

HOLDEN Middle School

Student/Parent Handbook



2023-2024

HOLDEN MIDDLE SCHOOL

STUDENT/PARENT HANDBOOK 2023-2024

Holden R-III School District

Mission Statement:

The mission for Holden R-III School District is for all students, upon graduation, to have marketable skills or the basis to be eligible for post-secondary educational opportunities.

Dr. Kyle Stoecklein
Principal

Ms. Kerri Hanneken
Counselor

Mrs. Jacque Wiskur
Administrative Assistant

Mrs. Nancy McConville
Administrative Assistant

Mrs. Jana Siemer
Nurse/Administrative Assistant

301 Eagle Drive
Holden, Missouri 64040
Telephone: (816) 732-4125
(816) 850-4444 Ext. 5
Fax: (816) 732-2009

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Introduction and Welcome

WELCOME TO HOLDEN MIDDLE SCHOOL

This handbook has been developed to assist you and your family in becoming familiar with the facilities, activities, and guidelines at Holden Middle School. In any school, rules are necessary for the well-being of all students. These rules have been established by federal and state laws, our school board, and our faculty members. This handbook explains the most important rules and procedures at Holden Middle School. No attempt has been made to include all aspects of the school's procedures. Situations may arise that will be addressed on an individual basis. Included are some references to district policies which can be found at the district website (www.holdenschools.org). Individual classroom teachers have developed and will explain their specific classroom rules and expectations.

Please take time to read each section carefully. The information contained within this handbook will be important for you to know. Please ask questions if you do not understand the rules and guidelines. This handbook can be accessed at our website, holdenschools.org, for future reference.

Our challenge and hope for you is that you leave Holden Middle School more successful and more prepared for your future than when you arrived. We will work with you toward this goal and hope that you will always strive to do your best. Share and discuss this handbook with your parent/guardian. We wish you an enjoyable and successful school year.

SCHOOL FIGHT SONG (Blue Eagle March)

*We're Holden Eagles and we're proud to be
We'll cheer our Eagles to Victory. So –
Cheer for our Eagles, help them win tonight (day).
Go Eagles win and show your power and might.
GO! FIGHT! GO, FIGHT! GO, FIGHT, WIN!*

HMS MISSION STATEMENT

The faculty and staff of Holden Middle School commits to ensuring all students will learn to maximize their potential, thereby providing opportunities for future success.

HMS VISION STATEMENT

Holden Middle School students, parents, staff, and community are united with a vision of learning for all and participate in lifelong learning. All stakeholders will continually commit to this vision statement. The following are collective commitments that are essential to the success of students:

- a school that provides a safe and positive environment conducive to learning;
- a school curriculum that encompasses all aspects of student growth;
- a school that demonstrates cooperation between faculty, staff, students, parents, and administrators;
- a school that promotes self-motivation and organization;
- a school that helps students build problem solving, critical thinking, and technical skills;
- a school that actively participates in life-long learning;
- a school that promotes a drug-free environment

General Information

BUS PROCEDURES

Rules and regulations regarding transportation can be found in the transportation section of this handbook.

CHECK-OUT PROCEDURES

Students are not to leave the school campus without permission. Students who leave the campus must sign out in the office and be accompanied by a parent or guardian. Parents are requested to report to the office for this procedure.

DRIVING TO SCHOOL

Students who attend Holden Middle School are not allowed to drive themselves to school. Parking passes for district parking lots will not be issued to middle school students.

EMERGENCY PROCEDURES

In case of fire, the signal will be a steady high pitched buzzing sound and flashing lights. During severe weather, an announcement will be made over the intercom or telephone system. Teachers will instruct students on procedures to follow in either case. Drills will be held during the school year. Information about fire and storm drills is posted in every classroom. Students are required to stay with their class/teacher during the duration of the drill or emergency situation. Failure to do so will result in disciplinary action. Cell phones should not be used by students during a drill or actual emergency unless directed to do so by a staff member.

FIELD TRIPS

It is a privilege to be allowed to attend a field trip. A student's academic performance, attendance, and behavior can limit participation. Students who are absent more than six days in a semester may not miss core classes to attend field

trips. Inappropriate behavior while on a field trip will prevent students from participating in any other field trip for a period of 180 school days.

FOOD SERVICE PROGRAM

Students are encouraged to participate in the food service program. Students who meet federal household income standards are eligible for free or reduced-price meals. Breakfast, lunch, and after school snack is served each day. Breakfast and lunch menus are posted in the school and on the school website (holdenschools.org). Breakfast can be purchased as students arrive at school and must be consumed in the commons before the 8:00 a.m. start time. In addition, students will have an option to purchase a "Grab-n-go" breakfast during a passing period within the first couple of hours each morning. "Grab-n-go" breakfast may be consumed during the first portion of class as long as students remain on task, and it does not cause a disruption, mess, or tardiness.

Each student has been assigned an account number. At the point of service, the student will enter his/her account number and the price of the meal will be debited from the account. Students may bring payments toward their meal account and give them to a cashier stationed in the commons before school. Any money left in the account at the end of the school year will be refunded upon request from the office of the Food Service Director. Students are not allowed to charge for meals. A nutritious alternative lunch will be served to those students with a negative account balance.

GUIDANCE SERVICES

Guidance services are available to all students. Guidance services include classroom guidance, individual planning, and consultation services for parents, teachers, and administrators concerning student behavior and academic progress. Individual, small group, personal, and crisis counseling are available to all students. Services are available through self-referral, faculty/staff referral, and parent referral.

HEALTH SERVICES

Health services are available to students who are injured or become ill at school. Parents will be contacted by the nurse or office staff when a student becomes ill or injured during school hours. **Students are not to use cell phones to contact parents during school time and doing so will be recorded as a violation of the cell phone policy.** Medication taken at school must be in the original container and must be kept in the school office. No medication may be transported on a school bus. Written instructions from parents are required for students to take any medicine at school. Instructions should include the student's name, drug name, dosage, frequency of administration, how to administer the drug and the doctor's name. The district will not administer the first dose of any medication. **No medication may be carried by or kept with students at any time with the exception of an inhaler.** Inhalers may be carried by middle school students with a doctor's note and approval by the school nurse. Nutritional supplements are not permitted on school grounds. To protect the health of students, parents must fill out emergency information with at least two emergency contacts listed. Parents must assume responsibility to inform the school of any change in a student's health or change in medication.

LATE START/SCHOOL DISMISSAL

In case of inclement weather or other unforeseen emergencies, notification of school dismissal will be made by call/text/email directly to families, on Kansas City news stations, and Holden R-III social media. Decisions to dismiss are made no later than 6:30 a.m. In rare cases, school is dismissed after students are present. Parents need to give students instructions as to where to go and what to do if school is released early.

The Holden Late Start Plan is another option for inclement weather. A late start will be announced as early as possible and would be communicated to parents in the same manner as a school cancellation. Buss transportation pick-up times will occur two hours later than normal. Schools will open doors for students' arrival at 9:45 a.m., and school will begin at 10 a.m. School will have an altered schedule and school dismissal times will remain on the regular schedule. School breakfast will not be served on a late start and lunch will still be served as normal. Activities or field trips that were to occur or have departure times after 10 a.m. will occur as normal. Activities or field trips that were to occur before 10 a.m. will be canceled or

rescheduled. The Holden Late Start Plan is also posted on the district website, and includes details about additional district programs.

LIBRARY MEDIA CENTER (LMC)

Students are to return library materials by due dates. The student checking them out must replace materials damaged or lost. Books and magazines can be checked out for a period of one week. The LMC will be open on most days between 7:45 a.m. and 3:45 p.m.

LOST AND FOUND

Students have the sole responsibility for loss or damage to any personal property left in a classroom or on campus. **The school is not responsible for the personal property of students.** Lost articles found in the school should be taken to the office and placed in the custody of school officials. Students who have lost items should contact the office. Students should write their names on all books and place identification marks on all personal items. Students should never bring items of great value or large amounts of money to school. Students should keep lockers locked and locker combinations should not be shared with others. Students are responsible for providing and using a padlock for gym lockers during physical education classes. Padlocks can be checked out from the physical education teacher to use on a gym locker. Unclaimed items will be disposed of periodically.

PARENT AND VISITOR EXPECTATIONS

Purpose and Scope

The purpose of the Parent and Visitor Expectations is to provide a mutual understanding to all parents/guardians and visitors to our schools about conduct expectations while on school property, at school district events, and when interacting with district employees and/or students.

General Propositions

We expect parents/guardians and visitors to have a fundamental understanding and commitment to the following general propositions:

- Teachers, administrators, and parents/guardians want all children to learn in a safe and respectful environment.
- Teachers, administrators, and parents/guardians must work together for the benefit for all students
- All parents/guardians and visitors, as well as all members of the school community, deserve to be treated with respect.
- The school should be provided an opportunity to resolve issues of concern before public criticism.

Prohibited Behaviors

- Abusive, threatening, profane, or harassing communication, either in person, by e-mail or text/voicemail/phone, social media, or other written or verbal communication.
- Disruptive behavior that interferes or threatens to interfere with district operations, including the effective operation of a classroom, an employee's office or duty station, a campus lobby, school bus, bus stop, or school grounds, including sporting events, parking lots and car-pickup.
- Threatening to do bodily harm to a district employee, visitor, fellow parent/guardian, or student.
- Threatening to damage the property of a district employee, visitor, fellow parent/guardian, or student.

- Damaging or destruction of school property.
- Excessive unscheduled campus visits, e-mails, text/voicemail/phone messages.
- Defamatory, offensive, or derogatory comments regarding the school or school staff made publicly to others.
- All concerns must be made through the appropriate channels so they can be detail with fairly, appropriately, and effectively for all.
- In order to ensure a safe and secure school environment, all visitors are to immediately follow directives given by district administration or designee.

Consequences

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from or otherwise banned from campus and participation in school-sponsored events under the criminal trespass laws. In situations involving lesser infractions or where remediation is viable, a warning will be provided in writing prior to the filing of trespass and issuance of a formal ban. Should a parent/guardian or visitor fail to heed the direction issued in the warning, a ban or other restrictions designed to deter the conduct will follow.

PARENT-TEACHER COMMUNICATIONS

Parents are encouraged to schedule a conference at any time by the calling the school for an appointment at (816) 732-4125. E-mail is another effective way for parents to communicate with teachers. E-mail addresses for staff members can be found at the school website www.holdenschools.org. If an e-mail does not produce a response, please call the office, and leave a message for the teacher. Parents also have access to student grades and attendance on the internet through Parent Portal. This can be accessed through our website at www.holdenschools.org. If you do not currently have an account or password to access your child’s grades, please pick up a sign-up form from the Holden Middle School Office.

PARENT CONCERNS

Parent concerns are best resolved through communication with the appropriate school personnel. The following steps are proper procedures to be followed by persons with questions or concerns regarding school operations: 1) teacher or staff member most directly related to the question or concern; 2) building administrator; and then 3) District office.

SCHOOL DISTRICT POLICIES

Holden R-III School District policies are available on the school district website at <https://www.holdenschools.org/Page/112>.

The following policies may be of particular interest to students and parents.

Policy AC	PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION
Policy ADF	DISTRICT WELLNESS PROGRAM
Policy EBAB	HAZARDOUS MATERIALS
Policy EBAB-AP1	HAZARDOUS MATERIALS (Asbestos Control)
Policy EBC-1	EMERGENCY DRILLS

Policy EF	FOOD SERVICES MANAGEMENT
Policy EHB and EHB-AP(1)	TECHNOLOGY USAGE AND TECHNOLOGY SAFETY
Policy IGAEB	TEACHING ABOUT HUMAN SEXUALITY
Policy IICC and IICC-AP(1)	SCHOOL VOLUNTEERS
Policy IGDBA	DISTRIBUTION OF NONCURRICULAR STUDENT PUBLICATIONS
Policy IL and IL-AP(1)	ASSESSMENT PROGRAM
Policy JED	STUDENT ABSENCES AND EXCUSES
Policy JEDB	STUDENT DISMISSAL PRECAUTIONS
Policy JFCB	CARE OF SCHOOL PROPERTY BY STUDENTS
Policy JFCC	STUDENT CONDUCT ON SCHOOL TRANSPORTATION
Policy JFCF and JFCG	HAZING AND BULLYING
Policy JFCI and JFCI-AP(1)	STUDENT DRUG TESTING
Policy JFCJ	WEAPONS IN SCHOOL
Policy JFG	INTERROGATIONS, INTERVIEWS AND SEARCHES
Policy JG and JG-R1	STUDENT DISCIPLINE
Policy JO and JO-AP(1)	STUDENT RECORDS
Policy KB	PUBLIC INFORMATION PROGRAM
Policy KKB	AUDIO AND VISUAL RECORDINGS
Policy KI	PUBLIC SOLICITATIONS/ADVERTISING IN DISTRICT FACILITIES VISITORS TO DISTRICT PROPERTY/EVENTS

SCHOOL RESOURCE OFFICER

The Holden R-III School District employs a School Resource Officer (SRO) in conjunction with local law enforcement. The SRO is utilized in a variety of ways to enhance the educational experience of each student. The SRO responsibilities may include, but are not limited to, conferencing with students, providing classroom instruction, assisting with emergency drills or situations, supervising hallways or school facilities, and attending school activities.

SIGNS/POSTERS/BANNERS

All materials that are hung throughout the hallways, commons area, and restrooms should be approved through the Middle School Office or a designee. Any items hanging without prior approval will be removed without notice. Approved items should be well secured with materials that will not destroy the integrity or appearance of the surface on which it will be posted.

such as brochures, petitions and other unofficial material must be submitted for approval by the principal or designee within 24 hours prior to the desired distribution time. These materials must comply with School Board Policy IGDBA which can be found on the district website.

STUDENT PUBLICATIONS

Student publications will be produced and published under the direction of faculty/staff advisors. School-sponsored publications and productions are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material which is inconsistent with the district's legitimate educational concerns. All student media shall comply with the ethics and rules of responsible journalism.

TELEPHONE USE IN OFFICE

The school office is a place of business. Students will receive messages or be allowed to use the office telephone only in the case of an emergency or with permission from a staff member. Cell phones are not to be used during school hours. Phones will be confiscated, and students are liable for disciplinary action if cell phones are used during the school day.

VISITORS TO SCHOOL

Parents, please make an appointment if you desire to see a teacher, counselor, or administrator. All visitors to the school must check in at the office. Before leaving, visitors should check out in the office. Students are not allowed to bring visitors to school without prior approval of the principal.

WITHDRAWAL & TRANSFERRING

When a student moves from the district or leaves school, the parents should notify the office and inform the district of the name and location of the school in which the student will transfer. All fines or fees should be paid before withdrawal.

Attendance and Tardy Policy

ATTENDANCE PROCEDURES

To be successful in school, students must attend regularly. Frequent absences of students disrupt the continuity of the instructional process. The entire educational process includes regular classroom instruction, classroom participation, learning experiences, and study to reach the maximum educational benefits for each student. The contact of students with one another and their participation in activities under the supervision of a competent teacher are vital to this purpose.

The school day begins at 8:00 a.m. and ends at 3:25 p.m. Students are to report to the commons or gym upon arrival. Students should **not arrive** at school **before 7:45 a.m.** Breakfast will be served between 7:45

a.m. and 7:55a.m. An end-of day school snack will be served during last hour of the school day at 3:15 p.m. Students wishing to receive additional instruction before or after school in a subject area may plan in advance with a teacher. Students should not remain on campus after the 3:25 p.m. dismissal unless they are under the direct supervision of a staff member. Good habits are established early in an individual's life and coming to school and being on time is a habit all students need to develop. For this reason, we have established the following policies governing attendance.

1. There are two kinds of absences from school; verified/excused absences and unexcused absences.
2. With an unexcused absence, students may lose privileges throughout the school day until all make-up work is complete.
3. For an absence to be verified/excused, parents must call the Middle School Office before 9:00 a.m. on the day of the absence:
4. (816) 732-4125. If this is impossible, a note may be sent with the student upon returning to school. This will excuse a student for up to six days in a semester. If parental contact has not been made by the following day, the student will be considered to have been truant and will be disciplined accordingly.
5. After the sixth day missed in a semester, the only way to get an excused absence is to bring a note from a physician.
6. Students arriving late to school or leaving early are counted absent for the time they miss. Accumulated time is added to determine if a student has passed the six-day limit or to calculate attendance awards and rewards.
7. Students who are serving ISS will not be allowed to participate in athletic or activity contests on that day. Students will be allowed to participate in practices, activity meetings, or in-district concerts on an ISS day. Students on OSS will not be allowed to participate in any after-school activities on that day. ***A student assigned ISS on the last day of the school week and the first day of the next school week can participate in practice or a concert (meeting a course requirement) over the weekend/break but cannot participate in a contest.***
8. Students absent for a medical appointment or funeral for a portion of the school day may be allowed to participate in after-school activities with proper documentation and administrative approval.
9. Students missing more than six days in a semester may not miss core classes for performances, competitions, or field trips.
10. School sponsored or authorized activities will not count toward the six absences. Students are responsible for completing make-up work prior to any scheduled absence for a school activity. Failure to do so may result in loss of privileges throughout the school day until all make-up work is complete.
11. Vacations: Parental contact to the office regarding vacations needs to be made prior to receiving homework assignments. Students should gather and complete homework assignments in full.

All schools in Johnson County, Missouri, in cooperation with the 17th Judicial Circuit of Missouri, and the Johnson County Juvenile Office, have implemented the following procedure related to school attendance.

Any student subject to compulsory school attendance may be referred to the Johnson County Juvenile Office for absences resulting in a student's attendance rate dropping below 92% wherein the student is repeatedly and without justification absent from school. The Johnson County Juvenile Office may act, including the filing of a petition in Juvenile Court, to address the attendance issue. This policy follows the rules and regulations of the Missouri Compulsory Attendance Law (Section 167.031 RSMo.) and the Missouri Juvenile Code (Section 211.031 RSMo.).

For the 2023-2024 school year, HMS semester field trip will be based on attendance, grades, and behavior. In previous years, HMS based the field trip on attendance only. Attendance, grades, and behavior criteria will be developed by the building leadership team and shared with students at the beginning of the school year.

STUDENT CHECK-OUT PRECAUTIONS

Holden Middle School is legally responsible for the safety of its students during the school day. Therefore, students will not be excused before the end of the school day without a request for early dismissal by the student's parent or guardian. Telephone requests for early dismissal will be honored only if the caller can be positively identified as the student's parent or guardian. Parents or guardians picking up a student before the end of the school day must sign the student out through the Middle School Office.

In the case of children of separated or divorced parents, the school will release a student to the parent whose address has been designated as the address for educational purposes by order of the court without contacting the other parent. If no court order concerning custody is on file, the student will be released to either parent.

If a court order providing for joint legal custody is on file, a student will be released to the parent whose address has not been designated as the address for educational purposes. In such a case, when no prior notice of the early removal has been given, the school will attempt to contact the educational-purposes parent. The purpose of the contact is to notify the parent, and not to seek permission. This procedure will also apply where the court does not designate the child's address for educational purposes. The parents together, may in writing, waive these courtesy calls.

A parent without at least joint legal custody, as demonstrated by a copy of a valid judgment or other court order on file with the district, may NOT collect the child from school during the school day without permission from the parent with sole legal custody. Parents are encouraged to address these issues in the parenting plan and to provide the school with any orders restricting or establishing parental rights.

TARDY POLICY

Students who arrive late to school (after 8:00 a.m. and before 8:20 a.m.), or late to class, are considered tardy. Students who arrive after 8:20 a.m. will be considered absent for 1st hour.

2nd offense - Parent Contact

4th offense - After School Detention

5th offense - After School Detention

6th offense - Two After School Detentions

- 7th offense - Two After School Detentions
- 8th offense - In School Suspension
- 9th offense - In School Suspension and restricted hallway usage.

During these detentions, students may be required to complete assignments or tutorials regarding the importance of punctuality or other life skills. The consequence for additional tardies may include further in-school suspension, or alternative discipline involving school or community service. Students receiving an unexcused tardy to school will not be eligible to participate in extracurricular activities for that day.

Students arriving at school after 8:00 a.m. must be signed in by a parent or other responsible adult. These students will receive an excused tardy. After the fourth excused tardy for late arrival during the semester, students will receive an unexcused tardy each time they are late. A student is allowed only four excused tardies per semester

Academic Accountability

ALTERNATE METHODS OF INSTRUCTION

According to State statute, Section 171.033, RSMo, Holden School District will implement an approved plan for an alternative method of instruction in lieu of the requirement to make up lost time due to exceptional or emergency circumstances. The district will provide a variety of teaching and learning methods, including electronic/web-based, textbooks, hard copy instructional packets, and other related teacher created materials. Student attendance will be determined by the completion of lessons and activities during days that alternative methods of instruction are required.

BOOK BAGS ETC.

Book bags, Purses, backpacks, duffle bags, and other types of totes are not allowed in the classrooms. Students should store these items in their lockers until the end of the day and should not carry them to class.

CHEATING\PLAGIARISM

Cheating is unacceptable at our school. Work produced through cheating will cause students to be liable for disciplinary action. Cheating is defined as 1) copying from the work of another, 2) allowing work to be copied by another, 3) working together on a project intended to be an individual project, 4) using the work of another and claiming it as their own (plagiarism), 5) using unauthorized resources to complete an assignment or while taking an assessment, and 6) to act in a way that is not fair or honest.

1st offense of cheating will be addressed by the teacher and a phone call will be made to the parent/guardian. Subsequent offenses of cheating may be an office managed consequence.

GRADING POLICY

Holden Middle School students will be assessed and course standards will be marked at each grading period. Teachers will utilize a 4.0 scale to mark student progress on each standard. Final course grades will be determined by averaging the scores of each standard for the course. Report cards are mailed or e-mailed to parents at mid-term and at the end of each quarter.

Standards will be measured on a 4.0 scale. The scores on a 4.0 scale each have a very specific meaning. They are:

- 4.0 – The student demonstrates an in-depth understanding of the material by completing advanced applications of the material. (Advanced)
- 3.0 – The student has mastered the targeted knowledge and skills for the class. (Mastered/Proficient)
- 2.0 – The student understands the foundational material that supports the targeted learning but is still working to master the complex material for the class. (Partially Mastered/Basic)
- 1.0 – The student is able to demonstrate an understanding of the foundational material for the class with help from the teacher, but still struggles when working independently. (Not Mastered/Below Basic)
- 0.0 – Even with assistance from the teacher, the student shows no understanding of the material. (Not Mastered/Below Basic/No Evidence)

All standards within a course are equally weighted. Average scores for the standards assessed during a grading period will be converted to a course letter grade utilizing the following scale.

Letter Grade	Average
A+	3.60 – 4.00
A	3.00 – 3.59
B+	2.80 – 2.99
B	2.50 – 2.79
C+	2.30 – 2.49
C	2.00 – 2.29
D+	1.80 – 1.99
D	1.60 – 1.79
F	0.00 – 1.59

Reassessment Agreement

As part of standards-based grading, students have the opportunity to re-assess. Part of the teacher's charge is to reteach and re-assess, and students must complete a Holden Middle School Reassessment Agreement. Student may have to complete additional student work to re-assess and there are several means to accomplish the re-assessment, including written response, verbal assessment, and performance event. **The reassessment process should be initiated by the student no later than two weeks after the student is informed of their initial results. Failure to initiate the reassessment process will result in the original**

assessment result being recorded and final. No reassessments will be allowed during the final week of the term or semester, unless approval has been granted.

Grade reports will also include an assessment of various behavior skills in addition to the letter grade. Skills assessed will include:

1. Follows directions and remains on task
2. Behavior in class
3. Participates in class activities
4. Work Completion
5. Comes to class prepared

Behavior skills will be reported utilizing the following marks:

N – Needs Improvement
I – Inconsistent
M – Meets Expectations

HOMEWORK CLUB

Homework Club will be held after school until 4:35 p.m., Monday through Thursday each week in designated classrooms. It will not be available on early release days, and on a few designated days throughout the year. If Homework Club must be canceled it will be announced in advance to the student body. It is open to any middle school student needing homework assistance. Parents/Guardians should pick up their child promptly or the student can ride the Activities Bus which leaves campus at approximately 5:05 p.m. Students who need to leave Homework Club early should make arrangements in advance to have parents/guardians pick them up or bring a signed note from the parent/guardian giving them permission to leave early.

MAKE-UP WORK

It is the student's responsibility to get assignments and return all make-up work to each teacher. To avoid losing privileges throughout the school day, students have one day for each day missed to complete and turn in missed assignments. For example, if a student missed Monday through Wednesday (3 days) they would have three days upon return to school to complete work, and it would all be due at the beginning of school on Tuesday of the following week. Parents may request assignments to be available for pick-up after 1:00 p.m. if their child is absent. Requests can be made by calling the Middle School Office at (816) 732-4125 when they report the absence.

PROMOTION/RETENTION

The purpose of our promotion/retention policy is to give maximum consideration for the long-range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities. It is expected that most students will be promoted from one grade level to another upon completion of satisfactory work. However, a student may be retained when his/her level of academic achievement would not allow satisfactory progress in the next grade.

Standards for Promotion

Grades will be computed on a semester basis. Students receive 1 credit for a passing grade in each of the five core subject areas for each semester. Students will be promoted:

1. if they earn 8 credits out of 10 during the school year.
2. if they earn 6 or 7 credits during the school year and successfully complete academic recovery requirements during the school year.
3. if they earn less than 6 credits during the school year, students will be required to successfully complete both academic recovery during the school year, and successfully complete summer school requirements.

Final decisions on promoting and retaining students will be made:

1. at the discretion of the principal based upon academic history, current age, state assessment, local assessment scores, and other relevant characteristics/needs of the student.
2. at the discretion of an IEP team.

Preventing Retention

Students repeating a grade and those at risk of retention may engage in some of the following activities.

The student may:

1. participate in a meeting with his/her parents and school staff to discuss their academic progress.
2. sign a contract along with parents and school staff setting out the responsibilities of all parties in terms of promoting academic success.
3. attend after-school tutoring as needed.
4. participate in after-school study sessions preceding major tests.
5. receive appropriate individual and/or group counseling services.
6. receive consideration for schedule changes in order to provide additional time for work on core class assignments.
7. be enrolled in academic recovery courses during the school day.

TEXTBOOKS AND MATERIALS

Textbooks, lockers, computers, and other materials are loaned to students during the school year. Students are responsible for maintaining all materials in good condition and returning them at the end of the course or when withdrawing from school. Students must pay for damage to materials and for replacing lost materials. All fees owed to the school are paid in the office.

VIRTUAL LEARNING

Because virtual instruction can be an effective education option for some students, the district may offer virtual courses to students through district staff or by contracting for those services as part of the district-sponsored curriculum. In addition, eligible students may enroll in virtual courses offered through

the Missouri Course Access Program. Families wishing for their child to utilize the Missouri Course Access must meet with the building administrator to discuss enrollment options. See board policy IGCD for further information.

Behavior Accountability

ALCOHOL/DRUG ABUSE

The use, sale, transfer, possession or being under the influence of alcoholic beverages or controlled substances is prohibited on any school property, on any school-owned vehicle, or in any other school-approved vehicle used to transport students to and from school or school activities. It is also prohibited off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

BEHAVIOR AND DISCIPLINE

Students must exercise self-control, respect the rights of others, respect school property and the property of others, use appropriate language, display appropriate social behavior, and follow the classroom rules established by each teacher.

Holden Middle School implements the Behavior Intervention Support Team (BIST) model for handling inappropriate behavior. Each teacher or teaching team will communicate standards of conduct to students.

Individual teachers will utilize both the Commitment Process and the BIST model as means of support to address behavior challenges. Teachers have identified and will adhere to classroom vs. office behaviors in regards to student consequences.

Teachers will resort to The Commitment Process to address patterned behaviors:

- Step 1: Counsel student on individual basis
- Step 2: Call parent/develop strategies with student
- Step 3: 2nd Call to parent/potential classroom consequence.
- Step 4: Office Referral

Students who demonstrate persistent behaviors or demonstrate they are missing a behavior-related skill may be assigned to a Safe Seat. Subsequent behaviors may result in Buddy Room or visit to Student Support Center.

Persistent behavior problems may be referred to the grade level teaching team to create a BIST behavior plan. Teacher teams may confer with the student and may include parents in an attempt to correct behavior problems.

In cases of continuous misbehavior, the principal may assign additional consequences. The focus of the disciplinary policy at our school is to protect the right of all students to learn by encouraging positive behavior. Corporal punishment is not used in our school. Our staff works with students to improve behavior and develop self-discipline.

Within our BIST behavior model, staff members help students develop the following goals for life:

1. I can be productive and follow directions even if I am mad (or have overwhelming feelings).
2. I can be productive and follow directions even if others are not okay.
3. I can be productive and follow directions even if I don't want to (or it is difficult for me).

Individual teachers or the grade level team handle most discipline problems. In some cases however, behavior may violate laws or require immediate action by the principal. For more specific information, refer to Holden R-III School Board Policy JG-R1 on the district website.

Students who engage in inappropriate behavior are subject to certain disciplinary actions. Depending upon the seriousness of the behavior, one or more of the following actions will be taken by school officials. If students are referred to the office for disciplinary action, and the incident involves touching another individual in any way, in-school suspension will be assigned.

Informal Talk-A school official will talk to the student and attempt to suggest alternatives to inappropriate behavior.

Conference-A formal conference is held between the student and one or more school officials. The conference becomes part of the disciplinary record.

Parent Involvement- A telephone call, personal contact, conference, or letter notifies the legal guardian of a situation.

Lunch Detention- Students will be required to eat lunch with a detention supervisor in an assigned area. Talking will not be allowed.

Referral to the Student Support Center (SSC)- Students will report to the SSC to reflect upon their behavior. This may include filling out an incident report, a conference to discuss behavior, finding alternatives for misbehavior, or assignment of further disciplinary consequences. This referral may become part of the disciplinary record.

Detention- A building administrator, grade level team, or teacher may require a student to serve a detention after school hours. Holden Middle School can assign both one hour or two hour detentions, depending on the nature of the offense. The student is informed of the detention and is given a minimum of 24 hours to arrange transportation. Parents will be notified of the detention via the mail, e-mail, note carried by student, or telephone. Failure to attend detention will result in further disciplinary consequences. Detentions may vary in length and will take precedence over extra-curricular activities. The detention becomes part of the disciplinary record.

Disciplinary Reassignment- Reassignment of a misbehaving student to a separate supervised environment away from usual activities within the school. This may include a referral to counseling, a schedule change, a behavior contract, being escorted around the school, specialized assignments or tutoring, and/or optional work assignment around the school.

In-School Suspension (ISS)- The student is informed that he/she is assigned in-school suspension. Students must report to the Student Support Center upon arrival on the morning of the assigned day or days. Students who are serving ISS will not be allowed to participate in athletic or activity contests on that day. Students will be allowed to participate in practices, activity meetings, or home music concerts on an ISS day. The suspension becomes part of the disciplinary record.

Out-of-School Suspension- The student is informed that he/she is subject to suspension and will be removed from school for up to 10 days by action of the principal or up to 180 days by action of the Superintendent of Schools. A readmission conference will be held with the counselor, principal, and possibly a grade level team member upon the student’s return to school.

Expulsion- The student is removed from school and all related school functions for an indefinite period by action of district officials.

All disciplinary actions are subject to due process protections and may be appealed to school officials. Students will be required to complete an incident statement if referred to the Student Support Center or the office for disciplinary action. A student who wishes to exercise their right of appeal must follow the chain of command as follows:

- 1) Appeal to the teacher
- 2) Appeal to the Principal
- 3) Appeal to the Superintendent
- 4) Appeal to the Board of Education.

The table indicates minimum and maximum consequences for some student behaviors requiring disciplinary action.

BEHAVIOR	MINIMUM CONSEQUENCE	MAXIMUM CONSEQUENCE
Arson	1-180 days out-of-school suspension	Expulsion
Assault- Physical assault of school employee	10 days out-of-school suspension and referral to law enforcement	Expulsion
Assault- Verbal assault of school employee	2 days out-of-school suspension and referral to law enforcement	Expulsion
Bullying/Cyberbullying	Conference	Expulsion
Bus Misconduct	See Transportation Section of this Handbook	
Cell Phone Violation	Confiscation of Phone	In-school suspension and loss of privilege to have phone at school
Cheating	Detention	Out-of-school suspension
Defiance of Authority/ Insubordination	Conference	Expulsion
Disparaging or Demeaning Language	Conference	Out-of-school suspension
Disrespect	Conference	Out-of-school suspension
Disruptive/Inappropriate Conduct or Speech	Conference	Out-of-school suspension
Dress Code Violation	Ask student to correct problem/conference	In-school suspension

Drugs/Alcohol- Use or possession	11 days out-of-school suspension and referral to law enforcement	Expulsion
Drugs/Alcohol- Sale, purchase, or distribution	Expulsion	Expulsion
Explosive Devices	Conference	Expulsion
Extortion	Conference	Expulsion
False Alarms	Conference and referral to law enforcement	Expulsion and referral to law enforcement
Fighting	In-school suspension	Expulsion
Forgery or Lying	Conference	Out-of-school suspension
Gambling	Conference	Out-of-school suspension
Harassment	Conference	Expulsion
Indecent Exposure	In-School suspension and possible referral to law enforcement	Expulsion
Instigating Conflict	Conference	Out-of-school suspension
Loitering on School Property	Conference	In-school suspension
Misuse of school property	Conference and/or restitution, and/or loss of use of school property	Out-of-school suspension
Public Display of Affection	Conference	Out-of-school suspension
Sexual Harassment-Verbal	Conference	Expulsion
Sexual Harassment- Physical	In-school suspension	Expulsion
Technology Misconduct	Conference, possible loss of privileges, possible referral to law enforcement	Expulsion
Tobacco or Imitated Tobacco products (vape)- Possession or Use	In-school suspension and possible referral to law enforcement	Out-of-school suspension and possible referral to law enforcement
Theft	In-school suspension, restitution, and possible referral to law enforcement	Expulsion and referral to law enforcement
Threat	Conference	Expulsion
Truancy	In-school suspension	Referral to juvenile authorities
Vandalism	In-school suspension and restitution	Expulsion
Violent Act	Out-of-school suspension and referral to law enforcement	Expulsion and referral to law enforcement
Weapons- Knives, Firearms, Any instrument or device used to inflict physical injury to another person.	In-school suspension and referral to law enforcement	Expulsion and referral to law enforcement

BLANKETS

Blankets are not to be brought into the school by students. In the spirit of safety and hygiene, students will need to dress appropriately and proactively consider how to dress for indoor temperatures.

BULLYING

The most basic definition of bullying is the repetitive, intentional hurting by one person or group by another person or group, where the relationship involves an imbalance of power.

Physical, verbal, cyber, or social bullying will not be tolerated in any form. The more extended definition of bullying is defined as acts committed repeatedly with the intention to make, or which have the effect of making, another person feel intimidated, threatened, fearful or apprehensive for their safety, humiliated, degraded, excluded, subservient to another person or unworthy because of such things as their physical

appearance, socioeconomic status, academic ability, sexual or gender identity, personal beliefs, or other characteristics. Bully behaviors related to race, ethnicity, sex, sexual orientation, gender identity, and ability are especially harmful. Students who instigate and/or engage in bully behaviors will be subject to disciplinary action.

It is important to differentiate between bully behaviors and other types of behaviors:

Rude Behavior is when someone says or does something *unintentionally* hurtful, and they *do it once*.

Mean Behavior is when someone says or does something *intentionally* hurtful, and they *do it once*. This is often seen during peer conflicts.

Bullying Behavior is when someone says or does something *intentionally* hurtful, and they *keep doing it* even when you tell them to stop or show them that you're upset, and there is some type of *imbalance of power present*.

Physical bullying involves hurting a person's body or possessions. It will be interpreted to be any form of targeted or repeated pushing, hitting, tripping, choking, kicking, spitting, rude or mean hand gestures, physical movements of aggression, or taking control of or breaking someone's possessions.

Verbal bullying is defined as targeted or repeated name calling, taunting, teasing, ridicule, rumors, threats, insults, inappropriate sexual comments, or demeaning comments.

Cyberbullying includes using the Internet, email, telephone, or cell phones to threaten, harass, or embarrass other students. It includes behaviors such as sending mean texts or emails or posting embarrassing pictures or video to social network sites.

Social bullying (i.e. relational bullying) is defined as intentionally hurting someone's reputation or relationships. It includes behaviors such as leaving someone out on purpose (social exclusion), telling other students not to be friends with someone, embarrassing someone in public (including pranks), spreading rumors, and using social power to influence someone to be hurtful to another person.

Bullying behavior should be brought to the attention of a teacher, coach, counselor, or principal. One of the best ways to report bullying behavior is by submitting a **Bully Report**.

Go to <https://nobullyingschools.com> and click the "Report Bullying" button in the top right corner.

Anyone can submit a report this way, including students, teachers, and parents. A person violates this policy by willfully committing an act of bullying, or by knowingly participating in, aiding, assisting, or encouraging a bullying act. See Board Policy JFCF for more information.

BUYING, SELLING, TRADING OF PRODUCTS

Except for school-approved fundraisers, buying, selling and trading of merchandise is prohibited on school grounds and will be subject to disciplinary action. Selling of personal items to other students is also prohibited on school property. Students participating in the sale or receipt of such property will face disciplinary actions ranging from detention to suspension.

CANDY/GUM

Teachers will make their own policies regarding candy and gum in their classroom. All trash associated with these items must be disposed of properly. If trash associated with candy, or chewed gum, is not disposed of properly, this privilege will be removed. Gum will not be allowed in the commons during breakfast or lunch periods.

CELL PHONES

Phones should be turned off and put away after the 7:55 a.m. bell. Earbuds are not allowed except for required testing. Other electronic devices beyond chrome books are not allowed to be used as a communication device (apple watch, tablets, etc.). Cell phones may be used at school after 3:15 p.m. Students are not allowed to use cell phones while serving a detention. Students are not allowed to take pictures or do video or audio recording during the school day without permission from a staff member. Students are not allowed to make or receive phone calls, texts, or posts to any social media outlet unless given permission and under the direct supervision of a staff member. Parents needing to contact students during the day should call the school office at (816) 732-4125. Cell phones will be confiscated, and students referred for disciplinary action for violation of these rules. The school will not be responsible for lost or stolen cell phones.

1st Offense: Cell phone confiscated for the day. It may be picked up from the office after school by the student.

2nd Offense: Cell phone confiscated for the day. Parent will be contacted.

3rd Offense: Cell phone will be confiscated for the day. It must be picked up from the office by a parent/guardian.

4th Offense: Cell phone will be confiscated for the day. It must be picked up from the office by a parent/guardian. In addition, the student will be assigned a detention.

5th Offense: Cell phone will be confiscated for the day. It must be picked up from the office by a parent/guardian. In addition, the student will lose the privilege of having a cell phone at school and will be assigned FNS or ISS.

COMMON AREA PROCEDURES

HMS staff collaborated to post visible guidelines for student behaviors in the common areas, including hallways, cafeteria, and restrooms.

In the Hallways, I will

- Use inside voices
- Close lockers without slamming
- Keep hands and feet to myself
- Avoid running and arrive to class on time

In the Cafeteria, I will

- Use inside voices and avoid shouting

- Avoid horseplay and throwing food
- Respond to lunch supervisor's requests
- Keep clean and remove trash from your area

In the Restrooms, I will:

- Avoid horseplay
- Keep hands and feet to yourself
- Keep restroom clean and throw trash away
- Avoid loitering; leave restroom in a timely manner

Other items related to common areas: earbuds and hats are not to be worn, and hoodies are not to be worn over the head for safety reasons.

DANCES

Dances are open to Holden Middle School students only.

- 1) Students attending a dance will not be able to leave and return.
- 2) Students will not be allowed to leave the dance early, unless a parent/guardian has sent a note, called the office in advance, or signs them out of the dance.
- 3) Inappropriate dancing can be subject to disciplinary action.
- 4) Students who misbehave during a dance will not be allowed to attend the next scheduled dance.
- 5) Students must still comply with school dress code during a dance.
- 6) Students who are not present at least a half day on the day of the dance will not be eligible to attend the dance.
- 7) Students who have ISS on the day of the dance will not be eligible to attend the dance.
- 8) Students with multiple behavioral referrals may be denied the privilege of attending a dance.

DRESS CODE

Students are expected to display cleanliness, neatness, and appropriate attire at all times. Appropriate dress at school helps create a safe and positive learning environment. Students dressed in an inappropriate or distracting manner as determined by school personnel will be asked to change or make modifications. Dress code expectations apply to all school sponsored activities.

Students may **not** wear any items deemed a distraction to the learning environment. Examples include:

1. Headgear including hats, caps, do-rags, skull caps, bandanas, or sunglasses after entering the building in the morning until 3:25 p.m. on a school day, or while serving a detention.
2. Clothing that leaves large areas of the body exposed such as bare backs, midriffs, muscle shirts, halter tops, and spaghetti straps. Garments must be of sufficient length to cover midriffs during normal school activities such as sitting, bending, and reaching.
3. Cutoff shirts or shirts with expanded armholes that show bare skin or clothing underneath.
4. Clothing that leaves undergarments exposed
5. Undergarments over outerwear.
6. Clothing with "suggestive" or violent printing or drawings and clothing that advertises or promotes use of weapons, tobacco, alcohol, or other drugs.

7. Clothing that might have offensive writing or pictures such as profanity, obscenity, and sexual or racial references.
8. Long coats, capes, trench coats. Heavy coats cannot be worn in class.
9. Clothing that indicates gang affiliation or association.
10. Sagging pants. Pants must be worn above the hips at the waist.
11. Jewelry during physical education class.
12. Dangerous jewelry such as studded dog collars or wallet chains.
13. Any item deemed inappropriate by school administration.

FACILITIES AND EQUIPMENT

Students will be held responsible for any damage to school properties and fines will be assessed when necessary.

FOOD/DRINKS

Food or drinks should not be consumed in the hallways or classrooms unless prior approval by a faculty member has been granted. Drink containers that have been opened should not be stored in lockers. Drink containers must have lids. Energy drinks are not allowed to be consumed at school, or stored in lockers.

GANG RELATED BEHAVIOR

Conflict between groups of individuals and/or grouping for the purposes of intimidation or retaliation, or to commit any other kind of illegal act, will not be tolerated. Evidence of gang mentality exhibited through clothing, colors, signing, and other behaviors are subject to disciplinary action.

HALLWAY PROCEDURES

Any student in the hall during class time must sign out of the classroom before exiting the classroom. Classrooms will provide either an electronic or hard copy means to sign out. Chromebooks are not allowed to be set on the floor during hallway or restroom usage.

LOCKERS

Lockers are the property of the school and are subject to search and inspection at any time. Any item considered objectionable or a threat to the safety of others will be removed. Students are responsible for all items found in their assigned lockers, and for keeping lockers clean and well organized. Food should not be stored in lockers for a lengthy period. Drink containers, other than water bottles with a lid, should not be stored in lockers. Any item found in a locker that does not belong to the student assigned that locker should be delivered immediately to the school office. Students must keep locker doors shut and locked except when getting supplies for class. Students should not divulge their locker combination to others. Locker assignments are made at the beginning of the year by the office. A student must remain in the locker assigned to him or her unless permission to switch has been obtained from the office. School officials must be able to locate books and assignments for absent students. Some students may be required to share lockers. Students should not scratch or write on their locker. Use magnets rather than tape to attach

items to the locker. No stickers are allowed on lockers. Students are not allowed to decorate the outside of their lockers. Students are responsible for damage to lockers.

MANNERS AND COURTESY

Respect for parents, teachers, administrators, staff, fellow students, and the property of others builds better schools. A student should address a member of the faculty and support staff by Dr., Mr., Mrs., Ms., Miss, or Coach, followed by his or her last name. Please, thank you, and you're welcome are communication tools that are encouraged.

PRESENTATIONS AND ASSEMBLIES

From time to time it will be necessary for large groups of students to gather and be addressed all at once or to be presented a special program. During these assemblies, all students are expected to walk quietly to the destination in an orderly manner. General behavior guidelines include:

- 1) Give the speaker(s) your utmost cooperation and attention.
- 2) Applaud only when applause is in order.
- 3) Do not leave unless given permission.
- 4) Students should stay seated in their designated area until dismissed.
- 5) After dismissal, students should report to their next destination in a quiet and orderly manner.

Student misbehavior during a presentation or assembly may result in losing the privilege to attend such events in the future.

PUBLIC DISPLAY OF AFFECTION (PDA)

Public displays of affection are not allowed during school, or at school related activities. Forms of affection including hand holding, hugging, kissing, etc., will result in disciplinary action.

SEARCHES

Students or student property may be searched based on reasonable suspicion. Law enforcement officials shall be contacted if the administration reasonably suspects that a student is concealing controlled substances, drug paraphernalia, weapons, stolen goods, or evidence of a crime beneath his or her clothing and the student refuses to surrender such articles. Law enforcement officials may be contacted in any case involving a violation of law when a student refuses to allow a search, or where the search cannot be conducted. Parents may also be contacted.

SEXUAL HARASSMENT

Sexual harassment is defined as inappropriate behavior which portrays sex or sexual conduct in a manner offensive to community standards. Words (spoken or written), actions, touching, or other physical contact of a sexual nature violate this guideline and will be subject to disciplinary action.

STUDENT CONCERNS

From time-to-time students will have a concern that requires clarification or an answer to a problem. Concerns are best resolved through communication with the appropriate school personnel. The following steps are proper procedures to be followed by students with questions or concerns: 1) teacher or staff member most directly related to the question or concern; 2) advisory teacher; 3) counselor; and then 4) principal.

TOBACCO/VAPE PRODUCTS

TOBACCO, TOBACCO PRODUCTS, AND IMITATION PRODUCTS will not allow a student's possession or use of tobacco at school or at school activities. Use of smokeless tobacco, vaping or vape products, and or e-cigarettes will carry the same penalties as smoking violations. Buying, selling, and trading of these products is prohibited on school grounds and will be subject to disciplinary action. Students simulating the use of tobacco or drugs (powder, fake cigarettes, etc.) will be subject to disciplinary action.

UNSAFE OR INAPPROPRIATE ITEMS

All offensive, unsafe, or inappropriate items in the possession of students at school may be confiscated. All items that create disruption or distract from the educational process are not allowed at school. Examples include water guns, laser pointers, video games and players, toys, radios, trading cards, etc. Students should discontinue the use of items such as headphones, earbuds, MP3 players, iPods, Kindles, etc. after arriving at school and throughout the school day unless permission is granted by a staff member. The school is not responsible for loss or damage to personal technology, unsafe items, or inappropriate items.

STUDENT ACTIVITIES

CLUBS AND GROUPS

The following is a brief description of the clubs and groups that Holden Middle School offers for our students. You will find that Holden Middle School offers a wide variety of clubs and groups in which students may be involved. Students should feel free to take advantage of the opportunities presented and get involved in these clubs or groups.

Art Club

- Enhance your art skills.
- Do art projects just for fun.
- Projects are determined by the club members.

Band

- Learn to play a musical instrument.
- March in parades.
- Show off your skills by performing at concerts.
- Compete in contests.

Cheerleading

- Cheer at home boys and girls basketball games.
- Help with pep assemblies.
- Learn to work as a team.
- Help raise school spirit and support our Eagles with an enthusiastic and spirited attitude!

Choir

- Learn to enhance your vocal skills.
- Show off your musical talents by performing at concerts.
- Compete in contests.

Drama Club

- Learn acting skills
- Learn teamwork
- Learn different aspects of theater
- Become more confident in public speaking
- Students participate in producing a play

Homework Club

- Meets Monday-Thursday from 3:15-4:25 p.m.
- Everyone is welcome!
- Teachers are available to assist you.
- This is a great way to get your homework done and raise your grades!
- Talk with any grade level teacher for more information.

Honor Society

- Students are inducted if all grades are B+ and above and have a cumulative GPA of 3.5.
- Students must maintain a clean discipline record to remain a member.
- Students participate in two to four service-learning projects each year.

Math Team

- Attend competitions and have a chance to compete at the state level.
- Win awards.
- Improve your math skills.
- Before and after school practices.
- Talk to your math teacher about getting involved.

Robotics Team

- Work as part of a team to design, build and code a robot per *FIRST*® program rules

- Compete as a team to win competitions
- Team will attend a minimum of two local competitions and one local tournament
- Work with team to provide fundraising and outreach to the community per *FIRST*® program guidelines

Science Olympiad

- Attend 2 or 3 competitions.
- Practice events before or after school.
- Many events that cover a multitude of science interests ranging from “Surf the Net” to “Tower Building”.
- Many events require “building skills” and are very “hands-on”.
- Talk to your science teacher about joining.

Scholar Bowl

- Compete against others in a “Jeopardy Style” game.
- Compete against other schools and intramural competitions.
- Work as a team of 4 or 5 students to win competitions.
- Show off your intelligence.
- Wide variety of topics covered.

Student Ambassadors

- Elected by teacher recommendation based upon student character, good behavior, and excellent example for others.
- Assist with new student orientation
- Assist with Career Day
- Do Service-Learning Projects
- Talk to the counselor if you’re interested.

Student Council

- Hold an elected position, representing your class.
- Plan and help host dances and other fun events for your classmates.
- Help with the HMS School Store.
- Make Holden Middle School a better place for everyone.

EXTRACURRICULAR ACTIVITIES AND INTERSCHOLASTIC SPORTS

Students at our school have the opportunity to participate in Student Council, Student Ambassadors, HMS Honor Society, Math Team, Robotics, Science Olympiad, Scholar Bowl, after-school club programs, Choir, Band, and a variety of sports. **All students participating in interscholastic sports must have a physical examination by a physician before being eligible to participate.**

Students must be enrolled in 80% percent of maximum allowed classes in order to participate in extra curricular activities. **Students with two F’s at the end of the quarter will be ineligible for the next quarter.** If the student has one “F” or less at the end of the suspension, they would be reinstated to participate in activities or athletics. During a suspension, students need to attend practices and home games only, still sit with the team, go to team meetings, etc., but they cannot represent the school in any contest or

activity until the suspension is over, and they have one “F” or less. Academically ineligible students are not allowed to travel with a team or organization to away events.

No student will be allowed to participate in an activity, athletic event, or practice unless he/she was in attendance for all periods of that school day, except in cases of medical/dental appointments, family emergencies or prior approval by the administration. They must check in before 8:30. This does not include a tardy. This rule also applies for the day prior to an event scheduled on a weekend. Furthermore, the student may not be certified eligible to participate on any subsequent date until the student attends a full day of classes. It is important to be in attendance the full day following an event. Do not use activities as an excuse to miss school.

A student assigned OSS cannot participate in extra or co-curricular activities on that date, nor are they allowed on school property without the permission of the administration. A student assigned ISS can participate in practice or a concert (meeting a course requirement) on the same date, but not a contest. *A student assigned ISS on the last day of the school week and the first day of the next school week can participate in practice or a concert (meeting a course requirement) over the weekend/break but cannot participate in a contest.*

Students absent for a medical appointment or funeral for a portion of the school day may be allowed to participate with appropriate documentation and administrative approval.

Coaches may require tutoring as a condition of participation. Student participation in activities is a privilege and not a right. Each group may have specific rules and regulations that must be adhered to in order to be a part of that group. Refer to the Holden R-III School District Activities Handbook for more information.

Technology- Take Flight Handbook

Take Flight Handbook

Technology for the 21st Century Learner

Program Overview

The purpose of our 1:1 initiative is to put current technology into the hands of all students to enhance, personalize, and further develop our academic program. The Holden R-3 School District purchases and owns the devices and distributes them to students to use for educational purposes during the academic year. Whenever students leave our school, as well as at the end of the school year, their district-issued devices are collected, inspected, updated, and maintained by the school technology staff.

Students in grades K-1 will use classroom sets of iPads at school. Students in grades 2nd through 5th will use classroom sets of Chromebooks at school. Chromebooks will be assigned to students in grades 6-12. Starting in grade 6, students will be able to take their assigned devices home once they have shown proficiency in the digital citizenship curriculum requirements and have enrolled their device in the

district's insurance plan; however, students are encouraged to keep their devices at school if they have access to another device at home. Students who are assigned a district-issued Chromebook will also receive a charger. Once insurance is purchased for a student, they will be given a second charger so they have one to stay at school and one that will stay at home. Proper care for each of these items is covered in this handbook.

Digital Citizenship

All students will be introduced to the principles of Digital Citizenship and receive instruction to address the following topics.

1. **Digital Access** - Are students aware that not everyone has access to technology resources?
2. **Digital Communication** - Do students understand what is appropriate to share through email, texting, video chatting, and social media?
3. **Digital Literacy** - Do students know how to use various digital technologies and how to assess the legitimacy of web resources?
4. **Digital Etiquette** - Do students know when to use technology appropriately and always in a positive manner?
5. **Digital Law** - Do students know how to use and share digital content legally and how to respect content ownership by citing sources?
6. **Digital Rights and Responsibilities** - Do students understand they have a right to safe and friendly digital communications and a responsibility to report instances that threaten this?
7. **Digital Health** - Are students aware of the physical and psychological dangers of excessive internet usage?
8. **Digital Security** - Do students know how to stay safe by using difficult passwords, backing up data, and being aware of identity theft, phishing, and other online scams?

Family Partnership

The use of personal computers for teaching and learning in the Holden R-3 School District is an immense opportunity to accelerate the learning for all of our students and to enhance an already strong academic program. The success of this endeavor, though, must be built on a strong partnership and open communication between the school, students, and parents. To help ensure the best learning experience possible, here are some helpful "1:1 Ideas" for families:

- Help kids find a safe place to store and charge their devices when at home
- Set expectations of how and when the device will be used at home
- Engage students in conversations about how they are using their device
- Consider using home filtering services as appropriate for your family's needs and monitor your child's online activity
- Communicate concerns and/or ideas with the Holden R-3 School District (Help us help your kids!)

Loss, Theft, and Damage

By taking possession of a borrowed device, the borrower agrees to assume full responsibility for the safety, security, and care of the borrowed property. In order to minimize the possible financial impact from accidental loss or damage to the device, students and/or families are encouraged to participate in the school's self-insurance plan. Should students and/or families elect not to participate in the school's self-insurance plan, they will be responsible for all repairs and/or replacement costs for their district-issued device.

In case of an accident, fire, flood, careless handling of the property, or complete loss, the student/parent/guardian agrees to pay the required insurance deductible to repair or replace the device.

In case of loss of theft occurring at school, the student must report the incident to a building administrator within one school day of the occurrence. In the case of loss or theft, occurring away from school, the student must report the incident to law enforcement officials of jurisdiction within 24 hours of the occurrence and then provide documentation of the aforementioned law enforcement report to a building administrator.

Failing to report loss or theft in the manner described here will result in the missing property being categorized as lost rather than stolen. The student/parent/guardian will assume full responsibility for the replacement costs of the lost property.

Terms of the Agreement

A user's right to use and possess the borrowed property terminates no later than the last day of the school year unless earlier terminated by the Holden R-3 School District for noncompliance, terminated withdrawal from active enrollment in the Holden R-3 School District, or terminated due to a change in schedule/attendance arrangement that no longer results in the user physically attending at least one class regularly in a participating grade at Holden R-3 School District. The 1:1 program is expected to continue for participating students in 6th to 12th grade, and returning students will be issued the same device each year.

Insurance

The Holden R-3 School District participates in a self-funded insurance program. **Scan the QR code** to enroll your student's device in the insurance program.



All students that want to take a device home are required to participate in the insurance program. The annual premium fees are as follows:

Premium Price per Device - \$20 (Due by October 31st)

*Students will not be able to take home devices, receive take-home chargers, etc. until premiums are paid.

How Do I Pay?

After completing the "Chromebook Insurance Form" (linked above), your student will be charged for the "Take Flight Insurance Program" on their student portal. Payments can be paid at the building office or through the parent portal by October 31st.

Students are responsible for protecting the computer device from loss or damage, but if an accident does occur, the Holden R-3 School District will waive responsibility for financial loss subject to a deductible. Deductibles for device damages are on an escalating scale per incident. The district understands accidents can and do happen, but the intent is also for students to be aware and take responsibility for their devices.

Deductible Schedule

Claim #1 - \$10.00

Claim #2 - \$20.00

Claim #3 - \$30.00

-any additional claim past #3 will cost the price of the replacement part-

Stolen Claim* - \$75.00

Lost Claim - \$200.00

*This claim requires a police report to be filed.

If the device is damaged or destroyed, the student/parent/guardian will be responsible for the standard deductible that applies for all repairs or replacements.

Please note: Claims must be paid by the end of the school year. Students who have unpaid claims at that time will be eligible for the insurance program and not be eligible to take their device home in subsequent years (until unpaid claims are paid).

Property Rights

Users must respect the intellectual property of others by crediting sources and following all copyright laws. All software loaded on Holden R-3 School District's hardware is the property of the district and may not be copied or transmitted to any outside party. No student may copy, download from the internet or install onto a school computer device or otherwise use any software in violation of applicable copyright and license agreements.

Student Responsibilities & Discipline

Each student will be responsible for:

- Understanding the terms of use for campus devices
- Always having in his/her possession a fully-charged computer device

- Attending each class with his/her device unless directed otherwise by faculty
- Logging in under his/her assigned username and password and not sharing passwords with other students. Only logins from the holden.k12.mo.us domain will be allowed to log in on the student devices.

Disciplinary Procedures

District-issued devices remain the property of the Holden R-3 School District; thus, mistreatment or misuse of these devices will be dealt with through disciplinary protocols equivalent to and in line with those applicable in any other instance of student mistreatment/misuse of school technology.

Expectations regarding student use of school technology are outlined in this handbook.

Discipline for violations of the handbook and/ or mistreatment of school property will be handled in accordance with the protocol outlined in this handbook and Holden R-3 School Board policies. In addition to schoolwide discipline, the privilege of taking home a student's device may be revoked.

Things to Remember in the Classroom

- Students must take their devices charged and ready to use to each class every day
- During class, students must use their devices to complete whatever learning task is at hand rather than allowing the machine to distract from class purposes
- Students must respect the teacher's request for the device to be open or closed during class time
- Students must only use the devices issued to them under their name
- Students should work on a flat, level surface and not on top of other items

Tips for Taking Care of Computer Devices

- Find a safe, consistent place to store and charge the device (consider a surge protector, if possible)
- Keep the computer away from food and liquids in case of spills
- Keep the computer clean, but only use a microfiber cloth to wipe the screen, never use glass cleaner or other household cleaners not specifically designed for computer screens
- Protect the trackpad by never using a pencil, eraser, or other object on the trackpad
- Do not place heavy objects on top of the computer as it could damage the screen
- Be careful about how the device is placed in bags and avoid uneven weight distribution that could result in damage
- Don't place anything between the screen and keyboard when closing a device
- Shut down your device if you do not plan on using it for more than a day
- Leave your device in a secure place during after-school sports and activities
- Extreme heat or cold can damage your computer (be careful of leaving it in a car)
- Keep your device locked in a safe location when you are away
- Only use the district-provided charger with your computer

To Maximize Battery Life:

- Turn down volume

- Turn down brightness
- Exit any applications you are not using
- Shutdown device completely when not in use

Student Access to the Internet and Monitoring

At school, students will have access to the internet through the school network. When not at school, students can access the internet using the district-issued device if they have internet access available to them in their homes or other locations. The Holden R-3 School District Technology Department has Hot Spots available for checkout for students who do not have WiFi access at home.

Students may access the internet on their devices at any time outside of school. The network settings will filter for adult content even when the device is away from school. Parents should be aware that there are limitations to any web filter and Holden R-3 School District recommends parents/guardians monitor their child’s time and activities on the internet. Students should understand that their parent’s/guardian’s rules about internet usage outside of school are applicable even when the student is using the district-issued device.

There is no expectation of privacy while using a district-issued device, network, or technology. The school-issued device is the property of the Holden R-3 School District, and the district may search the district-issued device at any time. The school’s Acceptable Usage Policy defines the appropriate use of district technology, including the district-issued device, and defines “inappropriate material”.

If prohibited or inappropriate websites or content are accessed by accident, the student should immediately leave the site and report the incident to an adult.

Downloading Programs and Personalizing the District-Issued Device

- Students are allowed to download school-related apps
- Students must never intentionally damage the device in any way. This includes carving, scratching, and excessive roughness
- Removal of the device identification tag, serial number, and name tag is prohibited
- Do not sync personal devices or passwords to a school-issued device

General Care/Handling/Use

- NEVER, at home or school, walk from one location to another with an open computer
- Students are responsible for all media, internet usage, downloads, file creations, file deletion, file sharing, file storage, and other actions that involve all software or applications accessed via your assigned device
- Students are prohibited from allowing other individuals to use the device’s charger and related equipment assigned to them

- Only the Holden R-3 Technology Department is authorized to troubleshoot, diagnose, or repair the device
- Unattended and unlocked equipment, if stolen - including at school -, will be the student's responsibility
- If on an athletic team, never leave the device on a school bus, in the gym, in a locker room, on a playing field, or in other areas where it could be damaged and stolen
- Keep liquids away from the device at all times
- Make sure that there is nothing in the device when you close it, to avoid broken screens, keyboard, and hinges

District-Issued Device Problems (Trouble-shooting)

- Restart your device
- If restarting the computer does not fix the problem, students should take the device to the library and get a loaner computer to use until the problem is fixed
- Do not attempt to remove or change software on the computer or the physical structure of the computer

All students must have a signed "Technology Usage Agreement" on file to participate in Take Flight.

Notices and Notifications

ASBESTOS NOTIFICATION

Due to federal laws, the Holden R-III School District contracted with an environmental service to perform an asbestos assessment at all district buildings. Some areas of asbestos were identified but were diagnosed as "non friable" for the most part and are not considered as a hazard to the buildings' occupants. However, the law mandates that such materials must be either removed or maintained so that no future hazard exists. The school district has opted to manage the majority of asbestos-containing materials in the schools for at least the next two years and has taken positive measures to ensure its present sound condition.

All those interested in the specific procedures, location, and nature of the asbestos-containing materials, are invited to view the Management Plan and Inspection Report. Those documents are located at each building office and at the Superintendent's office.

CHANGE OF CONTACT INFORMATION

Immediately inform the office if you change your address, telephone number, e-mail, etc.

DISCRIMINATION

The Holden R-III School District does not discriminate based on race, color, national origin, gender identity, sex, disability, genetics or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Buffy McConville, 1612 S. Main, Holden, MO 64040, 816-732-5568.

DISCRIMINATION AND HARASSMENT- POLICY AC

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

The Board also prohibits:

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

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment, or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Boy Scouts of America Equal Access Act

As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law.

School Nutrition Programs

No person shall, on the basis of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under a school nutrition program for which the district receives federal financial assistance from the U.S. Department of Agriculture (USDA) Food and Nutrition Service. School nutrition programs include the National School Lunch Program, the Special Milk Program, the School Breakfast Program, and the Summer Food Service Program.

Interim Measures

When a report is made or the district otherwise learns of potential discrimination, harassment or retaliation, the district will take immediate action to protect the alleged victim, including implementing interim measures. For example, the district may alter a class seating arrangement, provide additional supervision for a student, or suspend an employee pending an investigation. The district will take immediate steps to prevent retaliation against the alleged victim, any person associated with the alleged victim, or any witnesses or participants in the investigation. These steps may include, but are not limited to, notifying students, employees, and others that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment or retaliation have occurred.

Consequences and Remedies

If the district determines that discrimination, harassment, or retaliation have occurred, the district will take prompt, effective and appropriate action to address the behavior, prevent its recurrence and remedy its effects.

Employees who violate this policy will be disciplined, up to and including employment termination. Students who violate this policy will be disciplined, which may include suspension or expulsion. Patrons, contractors, visitors, or others who violate this policy may be prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Students, employees, and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to the CD.

Remedies provided by the district will attempt to minimize the burden on the victim. Such remedies may include but are not limited to: providing additional resources such as counseling, providing access to community services, assisting the victim in filing criminal charges when applicable, moving the perpetrator to a different class or school, providing an escort between classes, or allowing the victim to retake or withdraw from a class. The district may provide additional training to students and employees, make periodic assessments to make sure behavior complies with district policy, or perform a climate check to assess the environment in the district.

Definitions

Compliance Officer – The individual responsible for implementing this policy, including the acting compliance officer when he or she is performing duties of the compliance officer.

Discrimination – Conferring benefits upon, refusing, or denying benefits to, or providing differential treatment to a person or class of persons in violation of law based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law, or based on a belief that such a characteristic exists.

Grievance – A verbal or written report (also known as a complaint) of discrimination, harassment or retaliation made to the compliance officer.

Harassment – A form of discrimination, as defined above, that occurs when the school or work environment becomes permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive enough that it unreasonably alters the employment or educational environment.

Behaviors that could constitute illegal harassment include, but are not limited to, the following acts if based on race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law or based on a belief that such a characteristic exists: graffiti; display of written material, pictures or electronic images; name calling, teasing or taunting; insults, derogatory remarks or slurs; jokes; gestures; threatening, intimidating or hostile acts; physical acts of aggression, assault or violence; theft; or damage to property.

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district’s programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance. Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities, or contact.
2. Conditioning grades, promotions, rewards, or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities, or contact.
4. Graffiti, name calling, slurs, jokes, gestures, or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching, or rubbing.
6. Comments about an individual's body, sexual activity, or sexual attractiveness.
7. Physical sexual acts of aggression, assault, or violence, including criminal offenses (such as rape, sexual assault or battery, and sexually motivated stalking) against a person's will or when a person is not capable of giving consent due to the person's age, intellectual disability or use of drugs or alcohol.
8. Gender-based harassment and acts of verbal, nonverbal, written, graphic or physical conduct based on sex or sex stereotyping, but not involving conduct of a sexual nature.

Working Days – Days on which the district's business offices are open.

Compliance Officer

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

Buffy McConville
1612 S. Main
Holden, MO 64040-1605
Phone: 816-732-5568; Fax: 816-732-4336
E-mail: bmccconville@holdenschools.org

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

Superintendent
1612 S. Main
Holden, MO 64040-1605
Phone: 816-732-5568
Fax: 816-732-4336

The compliance officer or acting compliance officer will:

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

Public Notice

The superintendent or designee will continuously publicize the district's policy prohibiting discrimination, harassment and retaliation and disseminate information on how to report discrimination, harassment, and retaliation. Notification of the district's policy will be posted in a public area of each building used for instruction or employment or open to the public. Information will also be distributed annually to employees, parents/guardians, and students as well as to newly enrolled students and newly hired

employees. District bulletins, catalogs, application forms, recruitment material and the district's website will include a statement that the Holden R-III School District does not discriminate in its programs, services, activities, facilities or with regard to employment. The district will provide information in alternative formats when necessary to accommodate persons with disabilities.

Reporting

Students, employees, and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment, or retaliation directly to the compliance officer or acting compliance officer.

All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Even if a grievance is not directly filed, if the compliance officer otherwise learns about possible discrimination, harassment, or retaliation, including violence, the district will conduct a prompt, impartial, adequate, reliable and thorough investigation to determine whether unlawful conduct occurred and will implement the appropriate interim measures if necessary.

Student-on-Student Harassment

Building-level administrators are in a unique position to identify and address discrimination, harassment, and retaliation between students, particularly when behaviors are reported through the normal disciplinary process and not through a grievance. Administrators have the ability to immediately discipline a student for prohibited behavior in accordance with the district's discipline policy. Administrators will report all incidents of discrimination, harassment and retaliation to the compliance officer and will direct the parent/guardian and student to the compliance officer for further assistance. The compliance officer may determine that the incident has been appropriately addressed or recommend additional action. When a grievance is filed, the investigation and complaint process detailed below will be used.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. The district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

In determining whether alleged conduct constitutes discrimination, harassment or retaliation, the district will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved, past incidents, the context in which the alleged incidents occurred and all other relevant information. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. If, after investigation, school officials determine that it is more likely than not (the preponderance of the evidence standard) that discrimination, harassment, or other prohibited behavior has occurred, the district will take immediate corrective action.

Grievance Process Overview

1. If a person designated to hear a grievance or appeal is the subject of the grievance, the compliance officer may designate an alternative person to hear the grievance, or the next highest step in the grievance process will be used. For example, if the grievance involves the superintendent, the compliance officer may designate someone outside the district to hear the grievance in lieu of the superintendent, or the grievance may be heard directly by the Board.
2. An extension of the investigation and reporting deadlines may be warranted if extenuating circumstances exist as determined by the district's compliance officer. The person filing the complaint will be notified when deadlines are extended. If more than twice the allotted time has expired without a response, the appeal may be taken to the next level.
3. Failure of the person filing the grievance to appeal within the timelines given will be considered acceptance of the findings and remedial action taken.
4. To the extent permitted by law, the district will investigate all grievances, even if an outside enforcing agency such as the Office for Civil Rights, law enforcement or the CD is also investigating a complaint arising from the same circumstances.
5. The district will only share information regarding an individually identifiable student or employee with the person filing the grievance or other persons if allowed by law and in accordance with Board policy.
6. Upon receiving a grievance, district administrators or supervisors, after consultation with the compliance officer, will implement interim measures as described in this policy if necessary to prevent further potential discrimination, harassment or retaliation during the pending investigation.

Grievance Process

1. Level I – A grievance is filed with the district's compliance officer. The compliance officer may, at his or her discretion, assign a school principal or other appropriate supervisor to conduct the investigation when appropriate.

Regardless of who investigates the grievance, an investigation will commence immediately, but no later than five working days after the compliance officer receives the grievance. The compliance officer or designee shall conduct a prompt, impartial, adequate, reliable and thorough investigation, including the opportunity for the person filing the grievance and other parties involved to identify witnesses and provide information and other evidence. The compliance officer or designee will evaluate all relevant information and documentation relating to the grievance.

Within 30 working days of receiving the grievance, the compliance officer will complete a written report that summarizes the facts and makes conclusions on whether the facts constitute a violation of this policy based on the appropriate legal standards. If a violation of this policy is found, the compliance officer will recommend corrective action to the superintendent to address the discrimination, harassment, or retaliation; prevent recurrence; and remedy its effects. If someone other than the compliance officer conducts the investigation, the compliance officer or acting compliance officer will review and sign the report. The person who filed the grievance, the victim if someone other than the victim filed the grievance, and any alleged perpetrator will be notified in writing, within five working days of the completion of the report, in accordance with law and district policy, regarding whether the district's compliance officer or designee determined that district policy was violated.

2. Level II – Within five working days after receiving the Level I decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the compliance officer's decision to the superintendent by notifying the superintendent in writing. The superintendent may, at his or her discretion, designate another person (other than the compliance officer) to review the matter when appropriate.

Within ten working days, the superintendent will complete a written decision on the appeal, stating whether a violation of this policy is found and, if so, stating what corrective actions will be implemented. If someone other than the superintendent conducts the appeal, the superintendent will review and sign the report before it is given to the person appealing. A copy of the appeal and decision will be given to the compliance officer or acting compliance officer. The person who initially filed the grievance, the victim if someone other than the victim filed the grievance and any alleged perpetrator will be notified in writing, within five working days of the superintendent's decision, regarding whether the superintendent or designee determined that district policy was violated.

3. Level III – Within five working days after receiving the Level II decision, the person filing the grievance, the victim if someone other than the victim filed the grievance, or any alleged perpetrator may appeal the superintendent's decision to the Board by notifying the Board secretary in writing. The person filing the grievance and the alleged perpetrator will be allowed to address the Board, and the Board may call for the presence of such other persons deemed necessary. The Board will issue a decision within 30 working days for implementation by the administration. The Board secretary will give the compliance officer or acting compliance officer a copy of the appeal and decision. The person who filed the grievance, the victim if someone other than the victim filed the grievance and the alleged perpetrator will be notified in writing, within five working days of the Board's decision, in accordance with law and district policy, regarding whether the Board determined that district policy was violated. The decision of the Board is final.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal, or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD, and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment, or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment, or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

DIRECTORY INFORMATION

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 has designated the types of information included in directory information and can release this information without first obtaining consent from a parent or eligible student unless a parent or eligible student notifies the district in writing as directed. Even if parents or eligible students notify the district in writing that they do not want directory information disclosed, the district may still disclose the information if required or allowed to do so by law. For example, the district may require students to disclose their names, identifiers, or district e-mail addresses in classes in which they are enrolled, or students may be required to wear, publicly display or disclose a student identification card or badge that exhibits information that is designated as directory information.

The school district designates the following items as directory information.

1. General Directory Information – The following information the district maintains about a personally identifiable student may be disclosed by the district to the school community through, for example, district publications, or to any person without first obtaining written consent from a parent or eligible student: Student's name; date and place of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.
2. Limited Directory Information – In addition to general directory information, the following information the district maintains about a personally identifiable student may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the district, its staff, students and parents and to raise funds for district activities; parents of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services: The student's address, telephone number and e-mail address and the parents' addresses, telephone numbers and e-mail addresses.

Parents/guardians must notify the office **in writing** if they do not want directory information disclosed.

Please send notifications to:
Holden Middle School
301 Eagle Drive
Holden, MO 64040

COPY FOR YOUR

HMS STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

REFERENCE ONLY – Please

STUDENT INFORMATION: (Please Print)

Last Name: _____ First Name: _____ Middle Name: _____

Grade Level: _____ **form provided.**

Students: After reviewing your handbook, please read the statement below, sign your name and write in the date. This paper should be turned in to the Middle School Office within the first 5 days of school.

I have been provided with a copy of the Holden Middle School Student/Parent Handbook, the District Transportation Handbook, and the Activities Handbook. The Middle School Handbook has been reviewed with me and I have had the opportunity to ask questions concerning the information published in the school handbook. I understand that I may ask the principal or any of my teachers questions about the information contained in the handbooks anytime during the year to gain a better understanding of what is expected of me as a student at Holden Middle School. I understand that not knowing the school rules is not an excuse for failing to follow any or all of the school rules. I further understand that it is impossible for the student handbooks to contain all the rules necessary for an orderly school atmosphere. Therefore, my conduct at school, on the bus, and at school activities should at all times be consistent with the standards published in the student handbooks, and discipline administered for situations not covered in the handbooks will be consistent with those published in the handbooks. The rules published in the handbooks are to be followed on all school property during the school day, as well as at all school sponsored activities, and on school provided transportation. I also understand that the rules outlined in the student handbooks are to be followed through the last day of school and should I choose not to follow the rules during the last few days of the school year, that discipline will be administered during the next school year.

Therefore, I understand that compliance with the standards of conduct published in the handbooks listed above is mandatory.

Student Signature: _____ **Date:** _____

Parent/Guardian: The student handbook contains useful information for students and parents to be aware of throughout the school year. A variety of topics are discussed, ranging from day-to-day procedures, rules and regulations, to district policies on a number of issues. It is important that the parent/guardian and the student read all of the information. After reviewing the student handbook with the student listed above, please sign and date below and have your child turn it in to the Middle School Office within the first five days of school. If you have any questions, please contact the office at (816) 732-4125.

I have read and become familiar with the policies and procedures contained in the Holden Middle School Student/Parent Handbook, the District Transportation Handbook, and the Activities Handbook. I further understand that it is impossible for the student handbooks to contain all the rules necessary for an orderly school atmosphere. Conduct at school, on the bus, and at school activities should at all times be consistent with the standards published in these handbooks, and discipline administered for situations not covered in the handbooks will be consistent with those published in the handbooks. The rules in these handbooks are to be followed on all school property during the school day, as well as at all school sponsored activities, and on school provided transportation. Therefore, I understand that a student's compliance with the standards published in the handbooks listed above is mandatory.

Parent/Guardian's Name (Please Print)

Parent/Guardian Signature