Sept. 10.....	Early Release (11:10 am) Teacher PD	
Sept. 23 – November 1		Second Trister
Oct. 11.....	Professional Workday (No School)	
Oct. 17-18.....	Parent-Teacher Conferences (No School)	
Oct. 29.....	Early Release (11:10 am) Teacher PD	
Nov. 4 – Dec 20		Third Trister
Nov. 27-29.....	Thanksgiving Break (No School)	
Dec. 20.....	Winter Break begins (Early Release 11:10 am)	
Dec. 20-Jan. 3.....	Winter Vacation (No School)	
Second Semester	Jan. 6 - Feb 14	Fourth Trister
Jan. 3.....	Professional Workday (No School)	
Jan. 6.....	Classes Resume	
Jan. 20.....	Martin Luther King Day (No School)	
Feb. 13-14.....	Parent-Teacher Conferences (No School)	
Feb. 18 – April 3		Fifth Trister
Feb. 17.....	Presidents' Day (No School, 1 st Make-Up Day)	
Mar. 16-20.....	Spring Break (No School)	
April 6 – May 20		Sixth Trister
Apr. 10.....	Good Friday (No School, 2 nd Make-Up Day)	
May 20.....	Last Day of School (Early Release 11:10 am)	

Admissions Procedure

All students 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 residence, 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 regarding Admissions-Tuition.***

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 suspension or expulsion in this district (a hearing will be convened within three working days of the request of the registrar).

Advisory Class

All RMS students are assigned to a grade level Advisory teacher. The focus of Advisory is 1) To assist students to develop a sense of connection and community, 2) To establish, evaluate, and modify personal, educational, and career goals, and 3) To develop and demonstrate personal and academic responsibility. These goals are met through activities such as Missouri Connections, PBS lessons, and community service activities. Students may also participate in sustained silent reading or have the opportunity to complete or review work. Daily progress will be assessed using the MLO scoring guide.

Athletics and Activities

Athletic/Activity Eligibility

Though interscholastic sports are open to 7th and 8th graders, any student may participate in the other school-sponsored club activities. Students who earn more than one academic grade of "F" in any course will be ineligible to participate in athletics/activities/clubs during the following grading period. Students are expected to be in attendance at school the entire day they participate in any school event or athletic contest.

Activity Attendance, Participation, and Fees

Attendance at and participation in after-school activities is a privilege. Students may be restricted from activities if they do not follow school rules. The following guidelines apply to all students attending athletic events or activities at RMS.

1. Students must leave school and return no more than 10 minutes before game time.
2. Students who serve detentions on the day of the game are NOT eligible to attend the game the same day.
3. Students who plan to attend a game without a parent or guardian must have a parent signature for that day's game on an event attendance form. Students will not be allowed to call home on game day to obtain permission.
4. Students are expected to watch the game and not loiter. They will not be allowed to reenter once they have left the building or stands.
5. While cheering is encouraged, students should not boo the opposing team.
6. Students who attend games must be picked up promptly at the end of the game. Students not picked up within 10 minutes of the scheduled pick up time will lose privileges to attend games for the remainder of the season.
7. Students whose behavior does not adhere to school rules or the above guidelines will lose privileges to attend games.
8. Admission fees will be charged for tournaments, Blue/White games, CMS and RSMS games.

Raytown C-2 students participating on an athletic team will pay a fee of \$52.50 per year, not to exceed \$105.00 per family per year. All middle school students participating in clubs will pay a fee of \$26.25 per year, not to exceed \$52.50 per family per year. Families who qualify for free or reduced lunch programs will pay extra curricular fees 50% of full rate.

Academic Tutoring

Students may receive tutoring in a teacher-supervised program. The school counselor can provide more information about this after-school program.

Attendance Policy JED, JED-AP1 & JED-AP2

Regular school attendance is a good habit and an essential component for student success. Research shows that the two major reasons students do poorly in school are inconsistent attendance and lack of effort.

If a student will not be at school, parents are to call the Attendance Secretary at (816)-268-7370, on the day the absence occurs, preferably before 9:00 a.m. Accumulations in excess of **ten** (10) "unexcused absences" are routinely reported to juvenile authorities. Parental requests will not always assure the student of an excused absence; excused and unexcused absences will always be determined by school personnel.

A student who knows he/she is going to be absent for personal reasons should submit a written request to the principal from a parent or guardian several days prior to the absence. The student must take the request to each teacher whose class will be missed and then submit it to the attendance office.

Late Arrival & Leaving School for Appointments

A student who arrives at school after 7:55 am must sign in at the front desk where the "time in" and "reason for late arrival" are recorded. If a student signs in between 7:55-8:20, they will be considered tardy. Students who arrive after 8:20 am will be considered unexcused for that time period unless the reason for being absent is excused by the school.

If a student is dismissed before 2:57 pm, the parent or guardian will be required to sign the student out of the office. This procedure is used to ensure student safety; no child will be allowed to leave unless in the company of a responsible adult. The district will not be responsible for supervising students outside of the stated times. Parents are not to drop off or leave children at the school during unsupervised periods.

Late Work

Students who are present in class but do not turn in homework due on that day will be allowed to turn that assignment in late for up to two (2) days. On the first day late, the student receives 80% of the credit earned on the assignment. The second day late the student receives 70% of the credit earned on the assignment. Beyond the second day, students can stay for Academic Intervention to make up the assignment for 60% credit for two weeks after the due date of the assignment. To ensure efficient grading procedures, no late work will be accepted the last week of each trimester.

Make-up Work Following an Absence

Make-up work is available for absences. When a student returns, it is his or her responsibility to request make-up work from each teacher. Students have one day to collect work and one day allotted for each day absent. Teachers will provide the necessary work for students.

The office will collect make-up work for students who are absent for **more** than 3 consecutive days. To request homework collection, parents/guardians should contact the counseling secretary.

If a student is unable to participate in P.E. classes for three days or less, a parent's note of excuse is acceptable. If a student is physically unable to participate in P.E. classes due to medical reasons for more than three days, a doctor's note is required. A student who is unable to participate will be given another assignment in lieu of physical activity.

Bus Transportation

Students receive a copy of bus regulations in their registration packets and are expected to read and observe bus rules. Bus regulations are enforced by school officials to ensure the safety of all riders. If a student does not follow rules, drivers issue a "bus conduct" slip with copies to the school principal, the parent, and the district Director of Transportation. These slips could result in school and/or bus suspension. If you have questions regarding the buses or bus procedures, contact the transportation office at 268-7170.

Cafeteria

The cost of student lunches is **\$2.25**. Lunches may be purchased on a daily or prepaid basis. To prepay, students should take lunch money to the cafeteria before school. The cafeteria utilizes an automated system in which students are given a student ID/ PIN number. Students will need to use the PIN number on all purchases made in the cafeteria whether they have money in their accounts or not. Hot breakfast is offered daily from 7:30-7:53 am at no cost. *NOTE: Prices are subject to change with Board approval*

Daily menus are read in morning announcements for students. Menus are also posted in each classroom and in the cafeteria. Parents may check current school menus by checking the district web page at <http://www.raytownschools.org>

Free and reduced lunch applications are available during schedule pick up and are mailed to every student's home. If you did not receive one, you may pick one up at the school office. Please see eligibility guidelines in Policy EFB

The cafeteria offers a daily "hot lunch" with a limited number of side items such as chips, packaged snack cakes, drinks, and ice cream. Please refer to Policy ADF-API regarding nutritional standards to be served during school hours. We ask that all food and drink be consumed in the cafeteria.

Unfortunately, the RMS cafeteria space does not allow for students to move freely around the cafeteria; socializing is limited to the area in which the student's class is assigned seating. Students are supervised by teachers who address individual student questions or needs. Students are expected to take care of their lunch trays and trash before leaving the cafeteria, and they are asked to remain seated until dismissed by an adult. Each class is escorted to and from the cafeteria by the classroom teacher.

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will provide timely notification to parents/guardians when account balances run low (when applicable). Policy AF-API

Cell Phones and Other Electronic Devices

Electronics are only to be used to assist in the instructional process at the direction of the teacher. Phones/Devices 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. This includes all personal electronic equipment including, but not limited to cell phones, video/camera phones, , pagers, tablets, iPods, MP3 players, video or audio recorders, and video game devices. **If the cell phone or other device is observed by a staff member, it will be confiscated and turned into the main office. Phones are to be kept in lockers and are not to be with students during the school day.**

- 1st offense: Confiscation. Student may pick the device up at the end of the day from the front office.
- 2nd offense: Confiscation. Parent/guardian must pick up.
- 3rd offense: Parent must pick up, detention assigned.
- 4th offense: Parent must pick up, 2 detentions assigned.
- 5th offense: Parent must pick up, 3 detentions assigned.
- 6th offense: Subsequent offense, parent must pick up additional consequence assigned.

If a student is observed using a cell phone/device, including text messaging, the device will be turned into the office and discipline assigned.

Communication/Telephone Calls

Telephone messages for students will be delivered only in cases of emergency. Students must have permission and a pass from their current teacher to use the office phone.

Classroom/School 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.

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.

1. Sign in and out when entering and exiting the building. Read and sign visitor board policy JEDB.
2. Wear a visitor pass at all times while in the building.
3. Respect classroom instruction.
4. Classroom visits are not for conferencing with the teacher, but rather to observe your student in the classroom setting. We expect you to respect the privacy of other students in the classroom.

**Conferences with individual teachers should be arranged by calling the teacher to schedule an appointment with them. Telephone conferences can be arranged during teacher's plan time.

Delivering Books/Materials to students

Items may be delivered to the main office. Students will be called down to pick up the item(s) during passing time. Some deliveries may be delayed until the end of the day due to possible classroom disruptions e.g. balloons, gifts, etc.

Discipline Intervention Model(s)

- 1) Behavior Intervention Support Team (BIST)

The Raytown School district believes that success is possible for all children and that some traditional forms of discipline are not as effective in changing a child's inappropriate behavior. One avenue

that has been found to be successful in helping teachers help children is through the use of the BIST model.

Under the BIST model, a **"think sheet"** may be given when a student has demonstrated inappropriate behavior. The think sheet is used to assist students in the reflection of their behaviors and designed to help them change that behavior. Students will need to complete the think sheet correctly and process with the sending teacher before they will be allowed to return to class.

A **"safe spot"** is a designated area in the regular classroom where a student can go to deal with his/her emotions. A child may request to go to a safe spot, or he/she may be asked by an adult to use the safe spot if it becomes evident that he/she is not able to handle the general classroom environment.

The **"buddy room"** is the next level of intervention in the recovery process and is used when removal from a specific classroom environment is necessary. A buddy room is simply another classroom where students can go to re-group and manage their feelings and behaviors.

A **"recovery room"** is a non-judgmental place where a child can go to help him/herself stop acting out and to calm down to avoid getting into trouble. While in the recovery area, the student will be responsible for taking ownership of his/her behavior and for developing a plan to avoid similar problems in the future.

When a student has demonstrated a pattern of misbehavior, he/she may be asked to meet with a teacher to **"process"**. Processing is an opportunity for the adults to clearly communicate their concerns and observations and for the student to be involved in creating a workable solution to deal with his/her own problem.

It is during processing that "behavior plans" may be created and implemented. A behavior plan generally lists the specific behavior(s) that continue to get the student in trouble and expectations for students, staff and parents to help solve the problem.

2) Positive Behavior Interventions and Supports (PBIS)

Positive Behavior Intervention and Supports, or PBIS, is a framework for schools to support the success of all students. It is a school-wide and prevention-based way of helping all students to achieve important academic and social goals. We know that when good behavior and good teaching come together, our students will excel in their learning.

Staff will begin to establish several clear rules for the behavior we expect in all areas of our school. We will explicitly teach those expectations to the students and recognize them frequently for appropriate behavior. The expectations for all student behavior will be clear throughout our building.

**PBIS and BIST will work in unison as systems of support for all students. For information about either of these approaches, contact your school's administrator or go to www.pbis.org and www.bist.org.*



Dress Code Policies JFCA & JFCA-AP1

PERSONAL APPEARANCE THAT IS DISRUPTIVE TO THE INSTRUCTIONAL PROCESS IS NOT PERMITTED AT RAYTOWN MIDDLE SCHOOL

It is our goal to maintain an orderly and pleasant educational environment for everyone, therefore all students are asked to help themselves and their school to maintain a clean, neat, tastefully dressed student body. Whether attire is deemed appropriate or inappropriate will be left to the discretion of the building administration. Violators of the dress code will not be allowed to attend class until they change their clothing and comply with school rules. Students should wear clothing that is appropriate for school and is not distracting, revealing, offensive, uncomfortable or dangerous. Additionally, clothes are to be worn the way they are designed to be worn.

Dress code includes but is not limited to the following:

1. Clothes should not display anything sexual in nature; advertise or promote drugs, alcohol, or tobacco; display violence; suggest put-downs toward any ethnic group or promote any other material deemed harmful, distracting, or offensive.
2. Students may not wear spaghetti straps, halter tops, see-through tops, tube tops, off-the-shoulder, tank tops or midriff tops. All undergarments, e.g. bras and bra straps are to be covered. Leggings or spandex tights must be worn with an over-garment such as a skirt or shorts at fingertip length. Students will be asked to change to appropriate dress.
3. Students may not wear low cut or revealing tops or bottoms and all undergarments are to be covered.
4. **Clothing with holes is permitted only if the holes are below fingertip length. Clothing that reveals skin above fingertip length is not appropriate for the school environment; therefore, students must wear something underneath clothing with holes so that skin does not show.**
5. Hems on shorts, skirts, and dresses must extend beyond the finger tips. Clothing made of stretchy material that can be pulled down or forced to meet dress code, must meet dress code at all times. If an article of clothing is observed not meeting this policy, the student may be asked to change.
6. Pants, shorts, jeans, etc. must be worn so that the waistband is at your waist. **Sagging pants are not permitted.**
7. Students may not wear bandanas or other items on their heads that disrupt the educational environment. These items must be placed in a locker/out of sight.
8. Coats, overcoats, gloves, hats, sunglasses, hair picks large backpacks, book bags and other outerwear are to be placed in lockers upon arrival to school. ***Only string backpacks may be carried to classes.**
9. Jewelry must not be dangerous, distracting, oversized or promote drugs, alcohol, sex, or tobacco. Watch, wallet, or other chains worn from the waist are not permitted.
10. Students may not wear pajama pants or slippers and may not carry blankets or pillows during school hours.

As fashion trends develop, the administration may determine that other styles are not safe or appropriate to be worn at school. If students violate the dress code policy, they will be asked to change or fix their clothing and may ultimately be suspended from school. In addition, a student may be asked to go to the nurse's office to call for appropriate clothing if needed.

Dress Code Consequences

(Will be documented separately on Green Cards)

- **1st offense:** Student is warned, green card is written, clothing offense corrected
- **2nd offense:** Student is warned, green card is written, parent contact, clothing offense corrected

- **3rd offense:** 1 detention assigned, parent contact, triage plan
- **4th offense:** 1 day ISS, parent contact, continue triage plan
- **5th offense:** 2-3 days ISS, parent contact, Recovery Room visit

Field Trips

Students who have demonstrated the ability to behave in a responsible manner during the school day may attend these special events. Administrators will determine if students are not eligible to attend a field trip. Trip information will be sent home by teachers.

Grades and Grade Cards

RMS has six (6) grading tristers in a school year. Mid-trister grades serve as a status report on the student's progress for each grading period and will be provided to students in all core classes. The student's counselor can also collect immediate grades if there is a concern during grading periods.

RMS uses the following standardized grading scale, and grade point average (GPA) is figured on a 4-point scale:

A	95 - 100%	4
A-	90 - 94%	4
B+	87 - 89%	3
B	83 - 86%	3
B-	80 - 82%	3
C+	77 - 79%	2
C	73 - 76%	2
C-	70 - 72%	2
D+	67 - 69%	1
D	63 - 66%	1
D-	60 - 62%	1

$GPA = \frac{\text{total points}}{\# \text{ of classes}}$

Grade cards and mid-terms are distributed to students. If you do not receive a quarterly grade card, please call your student's counselor for a grade report.

Honor Roll

The scholastic honor roll is based on GPA.

Principal's Honor Roll.....4.0 GPA (All A's & A-'s)

Academic Honor Roll.....3.0--3.99 GPA

Bluejay Incentives

All students have the opportunity to earn Academic and Attendance Incentives each Trister. This incentive is for students with a strong academic record and overall positive school behavior. The following qualifications must be met in order to receive the incentives.

Qualifications for Academic Incentives:

Principal's Honor Roll – 4.0 GPA

Honor Roll – 3.0 – 3.99 GPA

No missing assignments each grading period

Qualifications for Attendance Incentives:

Perfect Attendance

Exemplary Attendance (3 days or less)

No tardies

Rewards

Various prizes/RAPS tickets

Student qualifications will be checked each grading period.

Academic and Achievement Recognition

Student Recognition Night is presented each May to formally recognize those students who have a scholastic 3.5 GPA or better. A student must be enrolled in this building the first five trimesters of the year. In addition, students who have significantly contributed to the success of the school by their achievements and activity are also recognized and presented awards at this ceremony.

Health Services

The clinic maintains facilities for first aid. Students requiring medical attention must receive a clinic pass from a teacher. Students are not to go to the clinic without notifying their teacher first unless it is an emergency. Should a student be too ill or injured to remain at school, the clinic nurse will contact the parent and make the necessary arrangements to have the child picked up from school. **Students are not to call home and ask for someone to remove them from school on their own.** If a student disagrees with the nurse's decision not to send him/her home, the student may appeal to the principal's office for final determination.

Health Procedures

In accordance with the 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 school 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.

Students will be sent home for the following:

1. Temperature 100 degrees and over
2. Vomiting and diarrhea
3. Question of a communicable disease
4. Injury which may require medical attention.

Medications

All student medications, including over the counter medications, must be brought to the clinic without exception. No school personnel are permitted to give medication, including aspirin or Tylenol, unless brought to the clinic with a note granting permission for it to be administered. All medication must be brought to school in the original container and clearly labeled with child's name, date, name of doctor, current medication, and current dosage instruction. A "Medication Form" is available from the clinic along with detailed policies and procedures regarding all forms of medication. Students who carry medication in their possession will face disciplinary action. For information regarding emergency use of epinephrine and asthma medication, please see Policy JHCD.

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 attend classes. Homeless children are allowed special consideration in accordance with Federal Legislation. If the district provides information on immunizations, infectious diseases, medications or other school health issues to parents/guardians of K-12 students, the district will also provide parents/guardians of K-12 students influenza and influenza vaccination information that is identical or similar to that produced by the Centers for Disease Control and Prevention. Policy KB-API.

Insurance

It is the responsibility of parents to carry appropriate insurance on their student to cover accidents/injuries that may occur on school grounds or at school functions. RMS does not carry any type of insurance on students. Information regarding MO HealthNet for Kids Programs is found in Policy KB-API.

Lockers

Each student is issued a locker equipped with a deadbolt lock that has a new combination each school year. Only the teacher and the student know the locker combination. Because of the many problems that can arise, students are not to share their lockers or combinations. Students are required to lock their personal items in their lockers including cell phones and large back packs or tote bags. **Students may only carry string back packs to classes.** Each student is responsible for the use and contents of the locker issued to him/her. The locker is to be kept clean. Lockers are the property of the Raytown School District and under joint control of both the student and the school administration. In the event of an emergency, administrators may conduct periodic locker checks.

Locker Room

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

Lost and Found

Teachers may collect lost and found items, or students may go to the office to turn in or look for a lost item. It is strongly recommended that students label all personal belongings and leave valuable items at home.

Media Center

The Media Center offers extensive support services including computers, reference materials on CD Rom, and Internet access. Students may check out three

items at a time. Overdue materials are fined five (5) cents per day.

Plan Book (Student Planner)

Once school begins, each student receives a student plan book, which is included in student fees paid at the time of enrollment. If the plan book is lost, a replacement must be purchased in the office for \$7.00.

Organization is a taught skill that will benefit students for a lifetime, and the plan book is an excellent tool not only for individual use but also for home-school communication. Students are required to carry these books to each class and to write down class assignments. Parents/guardians are able to review homework, test grades, and notes from teachers on a daily basis.

School Closing Due to Inclement Weather or Emergencies

Severe storms, road conditions, or other emergencies, which create safety hazards, may make it necessary to cancel classes and other scheduled school activities. Local TV and radio stations are notified by using the Emergency School Message Center as soon as a decision to cancel classes is made, and patrons are urged to monitor these stations for information. Information is also available on the school district web page and by calling the 24-Hour Message Line, 268-7001. **Please do not call the school. A school reach message will be sent to communicate specific daily information.**

Student Discipline

Green Cards (Out of Class Behavior Cards/Pink Cards (Technology Violations)

RMS is dedicated to maintaining a safe and orderly environment conducive to learning; we believe that this requires a joint effort from students and staff. While teachers continually supervise the hallways, cafeteria, bus loading and unloading as well as their classrooms, students are expected to conduct themselves in a safe and orderly manner as well. Students who fail to do so are infringing on others' rights to a safe and productive school climate and will be issued a "Green Card" or "Pink Card"

The "Green Card" and "Pink Card" are formal notices that the observed misbehavior is "on the record." When giving a green card/pink card, the teacher will not only talk with the student about the incident but also ask the student to sign the card. Green cards/Pink cards are then collected by the Advisory teacher. When a student receives five (5) green cards/pink cards, they are referred to the office

for the following disciplinary consequences (consequences start over at semester like tardies):

- First packet (5 cards total).....1 detention**
- Second packet (10 cards total).....2 detentions**
- Third packet (15 cards total).....1 Day of ISS**
- Fourth packet (20 cards total).....3 Days of ISS**
- Fifth packet (25 cards total).....4 Day of ISS**
- Sixth packet (30 cards total).....5 Days of ISS**
- Seventh packet (35 cards total).....6 Days of ISS**

Office Detentions

When a student is assigned a detention, several means are used to ensure the student clearly understands why a detention was assigned, how to serve the detention, and when the detention must be served. Parents are also notified, by mail, with the same information. The process is as follows:

1. A staff member conferences with the student personally and shows him/her why the detention is being assigned.
2. The student is assigned a detention due date. Students are given five (5) school days to serve this obligation. Detentions are not conducted on Fridays or any day before a holiday.
3. The student signs and dates the discipline form for which the detention was assigned.
4. The student receives a form letter stating his/her name, reason for detention, due date, and rules for detention.
5. Parents will be notified by mail or phone.

Detentions are conducted in the cafeteria or assigned classroom for two hours after school and are supervised by staff members. Students must serve the entire time to complete their obligation and are expected to use this time productively for school tasks. Parents/rides should wait for students serving detention in the south parking lot (by the main office); students will exit from the cafeteria doors at 5:00 pm.

It is very important that the detentions are served during the five school days allotted. If there is a problem serving the detention, students and/or parents need to contact the assistant principal prior to the due date. Unserved detentions or failure to complete detentions is referred to the assistant principal. Lunch detentions will be assigned.

In-School Suspension (ISS)

When a student is assigned to ISS by a principal, the ISS interventionist receives notice and collects the student's assignments. The student reports to the ISS room immediately upon arrival at school and is not allowed in the hallways to socialize and/or to go to his/her locker.

While in ISS, students are expected to complete their class assignments, for which they receive full class credit. No talking, socializing, or leaving the room is

allowed, except for scheduled necessity breaks. Lunch is eaten in the ISS room, and students may either bring their lunch or order one from the cafeteria.

A student assigned to ISS is to leave the building/grounds at dismissal and may not attend any school function (home or away games/events) or appear on any Raytown C-2 District premises (i.e. high school programs) during the suspension period unless it adversely impacts his/her grades. Students are expected to serve all assigned days and complete their schoolwork. If students are unsuccessful in ISS, they will repeat a day of ISS. Students who are removed from ISS will serve the remaining days of ISS as OSS.

With the implementation of BIST, students may now be assigned "Team Focus," in which they serve their suspension with their team teachers in a designated location in a regular classroom. However, the rules of ISS remain in effect, and students are expected to comply as they would in a separate ISS room.

Out of School Suspension (OSS)

A student's right to attend the Raytown C-2 School District carries with it responsibilities to attend school regularly and to comply with district policies, rules, and regulations. Safe and orderly conduct is essential for permitting others to work productively at school. Therefore, the administrative prerogative to remove a student from the school setting shall be permitted because of willful violation of school rules and regulations, willful conduct which materially or substantially disrupts the rights of others to an education, or willful conduct which endangers the student, other students/staff, or the property of the school, provided such action is taken in accordance with due process and with due regard for the welfare of both the individual and the school.

A student may be suspended for conduct which negatively affects good order and discipline in school or impairs the morale or good conduct of students. Notice of suspension shall be given to the student, parent, or guardian and to the superintendent.

Students who are suspended from school are not to be on any C-2 district premises or attend any school function during the period of suspension. A student will receive NO CREDIT for work missed while serving OSS unless a major scoring opportunity is missed such as a test or major project.

Students on School Grounds (Before/After School) and Neighboring Property

For their own safety, students are not to be dropped off or arrive at school before 7:30 AM. Students are to enter the building when they arrive, and they are not to leave the building without school approval until dismissal at 2:57 P.M. Only students who have particular school business (i.e. tutoring,

athletics, detention) are allowed in the building after 3:05 P.M. No loitering is permitted in the building or on school grounds.

Raytown Middle School is a neighborhood school and we believe in being a good neighbor. No trespassing, loitering, or otherwise disturbing area residents, their property, or pets will be tolerated (including the golf course across the street). RMS administration and teachers pursue any complaints, including complaints by our students.

Student Responsibilities

Students are expected to abide by a standardized set of behaviors and intervention strategies at Raytown Middle.

- R** ➤ **Respectful – Respect self, others and their property**
- A** ➤ **Accountable – Raise hand before speaking and raise hand before getting out of seat**
- P** ➤ **Positive – Follow directions the first time given and do your best.**
- S** ➤ **Safe – During passing, students are to walk on the right side of the hallway and keep hands and feet to themselves.**

Tardy Policy

The RMS tardy policy is designed to develop good decision-making skills for students and to ensure the educational integrity of each class period. During middle school years, students are maturing and making more independent choices that affect their lives. Using and organizing their time wisely is a necessary lifelong skill.

Students are to be in the classroom with proper materials and be ready to learn when the tardy bell sounds unless directed by the teacher.

All students are given one to two weeks to adjust to their class schedules before tardies are counted. The office announces to the student body when the "grace period" for tardies will end. Adjustments are made for late buses and weather related issues. **The consequence for tardiness is as follows:**

- 7 tardies – 1 after school detention**
- 14 tardies – 1-2 after school detention(s)**
- 21 tardies – 1-3 days of ISS**
- 28 tardies – 3-5 days of ISS**

Textbooks and Supplies

Students are issued approximately \$250 worth of textbooks for their individual use at the beginning of the year. Each assigned textbook has a serial number, which is recorded by the teacher. The student is to write his/her name in the space provided in the front of the book. Students are strongly discouraged from "loaning" or "sharing" books with others. If the book is lost or damaged, the student who was assigned the book is responsible for replacement or repair costs.

Teachers will list the particular materials needed for their classes at each grade level in the enrollment packet. This information is also available on the District Web site.

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



Board of Education Policies

STUDENT DISCIPLINE POLICY: JG

It is essential that the district maintain a classroom environment that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. To assist district staff in maintaining the necessary classroom environment, the Board of Education has created a discipline code that addresses the consequences, including suspension or expulsion, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the moral or good conduct of other students. The comprehensive written code of conduct of the district is composed of this policy and includes, but is not limited to, the following policies, procedures and regulations: JG-R, JGA, JGB, JGD, JGE and JGF. A copy of the district's comprehensive written code of conduct will be distributed to every student and the parents/guardians of every student at the beginning of each school year and will be available in the superintendent's office during normal business hours.

Application

These policies, regulations and procedures will apply to all students in attendance in district instructional and support programs as well as at school-sponsored activities. Off-campus misconduct that adversely affects the educational climate will also be subject to these policies, regulations and procedures. Students who have been charged, convicted or pled guilty in a court of general jurisdiction for commission of a felony may be suspended in accordance with law. The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law. No student may be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel. For the purpose of this policy, a student is unattended if no person has visual contact with the student, and a locked

space is a space that the student cannot reasonably exit without assistance.

Enforcement

Building principals are responsible for the development of additional regulations and procedures regarding student conduct needed to maintain proper behavior in schools under their supervision. All such regulations and procedures shall be consistent with Board-adopted discipline policies. Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved. All employees of the district shall annually receive instruction related to the specific contents of the district's discipline policy and any interpretations necessary to implement the provisions of this policy in the course of their duties including, but not limited to, approved methods of dealing with acts of school violence, disciplining students with disabilities and instruction in the necessity and requirements for confidentiality.

Regulation: JG-R1

STUDENT DISCIPLINE

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

Reporting to Law Enforcement

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

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

Documentation in Student's Discipline Record

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

Conditions of Suspension, Expulsion and Other Disciplinary Consequences

All students who are suspended or expelled, regardless of the reason, are prohibited from participating in or attending any district-sponsored activity, regardless of location, or being on or near district property or the location of any district activity for any reason, unless permission is granted by the superintendent or designee. When appropriate, the district may prohibit students from participating in activities or restrict a student's access to district property as a disciplinary consequence even if a student is not suspended or expelled from school. Likewise, a student may become ineligible for or be required to forfeit any honors and awards as a disciplinary consequence. In accordance with the law, any student who is suspended for any offense listed in § 160.261, RSMo., or any act of violence or drug-related activity defined by policy JGF as a serious violation of school discipline, shall not be allowed to be within 1,000 feet of any district property or any activity of the district, regardless of whether the activity takes place on district property, unless one (1) of the following conditions exist:

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

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

Academic Consequences

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

Prohibited Conduct

The following are descriptions of prohibited conduct and potential consequences for violations. Building-level administrators are

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

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

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

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

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

Assault

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

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

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

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

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

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

Bullying and Cyber bullying (See Board policy JFCF) – Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer or pager.

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

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

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

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

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

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

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

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.

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.

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.

Tuancy 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.

POLICY: JGA

CORPORAL PUNISHMENT

For the purposes of this policy, corporal punishment is the use of physical force as a method of correcting student behavior. No person employed by or volunteering on behalf of the Raytown C-2 School District shall administer corporal punishment or cause corporal punishment to be administered upon a student attending district schools.

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

POLICY: JGB

DETENTION AND/OR IN-SCHOOL SUSPENSION OF STUDENTS

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

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.

POLICY: JGD

STUDENT SUSPENSION AND EXPULSION

The following procedures apply to all students. However, additional procedures for discipline for students with disabilities are sometimes required, as discussed in policy JGE, Discipline of Students with Disabilities.

The Board of Education believes that the right of a child to attend free public schools carries with it the responsibility of the child to attend school regularly and to comply with the lawful policies, rules and procedures of the school district. This observance of school policies, rules and procedures is essential for permitting others to learn at school.

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

The terms “suspension” and “removal” refer to an exclusion from school that will not exceed a specific period of time and shall be subject to the due process procedures set forth for “suspension” in this policy. The term “expulsion” refers to exclusion for an indefinite period.

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or

parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

Suspensions

In Missouri, a principal may suspend a student for up to ten (10) school days. A superintendent may suspend a student for up to 180 school days. Procedures for suspending a student are outlined below.

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension; and (c) give the student the opportunity to present his or her version of the incident.
2. If the principal or superintendent concludes that the student has engaged in misconduct punishable by suspension, the procedures described below apply. If the student has a disability as defined in the Individuals with Disabilities Education Act (IDEA) as amended or Section 504 of the Rehabilitation Act, additional procedural safeguards described in the policy dealing with the discipline of students with disabilities apply.
3. The principal or superintendent should determine whether the student should be suspended or whether less drastic alternative measures would be appropriate. In many cases, the principal or superintendent may decide not to suspend a student unless conferences (between the teacher, student and principal and/or between the parent, student and principal) have been held and have failed to change the student's behavior.
4. If suspension is imposed, the student's parents or guardians must be promptly notified of the suspension and the reasons for the action.
5. Any suspension by the principal must be reported, immediately and in writing, to the superintendent, who may revoke the suspension, either part or in full, at any time.
6. If a student is suspended for more than ten (10) school days, the following rules also apply:
 - a. The student, his or her parents, guardians or others having custodial care have a right to appeal the superintendent's decision to the Board or a committee of the Board appointed by the Board president.
 - b. If the student gives notice that he or she wishes to appeal the suspension to the Board, the suspension shall be stayed until the Board renders its decision, unless in the superintendent's judgment, the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process.
 - c. All notices of appeal shall be transmitted, either by the appealing party or by the superintendent, to the secretary of the Board. Oral notices, if made to the superintendent, shall be reduced to writing and communicated to the secretary of the Board.
 - d. The superintendent, when notified of an appeal, shall promptly transmit to the Board a full written report of the facts relating to the suspension, the action taken by the superintendent, and the reasons for the action.
 - e. Upon receipt of a notice of appeal, the Board will schedule a hearing and within a reasonable time in advance of the scheduled date, will notify, by certified mail, the appealing party of the date, time and place of the hearing and of the right to counsel, to call witnesses, and to present evidence at the hearing.

- f. Hearings of appealed suspensions will be conducted as described in the section of this policy dealing with student disciplinary hearings.

Suspensions For More Than 180 School Days and Expulsions

Only the Board may expel a student or suspend a student for more than 180 school days. The applicable procedures are outlined below.

1. Before recommending to the Board that a student be expelled or suspended for more than 180 school days, the superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that form the basis of the proposed suspension/expulsion; and (c) give the student an opportunity to present his or her version of the incident.
2. If the superintendent concludes that the student has engaged in misconduct and should be expelled or suspended for more than 180 school days, the procedures described below apply unless the student has a disability. (In the case of a student with a disability, the procedures described in the policy dealing with the discipline of students with disabilities shall apply.)
 - a. The superintendent will recommend to the Board that the student be expelled or suspended for more than 180 school days. The superintendent may also immediately suspend the student for up to 180 school days.
 - b. Upon receipt of the superintendent's recommendation, the Board will follow the procedures described in the section of this policy dealing with student disciplinary hearings.
3. If the student is expelled, he or she may later apply to the Board for readmission. Only the board can readmit an expelled student.

Policy JHDF

Suicide Awareness and Prevention

Purpose Suicide is a leading cause of death among youths in Missouri and is a public health concern impacting all Missouri citizens. The Raytown C-2 School District is committed to maintaining a safe environment to protect the health, safety and welfare of students.

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

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

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

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

Crisis Response Team

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

The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The

CRT members, the building administrator and a designee will receive training and coaching in using this tool to assist in making these determinations and appropriately responding.

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

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

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Notify a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.

When a CRT member or the building administrator or designee receives notification that a student may be at risk of suicide, he or she will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, a CRT member or the building administrator or designee will use an evidence-based/informed tool to determine whether the student is at risk of suicide and the appropriate response. Regardless of the determination, the building administrator or designee will contact the student's parent/guardian to discuss the concern.
3. If it is determined that the student may be at risk of suicide, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Students Who May Be Having a Suicide Crisis

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

1. Make every effort to locate the student immediately, and do not leave the student alone.
2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) for assistance. As soon as practical, the employee will notify the building administrator or designee.

When a CRT member or the building administrator or designee receives notification that a student is believed to be having a suicide crisis, he or she will take the following steps:

1. If the student cannot be located or leaves after being located, a CRT member or the building administrator or designee will contact the parent/guardian to explain the district's concern.
2. If the student has been located, the CRT member or the building administrator or designee will, based on his or her training and an assessment of the student, determine the appropriate action, including whether to call emergency services, and implement the appropriate response.
3. At an appropriate time after the crisis has passed, a school counselor and a CRT member will meet with the student and his or her parents/guardians to discuss support and safety systems, available resources, coping skills and collaborative ways to support the student.

Confidentiality Employees are required to share with the CRT and administrators or their designees any information that may be relevant

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

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

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

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

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

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

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

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

Staff Education on Suicide Prevention and Response Protocol

All district employees will receive information regarding this policy and the district's protocol for suicide awareness, prevention and response. This information will be provided to current employees and each new employee hired. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and response procedures. The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include district-led training, access to web-based training, or training provided in other school districts or by local organizations or health professionals.

Suicide Prevention Education for Students

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

Policy Publication

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



Additional Board Policies

For more information regarding the following Board Policies, please refer to www.raytownschools.org.

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

Policy EBC: Federal Emergency Management Agency - Emergency Drill - Earthquake

Policy GBH: Staff/Student Relations and Electronic Communications

Policy GBL: Title 1 Teacher/Paraprofessional Qualifications – parent rights to request & receive teacher & paraprofessional qualifications

Policy IGAEB: Therefore, in accordance with law, the district will notify the parents/guardians of each student enrolled in the district of the basic content of the district's human sexuality instruction that will be provided to their student. The district will also notify parents/guardians of their right to remove their student from any part of the district's human sexuality instruction. The district will make all curriculum materials used in the district's human sexuality instruction available for public inspection as a public record prior to the use of such materials in actual instruction.

Policy IGAEB: The district will teach students about the characteristics of and ways to identify sexual predators. Teach students safe and responsible Internet use, including the dangers of online sexual predators, when using electronic communication methods such as the Internet, mobile phones, text messages, chat rooms, social media, e-mail and instant messaging. Instill in students the importance of having open communication with responsible adults, reporting any inappropriate situation, activity or abuse to a responsible adult and, depending on intent and content, to local law enforcement, the Federal Bureau of Investigation (FBI) or the National Center for Missing and Exploited Children's "CyberTipline." Explain the potential consequences, both personal and legal, of inappropriate text messaging and sexting, even among friends.

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

Policies IGBCA, IGBCB, IGBH: Homeless, Migratory, ESL: District's obligation to identify and provide education and assistance to students who are homeless, migratory and/or are learning English as a second language.

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

Policy IKF & IKFA: Graduation Requirements and Early Graduation Policy

Policy IL: Assessment Program EOC examinations may be waived for: 1. Students receiving special education services whose IEP teams have determined that the MAP-A alternative is the appropriate assessment; 2. English learner students who have been in the United States 12 or fewer months at the time of administration, in some circumstances; and 3. Foreign exchange students. At the beginning of each school year, the district shall notify the parents/guardians of each student that the district will provide, upon request and in a timely manner, information regarding any state or district policy regarding student participation in any assessments. Such notice shall include information about state or local policies that would allow students to opt out of assessments. Missouri has no such policy, and the district expects all students to participate in all district or statewide assessments.

Policy JFCF: Bullying - 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 districtwide 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.

Policy JFG & JFCI: 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 JHC: Protection of Pupil Rights Amendment (PPRA) including privacy regarding: Surveys The term "invasive physical examination" means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision, head lice or scoliosis screening: Protection of Pupil Rights Amendment (PPRA) including privacy regarding.

Policy JHCB: Preschool Immunization Notice

Policy JHDA: Protection of Pupil Rights Amendment (PPRA) including privacy regarding: Non-Emergency, Invasive Physical Examinations The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law.

Policies JO & JO-API: Notice of rights under the Family and Educational Rights and Privacy Act (FERPA) regarding directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will disclose the names, addresses and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student.

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

Policy KI: Protection of Pupil Rights Amendment (PPRA) including privacy regarding: Collecting, Disclosing or Using Information for Marketing The district will not collect, disclose or use personal information from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose unless required by law.

Policy KLA: Federal Program Concerns & How to File a Complaints Regarding Certain Federal Programs

<p><u>Regular Bell Schedule</u> Monday, Thursday, Friday</p>		<p><u>Block Schedule</u> Tuesday and Wednesday</p>	
Bus & Commons	7:40am	<u>Tuesday</u>	
Tardy Bell	7:50am	Bus & Commons	7:40am
Advisory	7:50-8:15	Tardy Bell	7:50am
1 st Hour	8:19 – 9:09	Advisory	7:50-8:35
2 nd Hour	9:13-10:03	1 st Hour	8:39-10:03
3 rd Hour	10:07-10:57	3 rd Hour	10:07-12:01
4 th Hour	11:01-11:51(6 th)	5 th Hour	12:05-1:29
	11:01-12:13 (7 & 8)	7 th Hour	1:33-2:57
5 th Hour	11:55-1:07 (6 th)	<u>Wednesday</u>	
	12:17-1:07 (7&8)	Bus & Commons	7:40am
6 th Hour	1:11-2:01	Tardy Bell	7:50am
7 th Hour	2:05-2:57	Advisory	7:50-8:35
		2 nd Hour	8:39-10:03
		4 th Hour	10:07-12:01
		6 th Hour	12:05-1:27

<p><u>Early Dismissal</u></p>		<p><u>Early Dismissal Dates for 2019-2020</u></p>	
Bus & Commons	7:40am		
September 10 th			
Tardy Bell	7:50am		
1 st Hour	7:50-8:20	October 29 th	
2 nd Hour	8:24-8:49		
3 rd Hour	8:53-9:18	December 20 th	
4 th Hour	9:22-9:46		
5 th Hour	9:50-10:14	May 20 th (contingent upon snow days)	
6 th Hour	10:18-10:42		
7 th Hour	10:46-11:10		
<p>NO Advisory or lunch served on these days</p>			



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.

The District’s 1 to 1 computer initiative will provide laptops to students in grades 6-12 for the 2019-2020 school year. 1 to 1 devices will follow students throughout their educational career in Raytown. Students in grades 2-5 will continue to have access to 1 to 1 devices in the classroom. Students in grades K-1 will have access to classroom computer sets.

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

Program Key Points:

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

Student Fees & Charges:

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

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

Repair Cost	1st Incident	2nd Incident	Additional Incidents	Lost/Stolen Device
Up to \$50	no charge	50% parts cost	100% parts cost	MS: \$200.00 HS: \$620.00
Over \$50	up to \$25 deductible	50% parts cost	100% parts cost	MS: \$200.00 HS: \$620.00

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. 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.



RMS ROCKS
RESPECT-OPPORTUNITY-COMMUNITY-KNOWLEDGE-SUCCESS

RAYTOWN MIDDLE SCHOOL
CITIZENSHIP EDUCATION

September--RESPECT

Showing consideration for self, others, property, and those in authority.

October--RESPONSIBILITY

Independently able to make moral and rational decisions and therefore accountable for one's behavior; one who is dependable, reliable, and trustworthy on a consistent basis.

November--SELF-CONTROL

Restraint exercised over one's own impulses, emotions, or desires that negatively affect others or themselves.

December--CARING/KINDNESS

Showing consideration of others in word, thought and deed, regardless of differences and using good manners at all times.

January--HONESTY

Telling the truth and doing what is right at all times.

February--EMPATHY

The participation in emotions of others resulting in the identification and understanding of their situations, feelings, and motives.

March--DILIGENCE

Showing persistent determination and conscientious attention to detail in accomplishing a task.

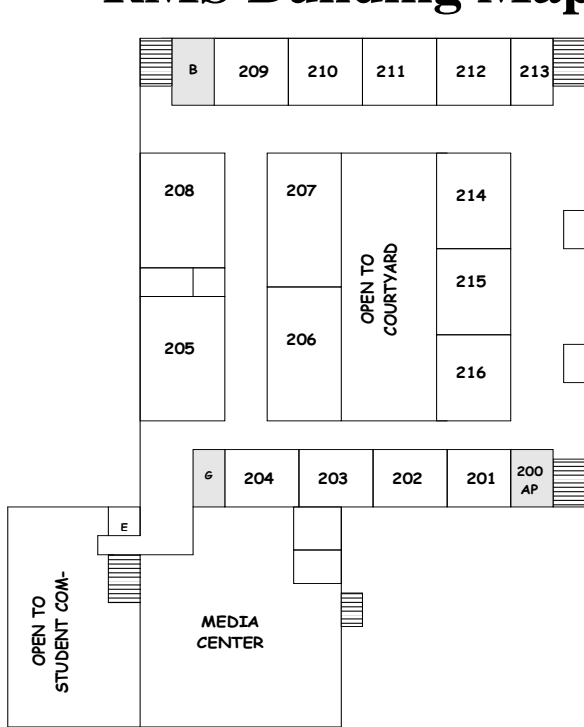
April---FAIRNESS

Free from favoritism, self-interest, or preference in judgment.

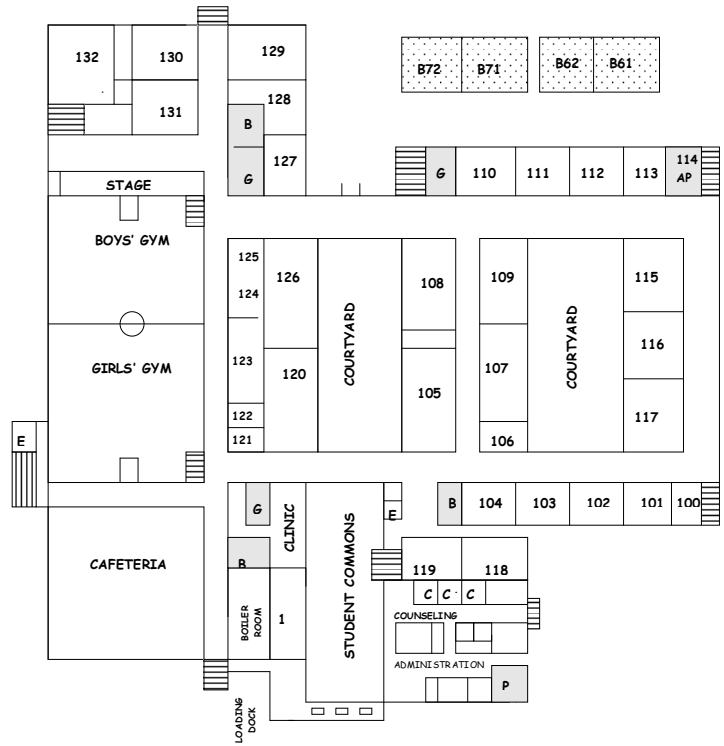
May---MORAL COURAGE

Upholding convictions of what is right or just. Courage is being assertive, tenacious, steadfast, and resolute in facing challenges and social pressure

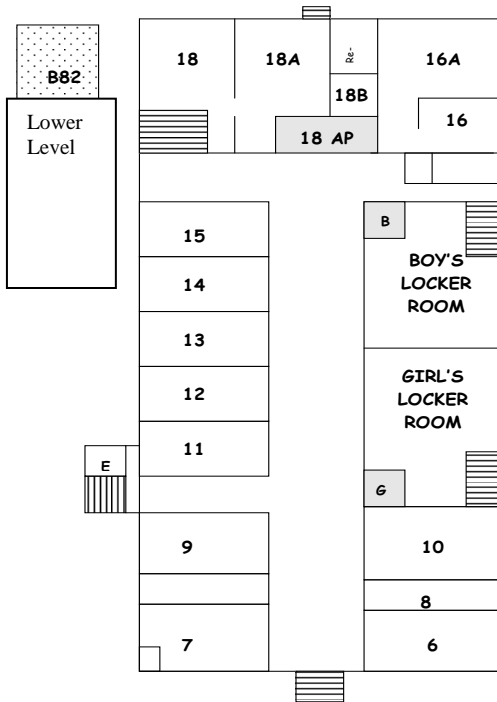
RMS Building Map



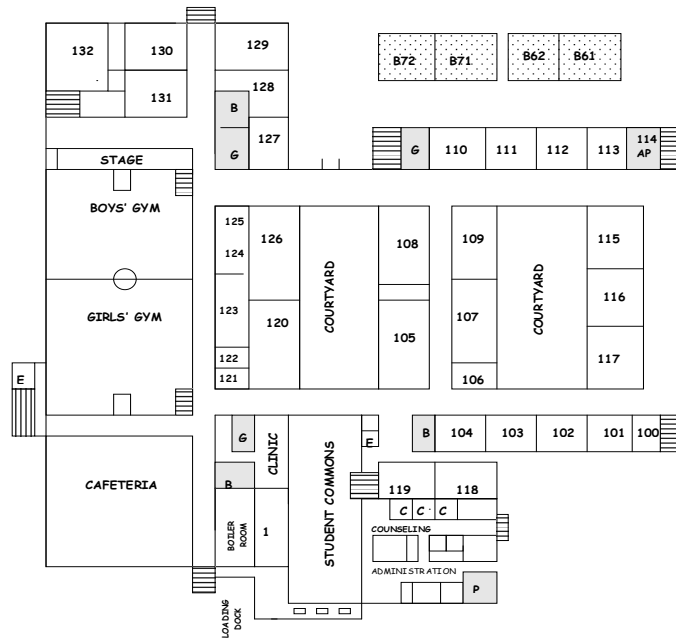
RAYTOWN MIDDLE SCHOOL
UPPER LEVEL



RAYTOWN MIDDLE SCHOOL
MAIN LEVEL



RAYTOWN MIDDLE SCHOOL
GARDEN LEVEL



RAYTOWN MIDDLE SCHOOL
MAIN LEVEL

The Bluejay R.A.P.S.

KHFAAOOTY = KEEP HANDS FEET AND ALL OTHER OBJECTS TO YOURSELF

RMS MATRIX 2018 -2019

	All Settings	Classrooms	Hallways/ Commons	Lockers	Cafeteria	Gym/ Locker Room	Library & Labs	Assemblies	Chrome Books	Outside	Bus
Be Respectful	<ul style="list-style-type: none"> *Stop and follow all adult directives *Use positive body language 	<ul style="list-style-type: none"> *Comply with teacher requests *Use inside voice *Be an active listener *One person talks at a time 	<ul style="list-style-type: none"> *Stop and follow all adult directives immediately *Use inside voice *Keep to the right & keep moving 	<ul style="list-style-type: none"> *Respect others' locker space *Close door quietly 	<ul style="list-style-type: none"> *Follow all adult directives *Use inside voice 	<ul style="list-style-type: none"> *Follow all adult directives *Leave property of others alone 	<ul style="list-style-type: none"> *Stop and follow all adult directives *Use inside voices *Use computers appropriately 	<ul style="list-style-type: none"> *Be an active listener *Respect others space 	<ul style="list-style-type: none"> *Volume down/use headphone *Keep clean *Do not alter the device *Keep away from food/liquid off floor 	<ul style="list-style-type: none"> *Stop and follow all adult directives 	<ul style="list-style-type: none"> *Stop and follow all bus driver directives immediately *Use a quiet voice
Be Accountable	<ul style="list-style-type: none"> *Honor the dress code *All electronics in lockers during school hours 	<ul style="list-style-type: none"> *Be on time *Have materials * active learner *Do your best and own work 	<ul style="list-style-type: none"> *Walk and talk *Use vending machines before and after school 	<ul style="list-style-type: none"> *Keep locker clean *Quickly get needed materials and move to class 	<ul style="list-style-type: none"> *Clean your table area *Keep all food and drink in the cafeteria *Recycle 	<ul style="list-style-type: none"> *Bring/wear uniform daily *Be on time *Change quickly 	<ul style="list-style-type: none"> *Be responsible for library materials *Bring signed planner with you to the library 	<ul style="list-style-type: none"> *Sit where directed 	<ul style="list-style-type: none"> *Do not loan or leave unattended *Use as directed for lessons not playing games 	<ul style="list-style-type: none"> *Proceed directly to door when entering and exiting the building 	<ul style="list-style-type: none"> *Be on time *Stay in assigned seat *Proceed directly to and get on your bus
Be Positive	<ul style="list-style-type: none"> *Use good manners 	<ul style="list-style-type: none"> *Use good manners *Resolve conflicts with maturity 	<ul style="list-style-type: none"> *Say "excuse me" *Use put ups not put downs 	<ul style="list-style-type: none"> *Be courteous say "excuse me" 	<ul style="list-style-type: none"> *Use good manners (thank you, excuse me, I'm sorry) *Use put ups not put downs 	<ul style="list-style-type: none"> *Show good sportsmanship *Use good hygiene *Resolve conflicts with maturity 	<ul style="list-style-type: none"> *Use good manners 	<ul style="list-style-type: none"> *Show appropriate support for speakers, performers, and participants 	<ul style="list-style-type: none"> *Not used to bully, harass or intimidate others. * Use appropriate language 	<ul style="list-style-type: none"> *Resolve conflicts with maturity *Use put ups not put downs 	<ul style="list-style-type: none"> *Use good manners *Resolve conflicts with maturity *Use put ups not put downs
Be Safe	<p>KHFAAOOTY</p> <ul style="list-style-type: none"> *Be where you belong 	<p>KHFAAOOTY</p> <ul style="list-style-type: none"> *Clean-up after yourself *Keep personal items on or under your desk 	<p>KHFAAOOTY</p> <ul style="list-style-type: none"> *Walk on the right and keep moving *Walk directly to assigned destination 	<p>KHFAAOOTY</p> <ul style="list-style-type: none"> *Close and spin the lock every time *One student per locker 	<p>KHFAAOOTY</p> <ul style="list-style-type: none"> *Stay seated until given permission to get up 	<p>KHFAAOOTY</p> <ul style="list-style-type: none"> *Lock up personal items *Follow game/play guidelines 	<p>KHFAAOOTY</p> <ul style="list-style-type: none"> *Clean up after yourself 	<p>KHFAAOOTY</p> <ul style="list-style-type: none"> *Remain seated until directions given by adult *Use bleacher stairs 	<ul style="list-style-type: none"> *Safe searching practices *Not giving out username, password or personal information 	<p>KHFAAOOTY</p> <ul style="list-style-type: none"> *Keep safe distance from road *Use non-aggressive behavior 	<p>KHFAAOOTY</p> <ul style="list-style-type: none"> *Seat to seat *Back to back

RAYTOWN QUALITY SCHOOLS
Expect the Exceptional
RMS Planner Signature Page

Raytown Middle School – 4900 Pittman Road– Kansas City, MO 64133 – Phone 816-268-7360 – Fax 816-268-7365

August 2019

Dear RMS Students and Parents/Guardians:

The student planner has been implemented at the middle school to enable students to develop and refine organizational skills and to provide important information to students and parents regarding school policies and procedures.

To insure that all students and parents/guardians have been informed of school policies and procedures, we are asking parents/guardians to please initial each section as you read it with your child. This letter must be signed and returned to your student’s Advisory class teacher within five days of receiving the planner. Please be aware that students will be given additional points for parent signature on their planner. If you have any questions or concerns, please do not hesitate to contact any member of the RMS administrative team at 268-7360.

Please Initial:

- We have read and understand school contact information, school calendar and important information about school hours. Pages 2-3.
- We have read and discussed the information on advisory and attendance. Page 3.
- We have read and discussed the information on activities, athletics, and sports eligibility. Page 3.
- We have read and discussed the information on late and make up work. Page 4.
- We have read and discussed the information on dress code. Page 6.
- We have read and discussed the information on student responsibilities and the tardy policy. Page 9.
- We have read and discussed grades and student recognitions. Page 6 & 9.
- We have read and discussed all the information on Student Discipline as well as BOE District Discipline Policies. We also understand that students will accept full responsibility for personal electronic devices brought to school that are in direct violation of school board policy.

I have received, read, understand, and discussed the information concerning ALL of the school policies in the Raytown Middle School Student Planner.

Student’s Signature

Date

Parent’s Signature

Date

