

Holden Elementary

Growing Leaders and Learners

Vision

Compassionate educators partnering with the community to empower students to become life long leaders and learners, by embracing diversity and encouraging high expectations.

Inspiring Greatness

Our Holden Elementary School Family

Welcome

On behalf of the staff at Holden Elementary I am honored to welcome you to our school family. We recognize that in order to be successful in school, our children need support from school and home. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to provide rich and engaging learning opportunities for your children.

Please stay up to date on upcoming events, activities, and your students progress by checking your students' backpacks each evening for papers and newsletters. You may also subscribe to our district notification systems which sends out phone calls and text messages regarding school events and activities. Also, don't forget to like our Holden Elementary Facebook page for snap shots and announcements throughout the day. We often communicate via email so please make sure you have provided an updated email address with the office. Finally, feel free to visit our website at www.holdenschools.org. If at any point throughout the school year questions arise please contact us at 816-732-6071.

Schedule

- 7:45- Students may enter the building.
- 7:45- Breakfast is served.
- 8:10- Official start time. Students admitted after this time are tardy.
- 3:35- Students are released

Title	Name	Email/Contact
Superintendent	Dr. Mike Hough	mhough@holdenschools.org
District Accountant	Ashley Tevis	atevis@holdenschools.org
District Secretary	Tracy Shumate	tshumate@holdenschools.org
Technology Director	Emily Brockhaus	ebrochhaus@holdenschools.org
Activities Director	Spencer Gudde	sgudde@holdenschools.org
Elementary Principal	Sarah Burks	sburks@holdenschools.org
Asst. Principal	Paige Farmer	pfarmer@holdenschools.org
Secretary	Megan Linder	mlinder@holdenschools.org
Secretary	Arline Aldrich	ktreece@holdenschools.org
Registered Nurse	Carrie Gilcrest	cgilcrest@holdenschools.org
Counselor / 504 Coordinator	Haleigh Bryant	hbryant@holdenschools.org
Counselor / 504 Coordinator	Brittany Morgan	bmorgan@holdenschools.org
T.A.R.G.E.T	Robyn Sisk	rsisk@holdenschools.org
Day Plus Director	Missi Hunter	dayplus@holdenschools.org
Eagles Nest Assistant Teacher	Kim Slater	kslater@holdenschools.org
Eagles Nest Preschool Teacher	Jocelyn Rowan	jrowan@holdenschools.org
Eagle Nest Assistant Teacher	Brandi Totta	btotta@holdenschools.org
Special Education Coordinator	Buffie McConville	bmccconville@holdenschools.org
Special Education (Early Childhood)	Tracy Taylor	ttaylor@holdenschools.org
Special Education	Vicky Birkle	vbirkle@holdenschools.org
Special Education	Emily Ringen	eringen@holdenschools.org
Special Education	Niki Wooster	nwooster@holdenschools.org
Paraprofessional	Emily Lay	elay@holdenschools.org
Speech Pathologist	Jaymie Huffman	816-732-6071

Speech Pathologist	Linda Waight	816-732-6071
Librarian	Robin Eissler	reissler@holdenschools.org
Library Clerk / Technology	Connie Valdez	cvaldez@holdenschools.org
Art	Sarah Carey	scarey@holdenschools.org
Music	Sarah Thomas	sthomas@holdenschools.org
P.E.	Chris Hertzog	chertzog@holdenschools.org
Math Specialist	Trina Davidson	tdavidson@holdenschools.org
Reading Specialist	Megan Ringen	mringen4@holdenschools.org
Paraprofessional	Dee Quinn	dquinn@holdenschools.org
Paraprofessional	Heather Koehn	hkoehn@holdenschools.org
Kindergarten Teacher	Kimberly Smith	ksmith@holdenschools.org
Kindergarten Teacher	Brenda Madsen	bmadsen@holdenschools.org
Kindergarten Teacher	Kim Hankins	khankins@holdenschools.org
Kindergarten Teacher	Rilan Dickey	rdickey@holdenschools.org
Kindergarten Teacher	Kara Hays	khays@holdenschools.org
First Grade Teacher	Kailey Stallo	kstallo@holdenschools.org
First Grade Teacher	Rhonda Reedy	rreedy@holdenschools.org
First Grade Teacher	Cindy Gassen	cgassen@holdenschools.org
First Grade Teacher	Kaila Walter	kwalter@holdenschools.org
Second Grade Teacher	Suzie Williams	swilliams@holdneschools.org
Second Grade Teacher	Emily Heller	eheller@holdenschools.org
Second Grade Teacher	Ruth Brockhaus	rbrockhaus@holdenschools.org
Second Grade Teacher	Julie Fuller	jfuller@holdenschools.org
Third Grade Teacher	Vickie Elkins	velkins@holdenschools.org
Third Grade Teacher	Lori Smith	lsmith@holdenschools.org
Third Grade Teacher	Carrie Christy	cchristy@holdenschools.org
Third Grade Teacher	Emily Hanewinkel	ehanewinkel@holdenschools.org
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Fourth Grade Teacher	Anita Callender	acallender@holdenschools.org

Fourth Grade Teacher	Jessica Kendrick	jkendrick@holdenschools.org
Fourth Grade Teacher	Megan Grindstaff	mgrindstaff@holdenschools.org
Fifth Grade Teacher	Kathy Kilgore	kkilgore@holdenschools.org
Fifth Grade Teacher	Amelia Selsor	aselsor@holdenschools.org
Fifth Grade Teacher	Megan East	meast@holdenschools.org
Fifth Grade Teacher	Jenica Viers	jviers@holdenschools.org

Attendance (Board Policy JED)

Regular and punctual school attendance is important to a child's educational experience. Valuable instruction and learning activities are missed when students are absent or tardy. Therefore, all children should be in school and on time every day that school is in session.

If your child is sick or unable to attend school, please call the office so we can make note of their absence. After being seen by a physician, a note from the physician needs to be provided to the office for record keeping purposes.

Students may obtain assignments missed during an absence from the teacher and turn them in completed for credit. If you plan to get homework for your child who is ill, you will need to make that request before 10:00am. It will be ready for you to pick up at the elementary office at 3:00pm. Requests made for homework after 10:00am will be ready the following day at 3:00pm.

Education Court School Procedure

In accordance with the Johnson County Education Court, when a student's attendance rate drops below 92%, a referral may be made to the Johnson County Juvenile Office and the Johnson County Prosecuting Attorney. Further action may be taken through the Johnson County Court system if attendance continues to decline. This policy follows the rules and regulations of the Missouri Compulsory Attendance Law (Section 167.031 RSMo.).

Arrival and Dismissal

Classes begin at 8:10am each day. If you are bringing your children to school, please have them in their classrooms between 7:45am and 8:10am. Students who walk to school, ride a bicycle, or are transported by parents are asked to arrive at the school no earlier than 7:45am. **Never leave a student at the school before 7:45am unless he or she is enrolled in Day Plus. There is no supervision provided for students before that time.**

If you are going to pick up your child at the end of the day, please send a note to school and be sure the child knows the plan. At 3:35 parents who wish to pick up their students will be allowed to pick up in one of the drive-through pick up locations. Walkers will not be released until the busses have been released and the pick-up locations are empty.

If you must pick up your child before the end of the school day, you will need to sign your child out in the main office. Again, you must bring your ID. We will ask for a picture ID if we do not recognize you as the parent or pick up designee. When leaving early you will be asked to wait in the main office or foyer and your student will meet you there. **Never take your child from a classroom or bus line.** Children will not be released to parents at classroom doors.

Early Dismissal

During the winter months there is always a chance of early dismissal due to snow and ice. Be sure your child knows in advance what to do on these days. Teachers will follow your instructions for early dismissal from the form you complete at the beginning of the school year. Announcements will be made on local television stations and district communication will be sent via email, text alerts, and our district One Call. School personnel will not contact you personally.

Directory Information (Board Policy JO)

It is very important that we have a current home address and phone number for each student, as well as each parent's place of employment and phone number. If this information changes during the school year, please send the new information to the elementary office. Parents must also provide two emergency telephone numbers which are in service. Failure to provide working phone numbers may result in a referral to children's division or local law enforcement. It is crucial that we can contact you in the event of an emergency.

Day Plus

We are pleased to offer a fee based before and after school program for our students. This program is available each day school is in session, snow days and teacher inservice days. The program offers care from 6:00am to the start of the school day and from 3:35pm until 6:00pm. You may obtain enrollment forms and information concerning fees through the elementary office.

School Events and Field Trips

To attend school sponsored events or events held on school property, students must be present all day at school the day of the event. Students attending field trips must travel to the event by school transportation. Parents may sign their student out at the conclusion of the field trip with the classroom teacher. All other students will travel back to school by school transportation unless they have made other arrangements and provided written notification through the office.

Alternative Methods of Instruction

It is the goal of the Holden School District to continue learning when school is not in session. Therefore, alternative methods of instruction may be used in the event that school is cancelled.

Transportation Notes

If your child is to go home a different way than usual, please send a note to your child's teacher and include the child's first and last name, the regular bus number, the date, your signature, and specific instructions. The note goes to the teacher and then to the office to be processed.

Parents/Guardians must notify building secretaries of all pick-ups or bus changes by 2:30pm. Request made after 2:30pm will only be granted in emergency situations. Parents/Guardians will need to make pick up arrangements for students who plan to attend an after-school activity off campus. Bus number changes will be limited and requested in emergency situations only. For permanent bus number changes, parents/guardians will need to contact the building secretaries and the transportation department at 816-732-6541. Students who wish to ride a bicycle to school must have written permission in the office and are expected to arrive between 7:45am-8:10am. The school does not provide supervision before 7:45am.

Bus Conduct (Board Policy JFCC)

Any student whose conduct on the school bus is improper or jeopardizes the safety of other students may have his or her right to school bus transportation suspended for such period of time as deemed by the superintendent, building administrator or designee. Uniform rules of conduct and disciplinary measures will be enforced. See board policy JFCC for further information.

Items Brought to School

Only normal school supplies should be brought to school, unless you receive communication from your child's teacher concerning a special activity. Unless permitted by a school official, toys, make-up, radios, all types of trading cards etc. should not be brought to school. Such items will be confiscated and may be picked up by parents from office. The school is not responsible for lost or stolen items. Cell phones should not be removed from backpacks while at school. If cell phones are out during the school day the teacher or school personnel will confiscate the phone and guardians may pick it up from the school office. Students wearing smart watches will not be allowed to use them as a communication device during the school day. Any communication concerning your student during the school day should go through the elementary office.

School Property

School property may be loaned to students. Students are expected to maintain all materials or school property in good condition. Students may be charged for damage to material, equipment, furniture, or lost materials. Student desks are the property of the school district and may be searched if needed. School officials also have the right to search personal property if they believe a student has an inappropriate item.

Technology/Electronic Devices/Cell Phones

Our district is honored to provide all students with electronic devices and access to district internet during the school day. Therefore, all personal electronic devices and cell phones should not be used while at school without prior authorization from school personnel. The district is not responsible for any lost or stolen electronic devices or misuse of such devices.

Recess

All students will attend recess unless we receive a note from a doctor requesting otherwise. Recesses are 15-30 minutes long. Please send students with appropriate clothing for the weather. Students will attend recess unless...

- The real feel/wind chill factor is below 20 F
- The real feel/heat index is above 95 F

Teachers may choose to keep students in from recess to complete work or for behavior reasons when appropriate.

Grading

Holden Elementary will report each student's progress to parents using objective-based grade cards. Grade cards will be emailed/mailed home each quarter. Parents/Teacher conferences will be held in October. Additional conferences may be held during the school year at the request of the teacher or parent. Parents are encouraged to contact the teacher frequently to monitor their child's school performance.

Promotion and Retention

It is expected that most students will be promoted annually from one grade level to another upon completion of satisfactory work. However, a student may be retained when his or her level of academic achievement would not allow satisfactory progress in the next grade. The following strategies may be used for students repeating a grade and those at risk of retention:

1. Participating in meetings with parents and school staff to discuss academic progress
2. After school tutoring
3. Academic progress reports
4. Additional support from Title teachers
5. Appropriate individual and group counseling
6. Mandatory summer school attendance

Students will be promoted:

1. If they complete and master the essential skills needed to be successful in the following grade.
2. At the discretion of the principal based on academic history and assessment data.
3. At the discretion of the IEP team.

It is always best when the teachers and parents agree on promotion or retention, however, according to board policy IKE the final decision rest with school administration.

Dress Standard

Students wearing inappropriate clothing will be asked to change clothes and parents may be called to bring appropriate attire to the students. We request your cooperation in

seeing that your child is appropriately dressed. The following dress standards have been set for Holden Elementary School:

1. Shoes must be always worn. Tennis shoes are most appropriate for stability and safety and must be worn on PE days. Tennis shoes with rollers are not permitted.
2. Pants and shorts must be worn at the waist and not sagging.
3. Clothing with inappropriate skin exposure is not permitted.
4. Underwear must not show.
5. Clothing that advertises products dealing with or having reference to profanity, alcohol, tobacco, drugs, sex, violence, or representing weapons is not permitted.
6. Any clothing, accessories, or general appearance that causes a distraction to the learning environment will not be permitted.
7. Hats will not be permitted inside the building.

Lunch and Breakfast

A breakfast and lunch program is available in the cafeteria each morning and afternoon for children whose parents would like for them to participate. If a student's account reaches a negative balance, he or she will be given an alternative government approved balanced meal.

One carton of milk is served with each meal purchased at school. Students who do not drink milk may bring their own drink, or water will be provided. Upper elementary students may be able to purchase extra food when available. If you do not wish for your child to eat breakfast, lunch, or purchase extras please inform your child and send a lunch from home with them.

Money sent for lunch accounts must be in a sealed envelope with the child's name, teacher's name and at the amount enclosed. Money sent weekly or monthly will be credited to the child's account. At the point of service, the child's code will be entered. The amount of the meal will then be debited from his or her account. Any monies remaining in a child's account at the end of the school year will be credited to his or her lunch account the following school year.

Guests are always welcome to eat lunch with a student, however, the guest must be on the student's emergency contact list. Guests will need to get a visitor's badge in the main office and wait for their student's class to arrive at the cafeteria. There are guest tables outside of each cafeteria for the student and guest to sit at. Guests may only eat with their designated student. Guests wishing to purchase a school lunch may pay the school secretary at the time of the arrival.

Class Treats

Students may bring treats to share with their classmate to celebrate birthdays or other special occasions. However, due to health reasons the treats must be commercially packaged with a list of all ingredients clearly labeled on the package. Parents who plan

to bring treats to school, must make arrangements with the teacher and the teacher will notify the office of the visit.

Title Services

Holden Elementary is pleased to offer school wide Title 1 services to students who need additional academic assistance. These interventions will take place during the school day. Students may receive assistance in reading or math. Students who need help with a skill or standard are eligible for this assistance. Interventions may take place for a short period of time, or daily depending on the need of the student.

Guidance and Counseling

The purpose of the guidance program is to foster the social, intellectual, and emotional growth of its students. The elementary program is designed as a “preventive” guidance program. Although the needs of this age child may not be as apparent as those of older children, they do exist and may become critical if they are not adequately provided for at this level. The counselor is available to assist families and teachers with techniques and methods dealing with school adjustment, emotional growth, family-school relationships, and other topics of interest. Elementary school counselors provide lessons in the classroom setting as well as individual and small group counseling. Our counselors are pleased to work with students, teachers, and parents to meet the social, emotional, and academic needs of our community.

Behavior Management System (Board Policy JG)

Management Philosophy: The goal of any intervention is to assist students in developing self-discipline. We believe all students can learn to correct their mistakes and it is the staff’s job to assist them in resolving problems. We will not focus on mistakes, but on helping students correct their unacceptable behavior so that every student becomes a productive, happy, healthy, contributing member of Holden Elementary School. The administration and staff will use their best judgment based on available objective data when dealing with individual students.

BIST: The purpose of this behavior management system is to help students manage their behavior in a way that does not interfere with their own learning and/or the learning of others. When a student fails to follow the classroom rules, the school has adopted a student management program known as BIST (Behavior Intervention Support Team). The following definitions may be helpful in explaining this system.

Safe Seat / Safe Spot: A seat in the regular classroom where a student can stop the inappropriate behavior and begin “taking responsibility” for the behavior while continuing their academic course work.

Buddy Room: A buddy room is simply a classroom other than the student’s regular room. It is intended to provide a safe place for a student where their

inappropriate behavior can stop and the student can begin “taking responsibility” for the behavior while continuing their academic course work. A “Think Sheet” will be completed at this time.

Processing: A way for a student and teacher to sit down and discuss the problem that took place and develop alternative methods of handling problem situations. Processing is done after the student takes responsibility for the behavior and before the student can re-enter the classroom or return to their regular seat. If a student has not processed within two (2) days, they will be “shut down” in a buddy room until processing can occur.

The BIST Process: If a student has difficulty altering his or her behavior after appropriate early intervention techniques and an appropriate warning/redirect, the student may be asked to go to a designated “safe seat” in the regular classroom. Continued disruption will result in the student being sent to a “buddy room” to complete the reflection task. There, the student will complete the “Think Sheet”, work on class work, or sit quietly. The teacher and student must meet to process before the student can return to their regular seat. This usually does not need to take more than a few minutes. If the student does not accept responsibility for their behavior, he/she will return to the “buddy room” until processing can occur. If the student is too angry or disruptive in the “buddy room”, he/she will be sent to the office.

A “behavior plan” may be written by the classroom teacher(s) and/or administration to assist the student with his/her behavioral concerns.

If a student cannot calm down and develop other methods for handling his/her behavior, other disciplinary action may be taken.

Discipline Referrals to the Office

If a child repeatedly misbehaves in class or the misbehavior is of a serious nature, he/she may be sent to the office for disciplinary action. One or a combination of the following disciplinary actions may be taken:

Informal Talk: The principal will talk to the student about his/her behavior.

Conference: A conference with the student, parent, teacher, and/or principal may be conducted.

Parent Notification: A parent or legal guardian will be notified of misbehavior by email, telephone, personal contact, or a letter.

Disciplinary Reassignment: A reassignment of a misbehaving student to a separate supervised environment may be given. This may include a referral to counseling, a schedule change, or a temporary change in placement such as time out or assignment to a “buddy room”.

In-school Suspension: The student will be informed of an in-school suspension and the parent or legal guardian will be notified by email, mail, or telephone of the in-school suspension. Students will be given the assignments to be completed during the in-school suspension.

Loss of Privileges: A student will lose recess time and/or will not be allowed to participate in special activities.

Out of School Suspension: A student will be given one to ten days of suspension. The number of days will depend on the seriousness of the misbehavior or the number of previous out-of-school suspensions. Parent or legal guardian will be notified and may appeal the suspension to the superintendent.

Expulsion: The superintendent may impose a suspension of up to 90 school days. In cases of severe and unresolved problems, the superintendent may recommend to the Board of Education that a student be expelled from school.

Due Process: All students are entitled to due process. This means that action may not be taken against a student until everyone involved has presented the facts, and a judgment has been made. 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 assistant principal
- 3) Appeal to the principal
- 4) Appeal to the superintendent
- 5) Appeal to the Board of Education

Refer to Board Policy JGD for more information regarding student suspension and expulsion.

School Resource Officer: The Holden R-3 School District employs a School Resource Officer (SRO) in conjunction with the Holden Police Department. The SRO is utilized in a variety of ways to enhance the educational experience of each student. The SRO responsibilities may include, but not limited to, conferencing with students, providing classroom instruction, assisting with emergency drill or situations, supervising hallways or school facilities and attending school activities.

Safe Schools Act: As required by the Safe Schools Act effective on August 28, 1996, schools are required to report first, second and some third-degree assaults to local law enforcement officials. See board policy JG for further information.

Custodial/Non-Custodial Parents (Board Policy KDA)

The Holden R-III School District Board of Education encourages parents to be actively involved in their child's education. Further, Missouri law states a preference for continuing meaningful contact with both parents. Therefore, in accordance with Board policy, the district will not prohibit parents from accessing records, attending activities or participating in conferences pertaining to their child unless otherwise required by court order or law.

Visitation Schedules

Visitation schedules and parenting plans are agreements between parents and are not binding on the district. The district will release a student to either parent in accordance with Board policy unless otherwise directed by a valid court order.

Health Services

Our primary concern is the health and safety of our students. Our school has a health room staffed with a RN. We are dedicated to providing the most appropriate service to the students in Holden Elementary. If a minor accident occurs at school, first aid will be administered. Parents will be notified of more serious accidents. Parents will also be notified if their child has a fever or has become ill at school. Please do not send your child to school if you know that morning he or she is ill. A student must be fever free without fever reducing medication for at least 12 hours before returning to school.

Medication

If medication regimens necessitate the administration of medication during school hours safe and effective administration of medication requirements are:

- Medication not within recommend dosage on the package shall not be given
- The district will not administer the first dose of any medication
- Medication not in the original packaging from the pharmacy with a current prescription label will not be given
- If medication is needed during the school day the parent or guardian must have the appropriate paperwork filled out in the nurse's office
- The district may administer over-the-counter medication to a student with written consent and proper paperwork filled out in the nurse's office
- All medications must be transported by an adult

Self-Administered Medication

The district will allow students to self-administer medication for the treatment of asthma and anaphylaxis. Please speak with your school nurse for more information.

COMMUNICABLE DISEASES (Board Policy EBB)

Students with infectious diseases that can be transmittable in school and/or athletic settings (such as, but not limited to chickenpox, influenza and conjunctivitis) should be managed as specified in: (a) the most recent edition of the Missouri Department of Health documentation entitled Prevention and Control of Communicable Disease and (b) documents referenced in I9CSR 20-20.030 and (c) in accordance with any specific guideline/ recommendation or requirements distributed by the local county of city health department. A student infected with a blood borne pathogen such as hepatitis B virus (HBV), hepatitis C virus (HCV), or human immunodeficiency virus (HIV) poses no risk of transmission through casual contact to other persons in a school setting. Students infected with one of these viruses shall be allowed to attend school without any

restrictions which are based solely on the infection. The district cannot require any medical evaluations or tests for such diseases.

Exceptional Situations - There are certain specific types of behaviors (for example, biting or scratching) or conditions (for example, frequent bleeding episodes or uncontrollable oozing skin lesions) which could potentially be associated with transmission of both bloodborne, and non-bloodborne pathogens.

No students, regardless of whether he or she is known to be infected with such pathogens, should be allowed to attend school unless these behaviors or conditions are either absent or appropriately controlled in a way that avoids unnecessary exposure. (See board policy JHCC communicable diseases)

IMMUNIZATIONS

Students cannot enroll and/or attend school unless immunized as required by Missouri State Law. (See board policy JHCB inoculation of students.)

Students who fail to comply with District and/or State regulations concerning immunizations and health records may not attend school until the problem is corrected. Proper immunizations must be completed or in process.

Head Lice

To keep head lice under control, we will have two school wide checks per year. We ask that you check your children often. If lice or nits are found, they should be treated immediately and reported to the school. All nits should be treated, removed and proof of treatment provided to the school nurse before returning to school. After a student is found to have live lice, they must then be lice and nit free for the remainder of the school year to remain at school. Frequent treatment of head lice is often necessary until all nits are removed. The nurse will clear all students returning to school. Students who have had lice may not ride the school bus until cleared by the school nurse.

Homework

Work assigned for home study provides practice for materials previously presented in the classroom. Homework assignments can be completed without additional teacher help. Please feel free to contact the teacher if your child is having extreme difficulty with homework.

Volunteers (Board Policy KK)

Volunteers at the elementary school help students and teachers in many ways. They are a valuable part of our school team. If you would like to volunteer to help, please call the elementary office or your child's teachers. To avoid distractions to our learning environment no additional children or preschool age children will be permitted to accompany parents when volunteering. All volunteers must go through a screening process.

Level 1 Volunteers- Level one volunteers may be in our building to assist teachers with special projects such as class parties. This level of volunteer must complete a volunteer

form and have a background check through the Holden Police Department. There is no cost for this. If you are interested in becoming a level 1 volunteer, please apply through the elementary office.

Level 2 Volunteers- Level two volunteers can work with students and assist teachers. This requires an FBI background check. An FBI background check is \$45.00 and is paid by the volunteer. If you are interested in becoming a level 2 volunteer, please apply through the elementary 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.

Parent Notifications

Harassment and Discrimination (Board 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, based on 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:

Director of Special Education

1903 S. Market

Holden, MO 64040-1605

Phone: 816-850-4444, ext. 3030; Fax: 816-732-2008

E-mail: bmconville@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.

Hazing Board Policy JFCG

In order to promote a safe learning environment for all students, the Holden R-III School District prohibits all forms of hazing.

For purposes of this policy, hazing is defined as any activity, on or off school grounds, that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or maintenance of membership in any group, class, organization, club or athletic team including, but not limited to, a grade level, student organization or district-sponsored activity.

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

Hazing can occur even when all students involved are willing participants. Hazing does not occur when a student is required to audition or try out for an organization when the criteria are reasonable, approved by the district and legitimately related to the purpose of the organization.

District staff, coaches, sponsors and volunteers will not permit, condone or tolerate any form of hazing or plan, direct, encourage, assist in, engage in or participate in any activity that involves hazing. District staff will report incidents of hazing to the building principal. The principal shall promptly investigate all complaints of hazing and

administer appropriate discipline to all individuals who violate this policy. District staff who violate this policy may be disciplined or terminated.

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

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

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

Antibullying (Board Policy JFCF)

To promote a safe learning environment for all students, the Holden R-III School District prohibits all forms of bullying. The district also prohibits reprisal or retaliation against any person who reports an act of bullying among or against students.

Definitions

Bullying – In accordance with state law, bullying is defined as intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to: physical actions, including violence, gestures, theft, or property damage; oral, written, or electronic communication, including name-calling, put-downs, extortion, or threats; or threats of reprisal or retaliation for reporting such acts.

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

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

Designated Officials

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

The district compliance officer appointed in policy AC will serve as the districtwide antibullying coordinator. The antibullying coordinator will receive all completed investigative reports from all buildings and analyze the reports to identify any information that would inform the district's antidiscrimination and antibullying education and training programs. In addition, the antibullying coordinator will assist in making any relevant reports as required by state and federal law.

Reporting Bullying

School employees, substitutes or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim and report the incident to the building principal or designee for further investigation and action. Any school employee, substitute or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building principal or designee.

If the bullying incident involves students from more than one district building, the report should be made to the principal or designee of the building in which the incident took place or, if more appropriate, to the principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the principals of each building involved, or those principals may request that the district's compliance officer designated in policy AC conduct the investigation. If at any time during the investigation the principal determines that the bullying involves illegal discrimination, harassment or retaliation as described in policy AC, the principal will report the incident to the compliance officer designated in that policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the principal will also notify the special education director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the district's student discipline code. The principal will generate a written report of the

investigation and findings and send a copy of the completed report to the district's antibullying coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

If the incident involved allegations of illegal discrimination or harassment, the principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The principal or other appropriate district staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the district's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the principal or superintendent. The district will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the district does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the district, the principal or designee will take appropriate actions to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on district grounds or at district activities, notifying the appropriate district staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on district property or at district activities, mandated training or other appropriate remedial action. Volunteers who violate this policy will no longer be permitted to volunteer.

Policy Publication

The district shall annually notify students, parents/guardians, district employees, substitutes and volunteers about this policy and the district's prohibition against bullying. A copy of this policy shall be included in student handbooks and posted on the district's website.

Drug Fee (JFCH)

The Holden R-III School District is concerned with the health, welfare and safety of its students. Therefore, use, sale, transfer, distribution, possession or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances and imitation

controlled substances is prohibited on any district property, in any district-owned vehicle or in any other district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district. The use, sale, transfer or possession of drug-related paraphernalia is also prohibited.

For the purpose of this policy a controlled substance shall include any controlled substance, counterfeit substance or imitation controlled substance as defined in the Narcotic Drug Act, § 195.010, RSMo., and in schedules I, II, III, IV and V in section 202(c) of the Controlled Substances Act, 21 U.S.C. § 812(c).

Students may only be in possession of medication as detailed in Board policy JHCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board policy.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion or other discipline in accordance with the district's discipline policy. Strict compliance is mandatory. The school principal shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement agency and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with policy JGE.

Surveying, Analyzing, and Evaluating Students (Board Policy JHDA)

Any parent may inspect, upon request, any instructional material used as part of the educational curriculum and all instructional materials, including teachers' manuals, films, tapes or other supplementary material, that will be used in connection with any survey, analysis or evaluation as part of any applicable program. Further, a parent may inspect, upon request, a survey created by a third party before the survey is administered or distributed by a school to a student. The term "instructional material" does not include academic tests or academic assessments.

In general, the district will not collect, disclose or use personal student information for the purpose of marketing or selling that information or otherwise providing the information to others for that purpose. In the rare case where the district may collect information from students for the purpose of marketing or selling that information, parents may inspect any instrument used before the instrument is administered or distributed to a student, upon request and in accordance with Board policy.

Consent Required

In accordance with law, no student, as part of any program wholly or partially funded by the U.S. Department of Education, shall be required to submit to a survey, analysis or evaluation (hereafter referred to as "protected information survey") that reveals any of the following information without written consent of a parent:

1. Political affiliations or beliefs of the student or the student's parent.
2. Mental or psychological problems of the student or the student's family.

3. Sex behavior or attitudes.
4. Illegal, antisocial, self-incriminating or demeaning behavior.
5. Critical appraisals of other individuals with whom respondents have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers.
7. Religious practices, affiliations or beliefs of the student or the student's parent.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

Notice and Opportunity to Opt Out

In accordance with law, parents will receive prior notice and an opportunity to opt a student out of:

1. Any other protected information survey, as defined above, regardless of the funding source.
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, or any physical exam or screening permitted or required under state law, except for hearing, vision or scoliosis screenings.
3. Activities involving the collection, disclosure or use of personal information obtained from students for marketing, selling or otherwise distributing information to others.

The district will directly notify parents at the beginning of the school year of the specific or approximate dates during the school year when the above-listed activities will occur or are expected to be scheduled.

Notification of Policy and Privacy

In accordance with law, parents will be directly notified of this policy at least annually at the beginning of the school year and within a reasonable period of time after any substantive change in the policy.

The district will take measures to protect the identification and privacy of the students participating in a protected information survey, regardless of the source of funding. These measures may include limiting access to the completed surveys and the survey results as allowed by law. All student educational records will be protected in accordance with law and Board policy JO.

The provisions of this policy applicable to parents will transfer to a student who is 18 years old or emancipated.

Public Concern and Complaints (Board Policy KL)

The Holden R-III School District is interested in resolving concerns and hearing complaints from the public regarding district programs and services so that they may be improved and better meet the needs of the students and the community.

The district encourages parents/guardians, students and other members of the public to first discuss concerns with the appropriate district staff prior to bringing the issue to the Board so that the issue may be thoroughly investigated and addressed in a timely

fashion. The Board will not act on an issue without input from the appropriate district staff and may require a parent/guardian, patron or student to meet with or discuss an issue with district staff prior to hearing a complaint or making a decision on the matter. All district employees are expected to answer questions, receive input and professionally address concerns and complaints of parents/guardians, students and other members of the public. If an employee is unable to answer a question or resolve an issue, the employee must direct the person or the question to the appropriate district employee.

Complaint Process

Complaints regarding district compliance with nondiscrimination laws will be processed according to policy AC. Employee grievances will be processed in accordance with the established employee grievance procedure or as otherwise required by law. Complaints involving federal programs will be processed in accordance with policy KLA. Other grievances or complaints for which there is a specific policy or procedure will be addressed pursuant to that policy or procedure. If no other policy or procedure applies, the complaint may be brought as described below.

Process for Resolving a Concern or Complaint

The following steps are to be followed by parents/guardians, students or the public when concerns or complaints arise regarding the operation of the school district that cannot be addressed through other established policies or procedures.

1. Concerns or complaints should first be addressed to the teacher or employee directly involved.
2. Unsettled matters from (1) above or concerns or complaints regarding individual schools should be presented in writing to the principal of the school. The principal will provide a written response to the individual raising the concern ("complainant") within five business days of receiving the complaint or concern unless additional time is necessary to investigate or extenuating circumstances exist.
3. Unsettled matters from (2) above or concerns or complaints regarding the school district in general should be presented to the superintendent or designee in writing. The superintendent or designee will provide a written response to the complainant within five business days of receiving the concern or complaint, unless additional time is necessary to investigate or extenuating circumstances exist.
4. If the matter cannot be settled satisfactorily by the superintendent or designee, a member of the public may request that the issue be put on the Board agenda, using the process outlined in Board policy. In addition, written comments submitted to the superintendent or the secretary of the Board that are directed to the Board will be provided to the entire Board. The Board is not obligated to address a complaint. If the Board decides to hear the issue, the Board's decision is final. Otherwise, the superintendent's decision on the issue is final.

Prohibition against Retaliation

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

Parents Right to Know- Highly Qualified

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know.

Upon your request, our district is required to provide to you in a timely manner, the following information:

- * Whether your student's teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- * Whether your student's teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- * Whether your student's teacher is teaching in the field of discipline of the certification of the teacher.
- * Whether your child is provided services by paraprofessionals and, if so, their qualifications.

In addition to the informal that parents may request, a building receiving Title I.A. funds must provide to each individual parent:

- * Information on the level of achievement and academic growth of your student, if applicable and available, on each of the State assessments required under Title I.A.
- * Timely notice that your student has been assigned, or has been thought for 4 or more consecutive weeks by a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.