



MIDDLE SCHOOL 2025-2026 Student Handbook

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

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 illegal discrimination or harassment.
 - b. Report illegal discrimination or harassment.
 - c. Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning illegal discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing illegal 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 and law.

As used in this policy, "discrimination, harassment or retaliation" has the same meaning as "illegal discrimination, harassment or retaliation" and is limited to acts prohibited by law. 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

Sexual Harassment Reporting and District Response

Sexual harassment is prohibited under this policy and policy ACA, but policy ACA applies only to a narrower category of sexual harassment under Title IX, as defined in the federal regulations. All sexual harassment reports must be made to the Title IX coordinator identified in policy ACA and evaluated for policy ACA applicability. If a sexual harassment report is made to any other district employee, the report must be promptly referred to the Title IX coordinator for intake. Incidents of alleged sexual harassment that are not investigated under policy ACA may be referred for processing under this policy. (For additional information, please refer to Policy ACA.)

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. The district encourages students, employees and the public to report such behavior so that it can be promptly addressed, but the grievance process in this policy is reserved for allegations of illegal discrimination, harassment and retaliation.

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. **Policy AC**. The district also provides equal access to the Boy Scouts of America, the Girl Scouts of the United States of America and other designated youth groups in accordance with federal law **Policy AC-AF1**.

Any person having inquiries concerning Consolidated School District No. 2 compliance with the regulations implementing Title VI, Title IX, Boy Scouts of America Equal Access Act or Section 504 is directed to contact the Director of Administrative Services, Raytown C-S School District, 10750 E 350 Hwy, Raytown, Missouri 64138 (816-268-7000). Policy IGBA.

The mission of the Raytown C-2 School District is:

A unified learning community leading individuals to achieve the exceptional.

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Bus release/depart 7:40 AM - 3:00 PM

Student School Hours 7:50 AM- 2:55 PM

Wednesday Early Release Day 7:50 AM – 1:30 PM

Early Dismissal Day 7:50 AM - 11:10 AM

MIDDLE SCHOOL CONTACT NUMBERS

Central Middle School Contact Numbers

Main Office/Attendance	268-7400
Counseling Center/Registrar	268-7401
Fax Number	268-7405
Principal	Mrs. Jackie Garmon
Assistant Principal (A-L)	Mr. Monte Westfall
Assistant Principal (M-Z)	Dr. Jaime Schutte
Counselor (A-L)	Mrs. Melissa Bardwell
Counselor (M-Z)	Ms. Kendra Cerveney
School Nurse	Mrs. Kayla Lee
Bus Transportation	268-7170

Raytown Middle School Contact Numbers

Main Office/Attendance	268-7360
Counseling Center/Registrar	268-7377
Fax Number	268-7365
Principal	Ms. Jana Cooper
Assistant Principal 6 th Grade	Mr. David Johnson
Assistant Principal 7 th Grade	Mrs. Autum Aletto
Assistant Principal 8 th Grade	Mr. Darrin Nicholas
Counselor (8th Grade, 7th grade L-Z)	Ms. Sierra Voorhees
Counselor (6th Grade, 7th Grade A-K)	Mr. Eric Martin
School Nurse	Mrs. Renee Griffin-Smith
Bus Transportation	268-7170

Raytown South Middle School Contact Information

Main Office/Attendance	268-7380
Counseling Center/Registrar	268-7397
Fax Number	268-7385
Principal	Mrs. Laurie Boyd
Assistant Principal (6th Grade A-K, 7th grade)	Mrs. Kelsey Smith
Assistant Principal (6th Grade L-Z, 8th Grade)	Mr. Chester McIntyre
Counselor (6th Grade A-K, 7th grade)	Ms. Laura Partridge
Counselor (6th Grade L-Z, 8th Grade)	Mr. Matthew Wick
School Nurse	Mrs. Rhinda Straw
Bus Transportation	268-7170

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

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

DISTRICT ADMINISTRATION

Dr. Penelope Martin-Knox Superintendent of Raytown Schools

Dr. Christopher Greiner Chief Executive Academic Officer

Ms. Jessica Bassett, Assistant Superintendent of Secondary Education

Dr. Anthony Moore, Assistant Superintendent of Elementary Education

Dr. Carl Calcara Chief Executive Business Officer

Mrs. Mary Beth Sprecher Director of Special Education

Mr. Alonzo Burton President Board of Education



Bd. Appcd. 2/10/25

RAYTOWN QUALITY SCHOOLS

2025-2026 Academic Calendar

www.raytownschools.org • Message Line: 268-7001

Elem. & Secondary

Grading Periods

Qtr. 1 Aug. 20 - Oct. 10
 Qtr. 2 Oct. 13 - Dec. 19
 Qtr. 3 Jan. 6 - Mar. 13
 Qtr. 4 Mar. 16 - May 22

Term Lengths

Qtr. 1 Oct. 10
 Qtr. 2 Dec. 19
 Qtr. 3 Mar. 13
 Qtr. 4 May 22

Grade cards are distributed approx. one week after grading periods end.

Parent/Teacher

Conferences

Fall Conf: Oct. 29-31

Graduation

Class of 2026

RH: May 17, 2026, 10:00 a.m.
 SH: May 17, 2026, 2:00 p.m.

Location:

Cable Dahmer Arena

Baccalaureate

Date: TBD by Graduation Committees

*Missouri State statute requires districts to meet a minimum of 1,044 student hours/year

*181 Teacher Contract Days

Prof. Dev. Early

Release PK-12:

8/27, 9/3, 9/10, 9/17, 10/1, 10/8, 10/15, 10/22, 10/29, 11/5, 11/12, 11/19, 12/3, 12/10, 12/17, 1/7, 1/14, 1/21, 1/28, 2/4, 2/18, 2/25, 3/4, 3/11, 3/18, 3/25, 4/8, 4/22, 4/29, 5/6, 5/13, 5/20

- First/Last Day of School
- Non-Attendance PK-12
- Prof. Dev. Early Release
- Early Dismissal PK-12
- Early Dismissal 9-12
- Makeup Days

August							September							October						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
November							December							January						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
						1		1	2	3	4	5	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
30																				
February							March							April						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	22	23	24	25	26	27	28	19	20	21	22	23	24	25
							29	30	31					26	27	28	29	30		
May							June							July						
Su	M	T	W	Th	F	Sa	Su	M	T	W	Th	Fr	Sa	Su	M	T	W	Th	F	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

<p>August</p> <p>5-11 New Teacher Orientation</p> <p>12-19 Teacher Orientation</p> <p>20 First Day of School PK-12</p> <p>September</p> <p>1 Labor Day – No School</p> <p>24 Early Dismissal PK-12 – Prof. Development</p> <p>October</p> <p>24 Teacher Prof. Development/Workday – No School</p> <p>30-31 No School</p> <p>Oct. 29-31 PK-12 Parent-Teacher Conf. Window</p> <p>November</p> <p>24-28 Fall Break – No School</p> <p>December</p> <p>19 Early Dismissal PK-12</p> <p>22-31 Winter Break – No School</p>	<p>January</p> <p>1-2 Winter Break – No School</p> <p>5 Teacher Professional Workday – No School</p> <p>6 Classes Resume PK-12</p> <p>19 Martin Luther King Day – No School</p> <p>February</p> <p>11 Early Dismissal PK-12 – Prof. Development</p> <p>16 Presidents' Day – No School</p> <p>March</p> <p>20 Early Dismissal PK-12 – Teacher Prof. Workday</p> <p>30-31 Spring Break – No School</p> <p>April</p> <p>1-3 Spring Break – No School</p> <p>15 Early Dismissal PK-12 – Prof. Development</p> <p>May</p> <p>22 Proj. Last Day of School PK-12 – Early Dismissal</p>
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ADVISORY CLASS

All students are assigned to a grade level Advisory teacher.

This teacher will serve as a point of contact for parents regarding general school information and overall academic progress. The Advisory class is a type of home room where students will:

1. Work with their teacher to track and monitor academic progress,
2. Participate in Social and Emotional Learning (SEL) lessons provided by the district,
3. Give input for surveys, events, and other school happenings.
4. Read independently.
5. Practice science, math and reading comprehension skills that are aligned to the student's current performance level.

ATHLETICS AND ACTIVITIES

Athletic/Activity Eligibility

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

Students who spend their day in ISS (in school suspension) **may** attend practice after school, but **may not** attend a game/performance/event. Students who are serving OSS (out of school suspension) **may not** attend practices, games, or school activities of any kind.

*6th graders may compete in Cross Country, Wrestling, and Track.

Activity Attendance, Participation, and Fees

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

1. Students must leave school and return no more than 10 minutes before game time.
2. Students who serve detentions on the day of the game are NOT eligible to attend the game the same day.
3. Students who plan to attend a game must have a parent or guardian with them for the entire event.
4. Students are expected to watch the game and not loiter. They will not be allowed to reenter once they have left the building or stands.
5. While cheering is encouraged, students should not boo the opposing team.
6. Students who attend games must be picked up promptly at the end of the game. Students not picked up within 10 minutes of the scheduled pick up time will lose privileges to attend games for the remainder of the season.
7. Students whose behavior does not adhere to school rules or the above guidelines will lose privileges to attend games.
8. Admission fees will be charged for tournaments, Blue/White, Red/White, Purple/Silver games, or in district RMS vs SMS vs CMS games.

Raytown C-2 students participating on an athletic team will pay a fee of \$53 per year, not to exceed \$106 per family per year. All middle school students participating in clubs will pay a fee of \$26 per year, not to exceed \$52 per family per year. Families who qualify for free or reduced lunch programs will pay extra curricular fees 50% of full rate.

STUDENT ABSENCES AND EXCUSES Policies JED & JED-AP2 GRADES 6-12

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

1. Illness or injury of the student, with written/verbal excuse from parent.
2. Illness or injury of a member of the student's family when the student's presence is necessary or expected, with written/verbal excuse from parent.
3. Medical appointments, with written appointment confirmation by medical provider.
4. Funeral, with written/verbal excuse from parent. The principal may require a program or other evidence of attendance as additional verification.
5. Religious observances, with written/verbal excuse from parent.

6. Other appointments that cannot be scheduled outside attendance hours, such as court appearances, with written excuse from parent.
7. Out-of-School suspension.
8. Absence of a student in foster care due to a decision by a court or child-placing agency to change the student's placement or due to a verified court appearance or related court-ordered activity.
9. Absence due to mental or behavioral health concerns, with written documentation from a licensed mental health professional stating that the student is not able to attend school due to such concerns.
10. Visits with a parent or legal guardian who is an active duty member of the military who has been called to duty for, is on leave from, or is immediately returned from deployment to a combat zone or combat support posting, with permission of the superintendent or designee.
11. Complying with a subpoena to testify in a criminal proceeding, attending a criminal proceeding, or participating in the preparation of a criminal proceeding.
12. College visits for high school students, up to a combined total of three visits not to exceed five school days during the student's junior or senior years. College documentation of the planned visit is required prior to the student's absence

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

LATE ARRIVAL & LEAVING SCHOOL FOR APPOINTMENTS

A student who arrives at school after 7:50am must sign in at the front desk where the "time in" and "reason for late arrival" are recorded.

If a student is dismissed before 2:55pm, the parent or guardian will be required to sign the student out of the office. This procedure is used to ensure student safety; no child will be allowed to leave unless in the company of a responsible adult. The district will not be responsible for supervising students outside of the stated times. Parents are not to drop off or leave children at the school during unsupervised periods.

MAKE-UP WORK FOLLOWING AN ABSENCE (Policy JED-AP(2))

Grades 6–8

Students are expected to make up assignments from missed classes within the time period established by their teachers. Students who do not complete missed assignments in the required time may be required to attend academic support sessions outside of the regular school day.

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

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

BUS TRANSPORTATION

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

CAFETERIA

The cost of student lunches is \$2.55. Lunches may be purchased on a daily or prepaid basis. To prepay, students should take lunch money to the cafeteria before school. The cafeteria utilizes an automated system in which students are given a student ID/ PIN number. Students will need to use the PIN number on all purchases made in the cafeteria whether they have money in their accounts or not.

Please refer to **Policy ADF-AP1** regarding nutritional standards to be served during school hours, which do not apply to food or beverages brought from home by students for consumption solely by the student or food or beverages created or used by students as part of the district's instructional program. We ask that all food and drink be consumed in the cafeteria.

District Wellness Program...**Nutrition Standards for Foods and Beverages Provided to Students during the School Day** All foods and beverages the district provides or makes available to students during the school day will meet or exceed the Smart Snacks nutrition standards. This includes, but is not limited to, foods and beverages provided or made available to students for celebrations, classroom parties, and birthdays, regardless of the source of the food. The district will provide parents/guardians and district employees with a list of foods and beverages that meet the Smart Snacks nutrition standards and a list of healthy party ideas, including nonfood celebration ideas.

NOTE: Prices are subject to change with Board approval

Parents may check current school menus by checking the district web page at <https://www.raytownschools.org>

Free and reduced lunch applications are available on the district's website under the Food Services tab at www.raytownschools.org. Please see eligibility guidelines in **Policy EFB**

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

Due to space limitations, parents choosing to eat lunch with their student will be given an alternate location to eat.

1. A student may not charge meals or à la carte items.
2. A student who has insufficient funds to pay for meals will be provided a substitute meal that meets the district's nutrition guidelines.
3. Substitute meals (peanut butter or cheese meal with fruit, vegetable, milk and juice) provided to the student will not be charged to the student's meal account.
4. Students will not be identified, singled out, shamed or punished by the district for the failure of their parents/guardians to pay for or provide meals, and the district will not withhold student records in violation of law.

To ensure that parents/guardians have ample opportunity to resolve situations involving unpaid meal charges, the district will provide timely notification to parents/guardians when account balances run low (when applicable). **Policy EF-AP1**

CELL PHONES AND OTHER ELECTRONIC DEVICES (for additional information, please refer to Policy JG-R1)

Electronics are only to be used to assist in the instructional process at the direction of the teacher. Phones/Devices are not allowed to be used to take pictures or record video or audio during school hours or on the bus unless specifically directed to do so by a teacher or administrator as part of the instructional process. This includes all personal electronic equipment including, but not limited to cell phones, video/camera phones, pagers, tablets, iPods, MP3 players, video or audio recorders, and video game devices. **If the cell phone or other device is observed by a staff member, it will be confiscated and turned into the main office.** Phones should be off and out of sight.

In order to protect the educational environment, cell phones and personal electronic devices will be prohibited from 7:50am until the school dismissal bell. (This includes passing times and lunch.)

-1st offense: Confiscation to the office. Student may pick up the device at the end of the day from the front office.

-2nd & 3rd offense: Confiscation to the office. Parent/guardian must pick up the device from the front office.

-Subsequent offenses: Confiscation to the front office. Parent/guardian must pick up the device from the front office, and the student will be assigned a day of In-School Suspension (ISS).

Refusal to hand over a phone or electronic device to an adult could result in disciplinary action.

COMMUNICATION/TELEPHONE CALLS

Telephone messages for students will be delivered only in cases of emergency. Students must have permission and a pass from their current teacher to use the office phone. We ask that you make transportation arrangements in advance. The office gets very busy toward the end of each day and we cannot guarantee your message regarding how your child is to get home will get delivered in time.

CONTACTING PARENTS/GUARDIANS & STUDENTS

Emergency/work numbers where parents/guardians may be reached during the day are extremely important. **Please keep phone numbers and addresses current by reporting changes to RESIDENCY at 268-7035.**

CLASSROOM/SCHOOL VISITORS Policies KK & KK-AP

We encourage and advocate that all parents are involved in the lives of our students. However, classroom visitors can be disruptive to the educational process, the district does not generally permit parents/guardians or others to visit classrooms during instructional time for the purpose of observing students unless the building principal has approved the visit in advance after consulting with the teacher, and in accordance with the district conditions noted below.

1. All observations will be arranged in advance with the building administrator. Parents should submit a request for observation in writing to the building administrator.
2. The time, place, and manner of the observation will be determined on a case-by-case basis by the building administrator based on factors including purpose of the observation, potential disruption to the educational process, legal rights of other students, safety of staff and students, and best interest of the child.
3. The district reserves the right to refuse any request for an observation that is deemed inappropriate, excessive, or detrimental to the instruction process.
4. The classroom teacher and building administrator or a certificated designee shall be present throughout any and all observations.
5. The duration of the observation will be established at the time arrangements are made. The observation shall not exceed 45 minutes.
6. The individual conducting the observation and the observer shall not intervene and/or disrupt the instructional process.
7. Audio recorders and/or cameras (still and video) are not permitted.
8. During any time of the observation, the superintendent, building principal, or a designee of either may require the observer to leave.

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

The district uses a visitor management system to scan visitors. Visitors are required to produce a scannable photo ID to complete this process.

1. Sign in and out when entering and exiting the building.
2. Wear a visitor pass at all times while in the building. Visitors must be escorted to and from any location in the building. No visitor is allowed in the building without an escort at any time, with the exception of during public events when the building is open to members of the public.
3. Respect classroom instruction.
4. Classroom visits are not for conferencing with the teacher, but rather to observe your student in the classroom setting and limited to 45 minutes. We expect you to respect the privacy of other students in the classroom. Parents should submit a request of observation in writing to the building administrator. All observations are limited to 45 minutes. Audio recorders and/or camera (still and video) are not permitted.

We reserve the right to deny visitors to the classrooms.

- ****Conferences with individual teachers should be arranged by calling the teacher to schedule an appointment with them. Telephone conferences can be arranged during teacher's plan time. Students are not permitted to bring guests or provide access to anyone as we believe it is our responsibility to provide a safe learning environment for all students.**

DELIVERING BOOKS/MATERIALS TO STUDENTS

Books & educational materials may be delivered to the main office. Students will be called down to pick up the item(s) during passing time. Some deliveries may remain in the office until the end of the day due to possible classroom disruptions (IE: items needed for after-school events).. Students may not have flowers, balloons or gifts delivered to them during the school day. Outside food (McDonald's, Wendy's, etc.) for students is not acceptable in classrooms and will not be delivered during the school day. Students may not place their own deliveries from any service or restaurant such as Doordash, Uber Eats, Grubhub, Postmates, etc. This is a building safety and health issue. Parents and guardians are the only individuals that may provide outside food to students during the school day. Students will not be excused from class to eat outside food in the office and attendance consequences will apply. Students who meet outside delivery personnel will be subject to consequences in accordance with Board Policy.

STUDENT ITEM SALES

Students are not allowed to sell any items on school property for **individual profit** (i.e. homemade brownies, bags of chips, bottles of Gatorade, etc.). Approved group fundraisers for school organizations are allowed (i.e. School Building sales of candy bars, Track sales of online clothing items, etc.). This is not limited to food/drink items.

DISCIPLINE INTERVENTION MODEL(S)

Positive Behavior Interventions and Supports (PBIS)

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

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

Behavior Intervention Support Team (BIST)

The Raytown School district believes that success is possible for all children and that some traditional forms of discipline are not as effective in changing a child's inappropriate behavior. One avenue that has been found to be successful in helping teachers help children is through the use of the BIST model.

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

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

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

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

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

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

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

DRESS CODE Policies: JFCA & JFCA-AP-1

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

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

The Board of Education expects student dress and grooming to be neat, clean and in good taste so that each student may share in promoting a positive, healthy and safe atmosphere within the school district.

Student dress and grooming will be the responsibility of the individual and parents/guardians, within the following guidelines:

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

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

Dress code includes but is not limited to the following:

1. Clothes should not display anything sexual in nature; advertise or promote drugs, alcohol, or tobacco; display violence; suggest put-downs toward any ethnic group or promote any other material deemed harmful, distracting, or offensive.
2. Students may not wear spaghetti straps, halter tops, see-through tops, tube tops, off-the-shoulder, tank tops or midriff tops. All undergarments, e.g. bras and bra straps are to be covered. Leggings or spandex tights must be worn with an over-garment such as a skirt or shorts at fingertip length. Students will be asked to change to appropriate dress.
3. Students may not wear low cut or revealing tops or bottoms and all undergarments are to be covered.
4. **Clothing with holes is permitted only if the holes are below fingertip length.** Clothing that reveals skin above fingertip length is not appropriate for the school environment; therefore, students must wear something underneath clothing with holes so that skin does not show.
5. Hems on shorts, skirts, and dresses must extend beyond the fingertips. Clothing made of stretchy material that can be pulled down or forced to meet dress code, must meet dress code at all times. If an article of clothing is observed not meeting this policy, the student may be asked to change..
6. Pants, shorts, jeans, etc. must be worn so that the waistband is at your waist. **Sagging pants are not permitted.**
7. Students may not wear hoods or other headgear that completely covers the head or disrupts the educational environment.
8. Students may not wear slippers and may not carry blankets or pillows during school hours.

As fashion trends develop, the administration may determine that other styles are not safe or appropriate to be worn at school. Excessive dress code offenses may result in code of conduct consequences.

FIELD TRIPS

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

GRADING SYSTEM Evidence-Based Grading (EBG) Starting in the 2025–2026 school year, all Raytown middle schools (grades 6–8) will move to an evidence-based grading system. Evidence-Based Grading (EBG) is a way of reporting student progress that prioritizes what students know and are able to do. Rather than assigning a single overall score based on a mix of academic performance, homework completion, extra credit, or behavior, EBG focuses on student learning tied directly to academic standards. This approach gives families, students, and teachers clearer information about progress and readiness for the next level.

Proficiency Scale: clearly defines what success looks like for each academic standard. These scales typically use a 4-point system:

- 4 = Exceeds Expectations: The student independently applies and extends learning beyond grade-level standards.
- 3 = Meets Expectations: The student demonstrates mastery of the grade-level standard.
- 2 = Approaching Expectations: The student shows partial understanding and is progressing toward mastery.
- 1 = Beginning: The student is starting to develop understanding with significant support.

This change ensures that every grade your child receives tells the story of their learning -- not just how they performed on one test or if they turned in all their homework. It's about progress, mastery, and readiness for what's next. By focusing on evidence and standards, Raytown Quality Schools is committed to fair, accurate, and meaningful reporting that supports every learner.

HONOR ROLL

The scholastic honor roll is based on GPA.

- Principal's Honor Roll.....4.0 GPA (All A's & A-'s)
- Academic Honor Roll.....3.0--3.99 GPA

HEALTH SERVICES

The clinic maintains facilities for first aid. Students requiring medical attention must receive a clinic pass from a teacher. Students are not to go to the clinic without notifying their teacher first unless it is an emergency. Should a student be too ill or injured to remain at school, the clinic nurse will contact the parent and make the necessary arrangements to have the child picked up from school. **Students are not to call home and ask for someone to remove them from school on their own.**

HEALTH PROCEDURES

In accordance with the Missouri Department of Health, no pupil shall attend school while affected with any contagious or infectious disease or while liable to transmit such disease after having been exposed to the same. The school district may require a student suspected of having a disease or of being able to transmit a disease be examined by a physician and to provide a written statement of health before reentering school. Any pupil not complying may be excluded from school.

Students will be sent home for the following:

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

MEDICATIONS Policy JHCD

Over-the-Counter Medications: The district may administer over-the-counter medication to a student if the district has received permission to do so from the parent/guardian. Over-the-counter medications must be delivered to the school principal or designee in the manufacturer's original packaging and will be administered only in accordance with the manufacturer's label. All medications must be accompanied by a written administration request from the parent/guardian (form JHCD-AF2) must be provided to the office.

Prescription Medications: The district may administer prescription medication to a student if the district has received permission to do so from the parent/guardian and appropriate direction on how the medication is to be administered. The prescription label will be considered the equivalent of a prescriber's written direction, and a separate document is not needed. All medications must be accompanied by a written administration request from the parent/guardian (form JHCD-AF2) must be provided to the office.

Student Possession and Self-Administration of Medications: The district prohibits students from possessing or self-administering medications unless the student is allowed by law to do so and has been given permission in accordance with district procedures.

Students with an IEP or Section 504 plan may possess and self-administer medications in accordance with their plan. Please see Policy JHCD for more information.

A "Permission Form for Medication" (JHCD AF-2) is available from the clinic along with detailed policies and procedures regarding all forms of medication.

Emergency Medications: Students who carry medication in their possession will face disciplinary action. Emergency use of epinephrine, naloxone, and asthma-related rescue medications will be administered only in accordance with written protocols provided by an authorized prescriber. In accordance with law, qualified employees will be held harmless and immune from civil liability for administering epinephrine, naloxone and asthma-related rescue medications in good faith and according to standard medical practice. A prescription or written permission from a parent/guardian is not necessary to administer these medications in emergency situations.

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

MEDICAL MARIJUANA Policy JHCD

The district does not permit the possession, use or administration of marijuana or marijuana-infused products for medicinal or other purposes on district property or at district events since these products are prohibited under federal law. This prohibition applies even if the student has a valid, Missouri-issued, medical marijuana card.

IMMUNIZATION REQUIREMENTS Policy KB-AP1

All students must present an immunization record to the school and all immunizations must be up to date before a student will be permitted to attend classes. Homeless children are allowed special consideration in accordance with Federal Legislation. If the district provides information on immunizations, infectious diseases, medications or other school health issues to parents/guardians of K–12 students, the district will also provide parents/guardians of K–12 students influenza and influenza vaccination information that is identical or similar to that produced by the Centers for Disease Control and Prevention.

INSURANCE Policy KB-AP1

It is the responsibility of parents to carry appropriate insurance on their student to cover accidents/injuries that may occur on school grounds or at school functions. The district does not carry any type of insurance on students. Information regarding MO HealthNet for Kids Programs is found in **Policy KB-AP1**

LOCKERS- OPTIONAL

At student request, they may be issued a locker equipped with a deadbolt lock that has a new combination each school year. Each student is issued a locker equipped with a deadbolt lock that has a new combination each school year. Only the teacher and the student know the locker combination. Because of the many problems that can arise, students are not to share their lockers or combinations. Each student is responsible for the use and contents of the locker issued to him/her. The locker is to be kept clean. Lockers are the property of the Raytown School District and under joint control of both the student and the school administration. In the event of an emergency, administrators may conduct periodic locker checks.

LOCKER ROOM

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

LOST AND FOUND

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

MEDIA CENTER

The Media Center offers extensive support services including computers, reference materials on CD Rom, and Internet access. Students may check out three items at a time. Overdue materials are fined five (5) cents per day.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER OR EMERGENCIES

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

STUDENT CODE OF CONDUCT

Lunch Detentions

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

1. A staff member conferences with the student personally and shows him/her why the detention is being assigned.
2. The student signs and dates the discipline form for which the detention was assigned.
3. The student receives a form letter stating his/her name, reason for detention, and due date.

In-School Suspension (ISS)

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

While in ISS, students are expected to complete their class assignments, for which they receive full class credit. No talking, socializing, or leaving the room is allowed, except for scheduled necessity breaks. Lunch is eaten in the ISS room, and students may either bring their lunch or order one from the cafeteria.

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

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

Out of School Suspension (OSS)

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

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

Students who are suspended from school are not to be on any C-2 district premises or attend any school function during the period of suspension.

STUDENTS ON SCHOOL GROUNDS (BEFORE/AFTER SCHOOL) AND NEIGHBORING PROPERTY

For their own safety, students are not to be dropped off or arrive at school before 7:30am. Students are to enter the building when they arrive, and they are not to leave the building without school approval until dismissal at 2:55pm. Only students who have particular

school business (i.e. tutoring, athletics, detention) are allowed in the building after 3:05. No loitering is permitted in the building or on school grounds.

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

TARDY POLICY

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

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

If your building conducts a **hall freeze**, teachers will shut and lock doors when the tardy bell rings. If a student is in the hall without a pass, he/she is to report immediately to the Recovery Room. An immediate consequence will be assigned.

Each school will have a system of intervention that addresses repeated tardies.

DESE TRAUMA-INFORMED SCHOOLS INITIATIVE

<https://dese.mo.gov/traumainformed>

STUDENT DISCIPLINE Policy JG

It is essential that the district maintain a safe school environment and a climate that allows teachers to communicate effectively with all students in the class and allows all students in the class to learn. Discipline will be equitably applied and viewed as a learning opportunity with the ultimate goal of improving behavior, safety and the school climate. The district seeks to minimize the unnecessary exclusion of students from classrooms and school and encourages the superintendent and district staff to exclude students only when necessary to maintain a safe and appropriate learning environment. The superintendent or designee is authorized to contact the district's attorney for advice on the legality of district discipline or the discipline process. The Board encourages the superintendent to recommend changes to Board policy related to student discipline as needed.

Discipline Code To assist district staff in maintaining the necessary education environment, the Board of Education has created a discipline code that addresses the consequences, for students whose conduct is prejudicial to good order and discipline in the schools or impairs the moral or good conduct of other students. The district's comprehensive written code of conduct includes, but is not limited to, the following policies, procedures and regulations: JG-R1, JGA, JGB, JGD, JGE, JGF and associated procedures. The district's comprehensive written code of conduct will be placed on the district's website, and a copy will be available in the superintendent's office during normal business hours. The district will distribute the code of conduct to all students and their parents/guardians at the beginning of each school year which may be accomplished by directing them to the district's website. These policies, regulations and procedures will apply to all students in attendance in the district's instructional and support programs as well as at district-sponsored activities.

Equity All district staff are required to enforce district policies, regulations and procedures in a manner that is consistent, developmentally appropriate and equitable. District staff who increase or decrease the consequences for student misconduct based on individual circumstances must document the reasons for the variance. The superintendent or designee will regularly review district discipline data to determine whether district policies are being equitably enforced and, when necessary, make recommendations to the Board for policy changes, training or resources to further the district's goals for providing equitable education to all students.

Discipline for Off-Campus Misconduct Students may be disciplined for misconduct that occurs off district grounds and outside a district activity when allowed by law including, but not limited to, the following situations:

1. The district's technology is used.
2. The student's conduct negatively impacts the education environment or there is a nexus to the education environment and the conduct is not otherwise protected by law.

3. The student has been charged with, convicted of, or pled guilty to the commission of a felony in a court of general jurisdiction (not a juvenile court). The Board may suspended such students after a hearing in accordance with law.
4. The student has been indicted on, charged with or convicted of one of the specific crimes listed in § 167.171, RSMo. (see in policy JEC) or a petition has been filed or adjudicated in juvenile court involving one of the specific crimes listed in § 167.171, RSMo. The district shall exclude such students from school or from the general education environment after appropriate due process.
5. The student transfers to the district during a suspension or expulsion from another public school or a private or parochial school, and the district determines that the conduct would have resulted in a suspension or expulsion in this district. The district may honor a student's suspension or expulsion in such cases after providing appropriate due process when necessary.

Immediate Removal The Board authorizes the immediate removal of a student upon a finding by a principal or superintendent that the student poses a threat of harm to self or others, as evidenced by the prior conduct of such student. Any such removal will be subject to the appropriate due process procedures and in accordance with law.

Enforcement Building principals are responsible for the development and enforcement of additional student conduct rules needed to maintain proper behavior in schools under their supervision. All such rules shall be consistent with Board-adopted discipline policies and regulations. Teachers have the authority and responsibility to make and enforce necessary rules for discipline in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

Training All district employees shall annually receive instruction related to the specific contents of the district's comprehensive code of conduct and any interpretations necessary to implement its provisions including, but not limited to, confidentiality requirements and the approved methods of dealing with acts for school violence, and disciplining students with disabilities.

DISCIPLINE LEVELS

Any conduct not included herein, any aggravated circumstance of any violation, or any action involving a combination of violations may result in disciplinary consequences that extend beyond this code of conduct as determined by the principal, superintendent and/or Board of Education. In extraordinary circumstances where the minimum consequence is judged by the superintendent or designee to be manifestly unfair or not in the interest of the district, the superintendent or designee may reduce the consequences listed in this policy, as allowed by law. This code includes, but is not necessarily limited to, acts of students on school property, including playgrounds, parking lots and district transportation, or at a district activity, whether on or off school district property. The district may also discipline students for off campus conduct that negatively impacts the educational environment, to the extent allowed by law.

The Code of Conduct is generally organized into five (5) levels of prohibited behaviors: Level 1 Discipline, Level 2 Discipline, Level 3 Discipline, Level 4 Discipline and Level 5 Discipline. **It is important for students and parents to note that the circumstances of a particular discipline level violation may warrant more severe consequences, even on the first violation. The School District reserves the right, in administration's sole and exclusive discretion, to take any and all action necessary to protect its students, provide a safe and secure learning environment, and to ensure the orderly operation of all educational facilities, including without limitation, treating a violation as a higher level violation and/or providing for more severe consequences.** Additional information regarding prohibited behaviors and disciplinary actions follows these sections.

Level I Discipline Response: In general, minor acts of misconduct or inappropriate behaviors which interfere with the good order of the school will result in a Level 1 Discipline response. Level 1 violations are typically minor violations, and may represent a failure to demonstrate universally accepted expectations or social skills. It is the responsibility of all staff to address minor violations as soon as practicable within the environment in which the misbehavior occurred. Following appropriate teacher interventions, the student may be referred to an administrator. The accumulation of multiple Level 1 violations could result in more severe consequences.

Level II Discipline Response: Intermediate acts of misconduct generally result in a Level 2 Discipline response. Level 2 violations are typically mid-level infractions. Mid-level infractions are addressed by administrators. Repeated (two or more) violations of any Level 2 violation can result in that violation being considered a Level 3 violation.

Level III Discipline Response: Level 3 Discipline violations are generally serious acts of misconduct including, but not limited to, repeated misbehaviors of a similar nature, serious disruptions of the school environment, threats to health, safety, or property, and other acts of serious misconduct. Level 3 violations are generally major infractions and are serious safety violations. Major infractions

should be reported to the school administrator immediately after the incident, and may result in the immediate removal of a student from school. Level 3 violations may result in a referral to a Disciplinary Hearing. Administrators will notify the appropriate district personnel, school safety officers, and law enforcement or state agencies deemed appropriate and required by law

Level IV Discipline Response: Level 4 Discipline violations are the most egregious acts of misconduct and generally constitute a serious violation of the law (for example, conduct which would be considered a serious felony criminal act if the student were an adult), and pose a significant safety risk or result in serious bodily injury. Committing a Level 4 violation will result in a referral to a Disciplinary Hearing.

Level V Discipline Response: *Depending on the severity of the violation, school administrators have the authority to send a student to a Student Discipline Hearing for any violation regardless of the level of disciplinary violation.* If the action is a Safe Schools Act Violation - 10 days Out-of-School Suspension and a Student Discipline Hearing through the Assistant Superintendent of Secondary Education.

SECONDARY (MIDDLE SCHOOL & HIGH SCHOOL) MATRIX LEVELS

Level I	Level II	Level III	Level IV	Level V
Classroom Intervention with or without discipline	Support Staff Intervention with or without Administrative Discipline ----- Up to 1 day of In-School-Suspension	Intensive Strategies, Intervention and Administrative Discipline ----- Multiple days of In-School-Suspension AND/OR 3 to 5 days Out-of-School Suspension (May use combination of In and Out-of-School not to exceed 5 days)	Intensive Intervention with Possible Long-Term Removal from School and Re-Engagement Strategies ----- 6 to 9 days Out-of-School Suspension and Possible Recommendation for Student Discipline Hearing	*If Safe Schools Act Violation - 10 days Out-of-School Suspension and a Student Discipline Hearing

STUDENT DISCIPLINE REGULATION: Policy JG-R1

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

Reporting to Law Enforcement It is the district’s policy to report all crimes occurring on district property to law enforcement, including, but not limited to, the crimes the district is required to report in accordance with law. A list of crimes the district is required to report is included in policy JGF.

The principal shall also notify the appropriate law enforcement agency and superintendent if a student is discovered to possess a controlled substance or weapon in violation of the district’s policy. In addition, the superintendent shall notify the appropriate division

of the juvenile or family court upon suspension for more than ten (10) days or expulsion of any student who the district is aware is under the jurisdiction of the court.

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

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

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

Students who violate the prohibitions in this section, may be suspended or expelled in accordance with the offense, “Failure to Meet Conditions of Suspension, Expulsion or Other Disciplinary Consequences,” listed below.

Pursuant to law, no student will be confined in an unattended locked space except in an emergency situation while awaiting the arrival of law enforcement personnel.

Academic Consequences Students who are suspended from school will be expected to complete course work assigned during the term of suspension. Students will receive full credit earned for the work they completed and returned in accordance with district policy JED: Student Absences and Excuses. Student will receive assignments from their classroom teachers for suspensions of ten days or less. Student will be given an alternative placement for suspensions longer than ten days.

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

Student Code of Conduct Matrix Inappropriate Behavior	BOE Policy (Additional Reference)	Level I	Level II	Level III	Level IV
ACADEMIC DISHONESTY					
Cheating on tests, assignments, projects or similar activities; plagiarism; claiming credit for another person's work; fabrication of facts, sources or other supporting material; unauthorized collaboration; facilitating academic dishonesty; and other misconduct related to academics, including unauthorized use of generative artificial intelligence (AI) such as large language models (chatbots).		X	X		

ARSON					
When this code is used, consider police involvement when necessary					
Starting or attempting to start a fire, or causing or attempting to cause an explosion.					X
ASSAULT					
When this code is used, consider police involvement when necessary					
Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault.			X	X	X
Knowingly causing or attempting to cause serious physical injury or death to another person, recklessly causing serious physical injury to another person, or any other act that constitutes assault.				X	X
AUTOMOBILE/VEHICLE MISUSE					
Uncourteous, unsafe, negligent, or reckless driving on or around district property, unregistered parking, failure to move vehicle at the request of school officials, failure to follow directions given by school officials or failure to follow established rules for parking or driving on district property.			X		
BULLYING AND CYBERBULLYING					
Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for their physical safety or property; that substantially interferes with the educational performance, opportunities or benefits of any student without exception; or that substantially disrupts the orderly operation of the school. Bullying includes, but is not limited to, physical actions, including violence, gestures, theft or property damage; oral, written or electronic communication, including name-calling, put-downs, extortion or threats; or threats of reprisal or retaliation for reporting such acts. Cyberbullying is a form of bullying committed by transmission of a communication including, but not limited to, a message, text, sound or image by means of an electronic device including, but not limited to, a telephone, wireless telephone or other wireless communication device, or computer.	JFCF	X	X	X	X
BUS OR TRANSPORTATION MISCONDUCT					
Any offense committed by a student on transportation provided by or through the district shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, transportation privileges may be suspended or revoked.	JFCC	X	X	X	X

DISHONESTY					
Any act of lying, whether verbal or written, including forgery, that may impede the safety of any individual or an investigation.		X	X		
DISRESPECTFUL/DISRUPTIVE SPEECH OR CONDUCT					
Verbal, written, pictorial, electronic or symbolic language or gesture that is directed at any person that is in violation of district policy or is otherwise rude, vulgar, defiant, considered inappropriate in educational settings or that materially and substantially disrupts classroom, school activities or school functions, or that jeopardizes the personal safety of others and or is otherwise rude, vulgar, defiant or considered inappropriate in educational settings. Students will not be disciplined for speech in situations where it is protected by law.	AC/ACA*	X	X	X	X
DRUGS/ALCOHOL					
Possession, sale, purchase, transfer, manufacture, or distribution of any over-the-counter drug, herbal preparation or imitation drug or herbal preparation.	JFCH, JFCI & JHCD		X	X	X
Possession of drug paraphernalia or possession of or attendance while under the influence of, any unauthorized prescription drug, alcohol, illegal drug, controlled substance (including marijuana and marijuana-infused products), as defined under schedules I, II, III, or IV of the Controlled Substance Act, unauthorized inhalant, counterfeit substance, imitation controlled substance, any substance intended to create a false negative on a drug test, or any substance prohibited on district property by law or policy. .	JFCH, JFCI & JHCD			X	X
Sale, purchase, transfer, manufacture, or distribution of any unauthorized prescription drug, alcohol, illegal drug, controlled substance (including marijuana and marijuana-infused products) as defined under scheduled I, II, III, IV of the Controlled Substance Act, unauthorized inhalant, counterfeit substance, imitation controlled substance, any substance intended to create a false negative on a drug test, any substance prohibited on district property by law or policy, or drug-related paraphernalia.	JFCH, JFCI & JHCD				X
EXTORTION					
Threatening or intimidating any person for the purpose of obtaining money or anything of value.			X	X	X
FAILURE TO CARE FOR OR RETURN DISTRICT PROPERTY					
Loss of, failure to return, or damage to district property including, but not limited to, books, computers, calculators, uniforms, and sporting and instructional equipment. <i>*In addition, it may result in monetary restitution.</i>		X	X		
FAILURE TO MEET CONDITIONS OF SUSPENSION, EXPULSION, OR OTHER DISCIPLINARY CONSEQUENCES					
Violating the conditions of a suspension, expulsion or other disciplinary consequence including, but not limited to, participating in or attending any district-sponsored activity or being on or near district property or the location where a district activity is held. See			X	X	X

the section of this regulation titled, "Conditions of Suspension, Expulsion and Other Disciplinary Consequences." As required by law, when the district considers suspending a student for an additional period of time or expelling a student for being on or within 1,000 feet of district property during a suspension, consideration shall be given to whether the student poses a threat to the safety of any child or school employee and whether the student's presence is disruptive to the educational process or undermines the effectiveness of the district's discipline policy.					
FALSE ALARMS/FALSE REPORTS (See also "Threats or Verbal Assault")					
Tampering with emergency equipment, setting off false alarms, making false reports, communicating a threat or false report for the purpose of frightening or disturbing people, disrupting the educational environment, or causing the evacuation or closure of district property.		X	X	X	X
FIGHTING (See also "Assault")					
Mutual combat in which both parties have contributed to the conflict either verbally or by physical action.				X	X
Inciting to Fight/Contributing to a Disruptive Situation The intentional promotion or advocacy of student misconduct by another student for the purpose of substantially disrupting any school function or classroom. If a student utilizes social media to promote or incite a fight (i.e., videotaping fights and posting videos on the web), can be included as a participant in violation of a behavior that may include inciting to fight, fighting, or bullying			X	X	X
GAMBLING					
Betting on an uncertain outcome, regardless of stakes; engaging in any game of chance or activity in which something of real or symbolic value may be won or lost. Gambling includes, but is not limited to, betting on outcomes of activities, assignments, contests and games.		X	X		
HARASSMENT (including Sexual Harassment)					
Use of material of a sexual nature or unwelcome verbal, written or symbolic language based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.	AC and ACA		X	X	X
Unwelcome physical contact of a sexual nature or that is based on gender, race, color, religion, sex, national origin, ancestry, disability or any other characteristic protected by law.	AC and ACA			X	X
Student is found "responsible" for sexual harassment under Title IX upon conclusion of a formal complaint under policy ACA.	AC and ACA				X*
HAZING					
Any activity that a reasonable person believes would negatively impact the mental or physical health or safety of a student or put the student in a ridiculous, humiliating, stressful or disconcerting position for the purposes of initiation, affiliation, admission, membership or	JFCG	X	X	X	X*

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 can occur even when all students involved are willing participants.					
INCENDIARY DEVICES OR FIREWORKS					
Possessing, displaying or using matches, lighters or other devices used to start fires unless required as part of an educational exercise and supervised by district staff; possessing or using fireworks.		X	X	X	X*
NUISANCE ITEMS					
Possession or use of items such as toys, games, portable media players, and laser pointers, or any other items that are not authorized for educational purposes.		X	X		
PUBLIC DISPLAY OF AFFECTION					
Consensual physical contact that is inappropriate for the school setting including, but not limited to, kissing, hugging and groping.		X	X		
SEXTING AND/OR POSSESSION OF SEXUALLY EXPLICIT, VULGAR OR VIOLENT MATERIAL					
Students may not possess or display, electronically or otherwise, sexually explicit, vulgar or violent material including, but not limited to, pornography or depictions of nudity, violence or explicit death or injury. This prohibition does not apply to curricular material that has been approved by district staff for its educational value. Students will not be disciplined for speech in situations where it is protected by law.	AC/ACA*	X	X	X	X*
SEXUAL ACTIVITY					
Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.				X	X*
TECHNOLOGY MISCONDUCT					
Attempting, regardless of success, to: gain unauthorized access to a technology system or information; use district technology to connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize district technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto or using district technology; or evade or disable a filtering/blocking device.	EHB, KBB and EHB-AP	X	X	X	X*
Using, or displaying phones, personal digital assistants, personal laptops or any other personal electronic devices during the regular school day, including instructional class time, unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.	EHB, KBB and EHB-AP	X	X		
Violations, other than those listed in (1) or (2) above, of board policy EHB, procedure EHB-AP1 or any policy or procedure regulating student use of personal electronic devices.	EHB, KBB and EHB-AP	X	X	X	

Use of audio or visual recording equipment in violation of board policy KKB. Using video or audio recording equipment on district property, or at district activities except: if required by a district-sponsored class or activity; at performances or activities to which the general public is invited such as athletic competitions, concerts and plays; at open meetings of the board of education or committees appointed by or at the direction of the board; or as otherwise permitted by the principal.	EHB, KBB and EHB-AP	X	X	X	
THEFT					
Theft, attempted theft or knowing possession of stolen property.		X	X	X	X
THREATS OR VERBAL ASSAULT					
Verbal, written, pictorial or symbolic language or gestures that create a reasonable fear of physical injury or property damage.			X	X	X*
TOBACCO/VAPING, INCLUDING E-CIGARETTES, USE, POSSESSION AND/OR SALE					
Possession of any tobacco products, electronic cigarettes (vaping products), other nicotine-delivery products or imitation tobacco products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be possessed only in accordance with district policy JHCD.	JHCD	X	X	X	
Use and/or sale of any tobacco products, electronic cigarettes (vaping products), imitation tobacco products or other nicotine-delivery products, as defined in policy AH, on district property, on district transportation or at any district activity. Nicotine patches or other medications used in a tobacco cessation program may be used only in accordance with district policy JHCD.	JHCD		X	X	
TRUANCY OR TARDINESS					
Absence from school or class without the knowledge and consent of parents/guardians and the school administration; excessive non-justifiable absences, even with the consent of parents/guardians; arriving after the expected time class or school begins, as determined by the district. <i>*Level 3 consequence can only be ISS</i>	JED, JED-AP1 and JED-AP2	X	X	X	
UNAUTHORIZED ENTRY					
Entering or assisting any other person to enter a district facility, office, locker, or other area that is locked or not open to the general public; entering or assisting any other person to enter a district facility through an unauthorized entrance; assisting unauthorized persons to enter a district facility through any entrance.		X	X	X	
VANDALISM					
Willful damage or the attempt to cause damage to real or personal property belonging to the district, staff or students. <i>*When possible, restitution will be charged.</i>	ECA	X	X	X	X

WEAPONS					
Possession or use of any weapon or look-alike weapon as defined in board policy, other than those defined in 18 U.S.C. § 921, 18 U.S.C. § 930(g)(2) or § 57010, RSMo.	JFCJ				X
Possession or use of a firearm as defined in 18 U.S.C. § 921 or any instrument or device defined in § 571.010, RSMo. or any instrument or device defined as a dangerous weapon in 18 U.S.C. § 930(g)(2).	JFCJ				X
Possession or use of ammunition or a component of a weapon.	JFCJ		X	X	X

CORPORAL PUNISHMENT Policy JGA-2

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

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

DETENTION AND/OR IN-SCHOOL SUSPENSION OF STUDENTS Policy JGB

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

STUDENT SUSPENSION AND EXPULSION Policy JGD

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

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

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

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

The district may honor suspensions and expulsions from another in-state or out-of-state school district including a private, charter or parochial school or school district pursuant to law and policy JEC, Student Admissions. Before making any decision to honor such suspensions or expulsions, the superintendent or designee will consider whether the student has received the due process required by law.

Suspensions

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

1. Before suspending a student, a principal or superintendent must (a) tell the student, either orally or in writing, what misconduct he or she is accused of; (b) if the student denies the accusation, explain, either orally or in writing, the facts that

form the basis of the proposed suspension; and (c) give the student the opportunity to present his or her version of the incident.

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

Suspensions For More Than 180 School Days and Expulsions

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

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

DISCIPLINE REPORTING AND RECORDS Policy JGF

In compliance with state law, the Board of Education establishes clear channels of communication between teachers, administrators, law enforcement officials and other schools concerning acts of school violence and other behaviors that endanger the welfare or safety of students, staff or patrons of the district. The purpose of this policy is to designate specific actions committed by students that must be reported to teachers, administrators and/or law enforcement officials as well as those actions that must be documented in a student's discipline record.

Definitions The following definitions and terms apply to this policy:

Act of School Violence/Violent Behavior – The exertion of physical force by a student with the intent to do serious physical injury to another person while on school property, including while on school transportation in service on behalf of the district or while involved in school activities.

Need to Know – Relates to school personnel who are directly responsible for the student's education or who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

School or District Property – Property utilized, supervised, owned, rented, leased or controlled by the school district including, but not limited to, school playgrounds, parking lots, school transportation and any property on which any school activity takes place.

Serious Physical Injury – Physical injury that creates a substantial risk of death or that causes serious disfigurement or protracted loss or impairment of any part of the body.

Serious Violation of District's Discipline Policy – One or more of the following acts if committed by a student enrolled in the district:

1. Any act of school violence/violent behavior.
2. Any offense that occurs on district property, on district transportation or at any district activity and that is required by law to be reported to law enforcement officials.
3. Any offense that results in an out-of-school suspension for more than ten school days.

Reporting to School Staff School administrators shall report acts of school violence to all teachers at the attendance areas in which the involved students are educated and to other school district employees with a need to know the information to adequately supervise the students and to protect themselves or others. In addition, any portion of a student's individualized education program (IEP) that is related to demonstrated or potentially violent behavior shall be provided to any teachers and other district employees with a need to know the information.

The superintendent or designee will inform district employees with a need to know of any criminal act committed or allegedly committed by a student in the district that is reported to the district by a juvenile officer or an employee of the Children's Division (CD) of the Department of Social Services, sheriff, chief of police or other appropriate law enforcement entity in accordance with state law. Such reports shall not be used as the sole basis for denying educational services to a student.

Reporting to Law Enforcement Officials School administrators are required by law to report certain crimes to law enforcement. In an effort to support timely and accurate reporting, the Board encourages all employees who have information about any criminal act to share that information with their supervisors. The Board expects employees to share information regarding serious criminal acts, and employees must report criminal acts when required by law and Board policy.

Any crime listed in this section, or any act that if committed by an adult would be a crime listed in this section, that is committed on school property, on any school transportation or at any school activity must be reported immediately by the appropriate school administrator to the appropriate law enforcement entity. The following criminal acts are subject to this reporting requirement:

1. First- or second-degree murder under §§ 565.020, .021, RSMo.
2. Voluntary manslaughter under § 565.023, RSMo.
3. Involuntary manslaughter in the first or second degree under §§ 565.024, .027, RSMo.
4. First- or second-degree kidnapping under §§ 565.110, .120, RSMo.
5. First-, second- or third-degree assault under §§ 565.050, .052, .054, RSMo.*
6. Rape in the first or second degree under §§ 566.030, .031, RSMo.
7. Sodomy in the first or second degree under §§ 566.060, .061, RSMo.
8. Burglary in the first or second degree under §§ 569.160, .170, RSMo.
9. Robbery in the first degree under § 570.023, RSMo.
10. Possession of a weapon under chapter 571, RSMo., 18 U.S.C. § 921
11. Manufacture of a controlled substance under § 579.055, RSMo.
12. Delivery of a controlled substance under § 579.020, RSMo.
13. Arson in the first degree under § 569.040, RSMo.
14. Property damage in the first degree under § 569.100, RSMo.
15. First-, second- or third-degree child molestation under §§ 566.067, .068, .069, RSMo.
16. Sexual misconduct involving a child pursuant to § 566.083, RSMo.
17. Sexual abuse in the first degree pursuant to § 566.100, RSMo.
18. First-degree harassment under § 565.090, RSMo.

19. First-degree stalking under § 565.225, RSMo.

* Immediate reporting of third-degree assault under § 565.054, RSMo., may not be required if an agreement with law enforcement exists.

If the district is aware that a student who is suspended for more than ten days or expelled is under court jurisdiction, the superintendent shall notify the appropriate division of the juvenile or family court of the suspension or expulsion.

All employees shall immediately report to the principal any incident that constitutes a crime, including any incident in which a person is believed to have committed an act that if committed by an adult would be first-, second- or third-degree assault, rape in the second degree or sodomy in the second degree against a student or school employee, while on school property, school transportation or at school activities. Employees shall also inform the principal if a student is discovered to possess a controlled substance or weapon in violation of the district's policy. The principal shall immediately report these listed offenses to the appropriate law enforcement entity and the superintendent. However, if the district has entered into an agreement with law enforcement regarding the reporting of third-degree assaults, the district will report third-degree assaults to law enforcement in accordance with that agreement.

School districts may report or disclose education records to law enforcement entities and juvenile justice authorities if the disclosure concerns the law enforcement entity's or juvenile justice authority's ability to effectively serve, prior to adjudication, the student whose records are released. The officials and authorities to whom such information is disclosed must comply with applicable restrictions set forth in state and federal law.

Reporting Third-Degree Assault The superintendent and the appropriate local law enforcement entity may develop a written agreement outlining the procedure for reporting any incident in which a student is believed to have committed an act that if committed by an adult would be third-degree assault. If such an agreement exists in the district, the principal shall report third-degree assaults to the appropriate local law enforcement entity in accordance with the agreement.

Student Discipline Records The Board of Education directs the superintendent or designee to compile and maintain records of any serious violation of the district's discipline policy for each student enrolled in the district. Such records shall be made available to all district employees with a need to know and shall be provided to any school district in which the student subsequently attempts to enroll within five business days of receiving the request, in accordance with state law. If a student is placed in another school by the CD, the records will be transferred to the new school within two business days after notification by the CD. Personally identifiable student records will only be released or destroyed in accordance with state and federal law.

Pursuant to Department of Secondary and Elementary Education (DESE) data reporting requirements, the district shall report rates and durations of, and reasons for, student suspensions of ten days or longer and expulsions.

Confidentiality Any information received by a school district employee relating to the conduct of a student shall be received in confidence and used for the limited purpose of assuring that good order and discipline are maintained in the schools.

Liability Teachers and authorized district personnel, including volunteers selected with reasonable care by the district, shall not be civilly liable when acting in accordance with the Board's policies, including the Board's discipline policies, or when reporting acts of school violence or threatened acts of school violence to the appropriate supervisor or other person, pursuant to law and district policy.

STUDENT ALCOHOL/DRUG USE Policy JFCH

Controlled Substances – Substances listed in schedules I, II, III, IV, and V of the federal Controlled Substances Act, 21 U.S.C. § 812. For the purposes of this policy, a controlled substance shall also include any controlled substance, counterfeit substance, or imitation controlled substance as defined in § 195.010, RSMo., and any chemical substances structurally similar to and treated as controlled substances under state law.

District Activity – Any activity, event, or function that is sponsored or approved by the district and where students are under district supervision, such as field trips or athletic events. **District Property** – Any property owned or leased by the district, including any vehicle owned, leased, or used for district purposes, and any location where a district-sponsored or district-approved activity takes place.

Prohibited Substances – For the purposes of this policy, a prohibited substance shall include: 1. Alcohol 2. Controlled substances for which the student does not have a valid prescription. 3. Unauthorized inhalants. 4. Counterfeit or imitation controlled substances. 5. Marijuana or marijuana-infused products. 6. Any other illegal drug. 7. Any drug or medicine prohibited on district property by law or policy. 8. Substances intended to create a false negative on a drug test.

Prohibited Substances - The district is concerned with the health, welfare, and safety of its students. Therefore, the district prohibits individuals from manufacturing, using, selling, transferring, distributing, possessing, or being under the influence of prohibited substances on district property, at district activities, and in any district-owned or district-approved vehicle used to transport students to or from district activities. The use, sale, transfer, or possession of drug-related paraphernalia is also prohibited.

Marijuana - Because marijuana and marijuana-infused products are prohibited under federal law, the district does not permit their possession, use, or administration for medicinal or other purposes on district property or at district events even with a valid, Missouri-issued medical marijuana card.

Under the Influence - If there is evidence that a student is under the influence of a substance prohibited by this policy, the student may be removed from school or activities and may be disciplined depending on the circumstances. The student will be given an opportunity to explain the apparent impairment prior to being removed. The district may conduct student drug testing in accordance with policy JFCI.

Consequences - Students who violate this policy will be disciplined in accordance with the district's code of student conduct. In accordance with law, the district is required to immediately notify law enforcement when a student is in possession of a controlled substance and will also notify law enforcement when a student is in possession of any other illegal substance or illegal drug paraphernalia. The board encourages the superintendent or designee to consider alternative discipline for students who are willing to seek treatment or counseling options.

WEAPONS IN SCHOOL Policy JFCJ

The Board recognizes the importance of preserving a safe educational environment for students, employees and patrons of the district. In order to maintain the safety of the educational community, the district will strictly enforce the necessary disciplinary consequences resulting from the use or possession of weapons on school property. No student may possess a weapon on school property at any time, except as specifically authorized during a school-sponsored or school-sanctioned activity permitting weapons. The school district will provide secured storage of student firearms if necessary.

School property is defined as: Property utilized, supervised, rented, leased, or controlled by the school district including but not limited to school playgrounds, parking lots and school buses, and any property on which any school activity takes place.

A weapon is defined to mean one or more of the following:

1. A firearm as defined in 18 U.S.C. § 921.
2. A blackjack, concealable firearm, firearm, firearm silencer, explosive weapon, gas gun, knife, knuckles, machine gun, projectile weapon, rifle, shotgun, spring gun, switchblade knife, as these terms are defined in § 571.010, RSMo.
3. A dangerous weapon as defined in 18 U.S.C. § 930(g)(2).
4. All knives and any other instrument or device used or designed to be used to threaten or assault, whether for attack or defense.
5. Any object designed to look like or imitate a device as described in 1-4.

Pursuant to the Missouri Safe Schools Act and the federal Gun-Free Schools Act of 1994, any student who brings or possesses a weapon as defined in #1 or #2 above on school property will be suspended from school for at least one (1) calendar year or expelled and will be referred to the appropriate legal authorities. The suspension or expulsion may be modified on a case-by-case basis upon recommendation by the superintendent to the Board of Education. Students who bring or possess weapons as defined in #3, #4 and #5 and not otherwise included in #1 and #2, will also be subject to suspension and/or expulsion from school and may be referred to the appropriate legal authorities.

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

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

ARTIFICIAL INTELLIGENCE USE POLICY: EHBD-AP(1)

AI Use and Prohibitions District students and employees must use AI responsibly and in accordance with this AI Use Plan. AI users are responsible for any harm caused by their AI use. District instructional staff will oversee student AI use in the classroom to monitor whether the use is safe, educational, and effective.

District students and employees are strictly prohibited from engaging in the following uses of AI:

1. Using AI in a way that violates any district policy or applicable law;
2. Inputting into any AI any confidential or critical data, as defined in policy EHBD, or any other confidential information unless the AI coordinator has approved the use as safe, appropriate, and legal;
3. Using AI to violate the instructions or requirements of any assignment;
4. Representing AI-generated content as their own work;
5. Using AI to create or disseminate false information on matters or events of public importance;
6. Using AI to create any altered image or voice of any person without obtaining that person's permission;
7. Using AI to generate any material that is obscene or harmful to minors;
8. Using AI to harass, embarrass, defame, misinform, or otherwise harm any person;
9. Using AI to cause disruption to district operations, including instruction;
10. Using an AI product that is not permitted by the AI Use Plan; or
11. Using AI to negatively affect the district or in a way that causes harm.

The AI coordinator may intervene in or prohibit additional AI use that, in the AI coordinator's determination, poses unacceptable risk to the privacy or safety of any person. Students may be disciplined and employees may be disciplined or terminated for violating these prohibitions, including violations that occur off campus and create a nexus to the educational environment. When AI is involved in other misconduct, the principal or designee may view the use of AI as an aggravating factor that justifies stronger disciplinary consequences.

Reporting AI Concerns and Misuse Individuals who have a concern about the safety or effectiveness of approved AI products should report the concern to the AI coordinator, who will investigate the matter and take steps to resolve the concern. Individuals who suspect AI misuse or are aware of AI use that is potentially harmful or otherwise violates the law or district policies or procedures must report the matter to the AI coordinator. The AI coordinator will notify the building administrator of the allegations and work with the administrator to investigate the alleged misuse or harm

Approved AI Products The AI coordinator will identify AI products and uses that align with the philosophy and strategy set by the board and that meet the criteria for AI use in the district as set out in this AI Use Plan. The AI coordinator will maintain a list of approved AI products and make the list available to employees and students.

New AI Products or Uses District employees and students who wish to use an approved AI product for an unapproved use or who wish to use an unapproved AI product may submit a request to the AI coordinator. The request must:

1. Clearly identify the AI product and use being requested;
2. Articulate an educational or productive purpose for the new product or use;
3. Include a copy of the product's data privacy policy and terms of use; and
4. Explain why the requester believes the requested use of the product would be safe.

The AI coordinator will decide whether the request meets these requirements and whether the requested use is safe, appropriate, and legally compliant. The AI coordinator will promptly approve or deny all requests. If a request is denied, the AI coordinator will provide an explanation for the denial to the person who made the request.

AI Training The AI coordinator will be responsible for providing appropriate training to employees and students on the nature of AI; safe, appropriate use of AI; and compliance with district policies and procedures governing AI use.

BULLYING Policy JFCF

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

Definitions

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

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

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

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

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

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

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

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

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

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

coordinator. The principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with state and federal law.

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

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

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

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

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

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

Training and Education The district's antibullying coordinator will provide information and appropriate training designed to assist employees, substitutes and volunteers who have significant contact with students in identifying, preventing and responding to incidents of bullying.

The district will provide education and information about bullying and this policy to students every year. The principal of each school, in consultation with school counselors and other appropriate school employees, will determine the best methods for facilitating the discussion. Methods may include, but are not limited to: assemblies; homeroom presentations; class meetings; team or club meetings; special presentations by counselors, social workers or mental health professionals; and open-house events. When practical, parents/guardians will be invited to attend.

In addition to educating students about the content of this policy, the district will inform students of:

1. The procedure for reporting bullying.
2. The harmful effects of bullying.
3. Any initiatives the school or district has created to address bullying, including student peer-to-peer initiatives.
4. The consequences for those who participate in bullying or engage in reprisal or retaliation against those who report bullying.

School counselors, social workers, mental health professionals, school psychologists or other appropriate district staff will educate students who are victims of bullying about how to overcome the negative effects of bullying including, but not limited to:

1. Cultivating the student's self-worth and self-esteem.
2. Teaching the student to defend him- or herself assertively and effectively without violence.
3. Helping the student develop social skills.
4. Encouraging the student to develop an internal locus of control.

Additional School Programs and Resources The Board directs the superintendent or designee to implement programs and other initiatives to address bullying, respond to such conduct in a manner that does not stigmatize the victim, and make resources or referrals

available to victims of bullying. Such initiatives may include educating parents/guardians and families on bullying prevention and resources.

SUICIDE AWARENESS AND PREVENTION Policy JHDF

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

This policy outlines key protocols and procedures the district will use to raise awareness of suicide and the steps that can be taken to prevent it. The goal of the district is to help students, including student receiving their education virtually, who may be at risk of suicide without stigmatizing students or excluding them from school. The board will provide the resources necessary to meet this goal. No student will be excluded from school based solely on the district's belief that the student is at risk of suicide.

Definitions

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

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

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

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

The district will use an evidence-based/informed tool for determining whether a student is at risk of suicide or is having a suicide crisis. The CRT members and the building administrator will receive training and coaching in using this tool to assist in making determinations as to whether a student may be at risk of suicide and the appropriate response. Any such determination shall be made by multiple team members. If the district has a behavioral risk assessment team, a threat assessment team or any similar team that monitors students considered "at risk," those teams must immediately contact the CRT if the team has identified a student who might be at risk for self-harm or suicide.

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

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

1. Find another employee and make every effort to locate the student immediately. One of the employees must stay with the student.
2. While one employee stays with the student, the other will notify a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will contact the student's parent/guardian. If the parent/guardian is also unavailable, or at the parent's/guardian's request, the employee will contact emergency services.

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

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

Students Who May Be Having a Suicide Crisis If an employee reasonably believes that a student is having a suicide crisis, the employee will take the following steps:

1. Find another employee and make every effort to locate the student immediately. One of the employees must stay with the student.
2. Immediately report the situation to a CRT member or the building administrator or designee. If the employee cannot reach the building administrator, designee or any of the CRT members, the employee will notify the student's parent/guardian and contact emergency services. The employee may also contact the National Suicide Prevention Lifeline (800-273-8255) or 988 for assistance. As soon as practical, the employee will notify the building administrator or designee.

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

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

Students Attending Virtually In addition to monitoring the attendance and academic progress of students receiving education virtually (virtual learners), the district must also monitor virtual learners who may be at risk for suicide. Building administrators will develop procedures for monitoring the social/emotional health, including suicide risk, of virtual learners in conjunction with monitoring attendance and academic progress that will include: 1. Identifying staff members who will contact virtual learners on a regular basis; 2. Providing hard copies of student contact information to those assigned to contact virtual learners as a backup to Internet access of student records; 3. Creating a few questions designed to assess a virtual learner's social and emotional health that will be asked in conjunction with questions about academic progress; 4. Creating a written set of instructions for employees to follow if the employee suspects the virtual learner may be at risk of suicide or self-harm; and 5. Notifying the CRT. To the extent possible, the superintendent or designee will work with the teachers hired by Missouri Course Access and Virtual School Program (MOCAP) providers to solicit information about the social and emotional health of the virtual learners in their courses.

Confidentiality Employees are required to share with the CRT and administrators or their designees any information that may be relevant in determining whether a student is at risk of suicide, is having a suicide crisis or is otherwise at risk of harm. Employees are prohibited from promising students that information shared by the student will be kept secret when the information is relevant to the student's safety or the safety of another person.

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

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

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

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

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

The CRT will determine the number and frequency of follow-up visits. If a student transfers to virtual learning or is otherwise not present in school, the district will, to the extent possible, continue providing any supportive services the student was receiving from the district while in physical attendance. The district will request permission from the parent/guardian to consult with the student's outside medical provider to assist in determining what interventions the district should use. Beginning July 1, 2025, identification cards issued to students in grades 7–12 shall include the three-digit dialing code that directs calls and routes text messages to the Suicide and Crisis Lifeline 988, and the nonemergency phone number of the local police department. Cards purchased prior to this date may be used until the supply is depleted.

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

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

Return to School Following a Suicide Attempt Students who have attempted suicide are at greater risk to attempt to harm themselves again and require support when returning to school. The building administrator will designate an appropriate employee to serve as a case manager for a student returning to school after a suicide attempt. The case manager will: 1. Meet with the student and family prior to the return date; 2. Study the student's records, including the events that precipitated the attempt if available; 3. Provide information about the student to teachers and other staff members to the extent necessary to support the student's return; 4. Meet with the student regularly; and 5. Assist the student and family in finding supportive services outside of the school.

Staff Education on Suicide Prevention and Response Protocol All district employees will receive information regarding this policy and the district's protocol for suicide awareness, prevention and response. This information will be provided to current employees and each new employee hired. The information will focus on the importance of suicide prevention, recognition of suicide risk factors, strategies to strengthen school connectedness, and response procedures and will include:

1. Strategies that can help identify students who are at possible risk of suicide; 2. Strategies and protocols for helping students at possible risk of suicide; and 3. Protocols for responding to a suicide death.

The district will also provide opportunities for district staff to participate in professional development regarding suicide awareness and prevention. Opportunities may include district-led training, access to web-based training, or training provided in other school districts or by local organizations or health professionals.

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

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

TRANSGENDER STUDENTS Policy ACAE-2

The district seeks to provide all students a safe and tolerant learning environment that is free from illegal discrimination and harassment. This policy addresses the measures the district will take to meet the needs of transgender students. Additional measures may be taken at the discretion of the superintendent or designee depending on the needs of the individual student, the needs of the school community and the district's legal obligations.

Definitions

Accommodations – Measures the district will take to meet a transgender student's needs for the purposes of complying with Title IX of the Education Amendments of 1972, a federal law that prohibits discrimination on the basis of sex. A student's transgender status

alone is not a medical condition that qualifies as a legal disability that requires accommodation under Section 504 of the Rehabilitation Act of 1973 (Section 504) or the Americans with Disabilities Act (ADA).

Gender Assigned at Birth – The gender designation listed on the student’s original birth certificate or other documentation of birth.

Gender Identity – A student’s inner sense of being male or female, regardless of the student’s gender assigned at birth. A student’s gender identity must be consistently and uniformly asserted by the student, or there must be other evidence that the student’s gender identity is sincerely held as part of the student’s core identity, such as medical documentation or documentation that legal action has been taken to legally change the student’s name or birth certificate.

Transgender Student – A student whose gender identity does not correspond with the gender the student was assigned at birth. Medical treatments or procedures or legal actions are not required for recognition as a transgender student.

Consultation with Parents/Guardians and Students Parents/Guardians and students are encouraged to notify a district administrator or counselor of a student’s transgender status. The principal, counselor or other relevant staff members will meet with the student’s parents/guardians and, when appropriate, the student to discuss the student’s needs and district accommodations.

In general, the district will only consider accommodations requested or discussed with the student’s parents/guardians. However, the district may provide accommodations to a student without the consent of the parents/guardians if the student is 18 or older, is not dependent upon his or her parents/guardians or is determined by the district, after consulting the district’s attorney, to have a legal entitlement to accommodations.

Privacy A student’s transgender status will be shared only with staff members and district officials who need to know, as determined by the district. The information will not be shared with students or other individuals without written permission of the parents/guardians unless disclosure is required or allowed by law. These privacy rules apply regardless of whether the parent/guardian or student decides to keep the student’s transgender status private or openly discuss the student’s status.

The district may provide students, staff and the public educational information regarding the needs of transgender students in general and the district’s legal obligations without identifying a particular student.

Records The student’s legal name will be used in the district’s official records including, but not limited to, the student’s official transcript. If the parent/guardian or student legally changes the student’s name or birth certificate and provides proof of the change, the district will change the official record.

Upon request, the district will use a name chosen by the parents/guardians and student that corresponds with the student’s gender identity when the district is not required to use the student’s legal name on a document or when a document is created for internal or ceremonial purposes only. Therefore, grade cards, diplomas and certificates will use the student’s chosen name.

District records regarding gender will reflect the gender provided by the parents/guardians and student and may be changed upon request.

Names and Pronouns Upon request, district staff will address a transgender student using the student’s preferred name, if different than the legal name, and will refer to the student using the pronouns the student prefers.

Bathroom and Locker Room Access Transgender students may use the restroom or locker room that conforms with the student’s gender assigned at birth, or they may use any unisex facilities available to students. The district will also, upon request, designate separate facilities for transgender students to use if unisex facilities are not available to students.

Classes and Academic Activities The district does not typically segregate courses by gender, but there are some classes and activities, such as physical education and health, where students are sometimes divided by gender. In those situations, transgender students will be allowed to participate in the class or activity that conforms with the student’s gender identity as long as they are otherwise qualified.

Extracurricular Activities and Athletics The district will abide by Missouri State High School Activities Association (MSHSAA) rules regarding transgender student participation for any activity governed by MSHSAA. For all other district activities in which gender is a participation factor, transgender students will be allowed to participate based on the gender with which they identify.

Dress A transgender student will be allowed to dress in a manner that conforms with the student’s gender identity and will be subject to the rules applicable to dress associated with that gender.

Disruption, Illegal Discrimination and Illegal Harassment The district does not tolerate bullying or misbehavior directed at an individual student, disruption to the district’s education environment or illegal discrimination or harassment. If the behavior could constitute illegal discrimination or harassment of a transgender student, the behavior must be reported to the district’s compliance officer in accordance with policy AC. All other incidents must be reported to the principal. Students who violate this or other district policies may be disciplined. Employees may be disciplined or terminated.

Training and Education

Employees Regular training on the prevention of illegal discrimination and harassment will include information on the district’s obligations to accommodate transgender students. Staff members who are informed of the identity of a specific transgender student will receive additional training and direction as necessary.

Students who are taught about illegal discrimination and harassment as part of an approved course curriculum may also be provided information about legal obligations to accommodate transgender persons. In addition, the district may provide age-appropriate information to students regarding transgender persons when considered necessary or appropriate, particularly when a transgender student is enrolled in the class or grade level.

Parents/Guardians and Community While the district will respect the privacy of individual transgender students, if a parent/guardian or community member requests information on the district’s accommodation of transgender students, the district will provide a copy of this policy as well as additional information regarding the needs of transgender students and the district’s legal obligations.

EQUITY AND INCLUSION POLICY ACIC (Diversity, Equity, Inclusion and Belonging)

Purpose The purpose of this policy is to promote equity and inclusion for all students and staff by creating an educational environment in which diversity is valued and honored. As a district, we embrace our rich, diverse community as a strength and envision a district in which we build relationships to create a sense of belonging, as well as celebrate our differences to learn from one another and promote equity and excellence.

DEIB Definitions

- Diversity is the presence of differences in a given setting. In schools, this can mean differences including, but not limited to, race, ethnicity, nationality, gender (identity), sexual orientation, language, religion, (dis)ability or socioeconomic status.
- Equity in schools refers to education policies, practices and resources that are representative of, constructed by, and responsive to all students. Being equitable means acknowledging and addressing structural inequities (historical and current) that advantage some and disadvantage others. Tackling equity issues requires an understanding of the root causes of outcome disparities within our society in order to identify and eliminate inequities and barriers.
- Inclusion is the degree to which diverse individuals are able to participate fully in the processes and opportunities within an organization or group, such as our school district and individual school buildings. An institution can be both diverse and non-inclusive at the same time. Inclusion is the practice of creating an environment that promotes safety and respect, and amplifies the voices of all parties.
- Belonging is the feeling of security and support when there is a sense that everyone is valued as an important member of the community. Belonging represents the affinity and positive relationships that emerge between people of various backgrounds when we actively promote diversity, equity and inclusion within and throughout our district. Creating genuine feelings of belonging for everyone in the organization is a critical factor in improving engagement and performance.

Policy Criteria This policy applies to the following categories. This policy shall be included in staff and student handbooks. District leaders and building administrators will ensure students are made aware of the policy in a developmentally appropriate manner. Board members and district staff will receive professional training on this policy annually.

1. School board policies and practices will be evaluated through a lens of diversity, equity and inclusion—and amended as necessary to ensure equity within the school system.
2. District and building leadership will engage in the work of equity across all departments and at all levels. Each school and department will maintain a cultural competency team to ensure rules, procedures and policies reflect the district’s focus on equity and inclusion.

3. School/Community relationships will be established with vendors and patrons who prioritize the work of improving equity and inclusion with the Raytown School District. The district will empower our community to have a voice and participate in our equity work through community forums.
4. Curriculum will be evaluated and amended to ensure culturally responsive, evidenced-based instructional strategies that integrate resources from various cultures and diverse perspectives. It is important for our students to see themselves reflected in positive ways throughout our curriculum.
5. Language and literacy proficiency will be developed while honoring the importance of students' and families' native languages and dialects. Communication is an important foundation for academic success and potential barriers must be addressed to actively engage students as well as their families and caregivers.
6. Student academic and discipline data will be evaluated to address any disparities in disciplinary processes, academic outcomes and extracurricular participation including, but not limited to, discipline data, state test scores, special education, gifted screening, dual credit and AP/enriched classes, career and technical programs and facilities . The district will review data annually to identify areas of strength as well as any areas in which bias may prevent student success.
7. Student support services will specifically address issues of equity work to address the diverse, unique and individual social and emotional needs of members of our learning community while utilizing a lens of inclusion and equity.
8. Recruitment and retention will encompass achieving a balanced staff and administrator workforce to reflect the diversity of the student body and the community it serves. The district and schools will seek to recruit, employ, support and retain a workforce that includes racial, gender and linguistic diversity. Employment data will be evaluated annually to address any disparities in staff hiring, retention and promotions.
9. Professional learning will be provided to increase the effectiveness of district leaders, teachers and all staff in creating culturally responsive and equitable learning environments. Training activities will be in person, high quality, evidence-based and ongoing. Workshops will include anti-bias and anti-discrimination training appropriate at all levels in the district. Accountability measures will be monitored as part of the staff evaluation system at all levels.
10. Discrimination, bullying and harassment on the basis of differences including, but not limited to, race, ethnicity, nationality, gender (identity), sexual orientation, language, religion, (dis)ability or socioeconomic status is strictly prohibited. Harassment can take the form of language and/or the display of images and symbols that promote hate, violence or intimidation. It is the responsibility of every district employee to ensure that all students and staff have a safe learning/working environment. This responsibility includes ensuring that any incident of discrimination, harassment or bullying is given immediate attention in the form of incident investigation, age and developmentally appropriate actions, and providing students, educators and staff with appropriate resources and support. (See board policy AC.)

Implementation - In order to facilitate this policy with fidelity, contingent upon budget availability, the superintendent may create a district office senior-level position for an assistant superintendent for equity and access whose primary responsibility would be focused on implementing, facilitating, monitoring and assessing the equity initiatives laid out in this policy. The assistant superintendent for equity and access would also be responsible for student support and ensuring actions taken to address all students' access to educational opportunities. The district will develop and implement a system wide equity plan based on survey data and findings of the equity audit to meet the requirements and criteria laid forth in this policy. The equity plan will be aligned to the district's strategic plan. Annual reporting of progress on this plan will be provided to the board, staff, students and community.



ADDITIONAL BOARD POLICIES

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

Policy ACA: The Raytown C-2 School District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the district, but this policy focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the district. However, the district will respond promptly to investigate and address any report or complaint of sexual harassment.

"Sexual harassment under Title IX" is conduct on the basis of sex within the scope of the district's education programs or activities (as defined in this policy) that satisfies one or more of the following:

1. An employee of the district conditioning the provision of an aid, benefit or service of the district on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8) or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Inquiries about the application of Title IX may be referred to the Title IX Coordinator or the U.S. Department of Education.

Director of Administrative Services
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Phone: 816-268-7000/Fax: 816-268-7079

Policy EBAB-AP1: Hazardous Material – Asbestos Control Information including presence of asbestos, any inspections, re-inspections, and response/actions taken.

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

Policy EBC-AP-1: Students will be informed of the appropriate action to take in an emergency. Emergency drills for fire, weather, and other disasters shall be conducted each school year in accordance with the requirements of counties, municipalities, or fire protection districts in which district buildings are located. In any case, a minimum of two (2) fire, two (2) tornado and two (2) bus evacuation drills each shall be conducted regularly during the academic school year.

Policy EHB-AP1 and KKB: Use of electronic communication devices, audio and visual recording equipment and audio and visual recording.

Policy GBH: Electronic Communication Between Staff Members & Students

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages or other forms of electronic communication.

The district's policies, regulations, procedures and expectations regarding in-person communications at school and during the school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with

students electronically for educational purposes between the hours of 6:00 a.m. and 10:00 p.m. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating electronically with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically with students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communications between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district policies, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their supervisors with all education-related communications with district students upon request.
3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Policy GBL: Title 1 Teacher/Paraprofessional Qualifications – parent rights to request & receive teacher & paraprofessional qualifications; grade levels and subject areas the teacher provide instruction; if the teacher is teaching under provisional certification status; and if the student is provided services by a paraprofessional

Policy IGAEB: The district will offer instruction in human sexuality and will provide instruction regarding sexual abuse as required by law. All instruction will be appropriate to the age of the students receiving the instruction, and students may be separated by gender for the instruction. **Notice and Opt-Out:** The district will notify parents/guardians of the basic content of the district's human sexuality and sexual abuse instruction. The district will also notify parents/guardians of their right to remove their student from any part of the district's instruction on these topics upon written request. The district will make all curriculum materials used in the district's human sexuality and sexual abuse instruction available for inspection prior to the use of such materials in actual instruction.

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

Policy IGAEB: In accordance with law, the district will provide trauma-informed, developmentally appropriate training to students in grades 6–12 regarding sexual abuse including, but not limited to, instruction on: 1. How to recognize sexual abuse; 2. How to report an incident of sexual abuse; 3. How to obtain assistance and intervention; and 4. Resources for students affected by sexual abuse.

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

Policies IGBCA, IGBCB, IGBH: Raytown School District provide services to meet the educational needs of an increasingly diverse student population by providing a wide range of resources and support to ensure that all students have the opportunity to succeed and be college prepared and career ready. Homeless, Migratory, and English Learners: please see these policies for the district's obligation to identify and provide education and assistance to students who are homeless, migratory students, students who are English Learners and students with disabilities and neglected or delinquent students. For information or to file a complaint contact Raytown C2 School District Office at (816)-268-7000.

Policies IGCD & IGCD A: A student or parent/guardian must receive district approval before the student may enroll in virtual courses provided by or paid for by the district or through MOCAP.

Enrollment in courses offered through MOCAP may be denied only if the principal or designee, in consultation with the student's parents/guardians and relevant staff, determines that it is not in the student's best educational interest to enroll in the course. The principal or designee will consider available opportunities for in-person instruction and the student's prior participation in virtual courses when making this decision. District staff will not deny enrollment in a MOCAP course because they do not approve of virtual learning in general or because they prefer a different virtual course or program.

The principal or designee will approve or deny requests to enroll in a MOCAP course within ten business days from when the district receives the request unless the student has an individualized education program (IEP) or a Section 504 plan. If the principal or designee fails to make a decision about an enrollment request within ten business days, the request will be deemed approved.

When denying student enrollment in a virtual course, the principal or designee will provide good cause reason for the decision, as well as information on how to appeal the denial.

Students who enroll in district-sponsored virtual courses or MOCAP courses through the district are expected to actively participate in those courses with the goal of completing the course. If a student does not actively participate in a course or is not progressing in the course, the district may remove the student from the virtual course and consider the student's performance when making decisions regarding future virtual course enrollments.

Students are required to take the state assessments, including district-administered EOC examinations, regardless of whether the course for which the examination is required was taken virtually or in person.

Students taking courses virtually are subject to district policies, procedures, and rules applicable to students enrolled in traditional courses including, but not limited to, the district's code of conduct and prohibitions on academic dishonesty, discrimination, harassment, bullying, and cyberbullying. Please see policies IGCD and IGCD A for additional information, as well as <https://mocap.mo.gov/>.

Policy IKF & IKFA: Graduation Requirements and Early Graduation Policy

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

Policy JEDB: Student Dismissal: Procedures must adhere to the following rules: Students will only be released to the parent, guardian or designee of the parent or guardian or to other individuals or agencies as permitted or required by law. The district will release a student to either parent unless the district has a valid court order directing otherwise or unless the parent requesting release is only entitled to supervised visitation. If district staff have concerns about releasing the student to a parent, the student may be held while additional precautions are taken, including, but not limited to, verifying custody orders, contacting the other parent or contacting appropriate authorities. Students who are 17 years old and living independently and students 18 or older must validate their own attendance and dismissal. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. Any person requesting release of a student must present proper identification prior to release of the student. For the purposes of this policy, a parent is defined as a biological or adoptive parent, including parents who are unmarried; a guardian; or an individual acting as a parent in the absence of the parent or guardian. **Dismissal from School Activities**

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

Policy JFG & JFCI: To maintain a safe learning environment and properly investigate potential misconduct, district personnel may search student property or district property used by students. In some limited situations, the district may require students to undergo drug and/or alcohol testing. All searches will be conducted professionally and in accordance with law. The superintendent or designee is directed to provide staff with appropriate training and is authorized to contact the district's attorney for advice prior to conducting any search.

Searches of District Property - Students do not have an expectation of privacy in district-provided property. Lockers, desks, technology, and other district property are provided for the convenience of students and are subject to periodic inspection in accordance with law.

Searches of Student Property - Student property, including vehicles parked on district property, may be searched based on reasonable suspicion of a violation of law, district policy, or other rules applicable to students. Reasonable suspicion must be based on facts known to the administration, credible information, or reasonable inference drawn from such facts or information. Searches of student property shall be limited in scope based on the original justification for the search and shall be carried out in the presence of adult witnesses when possible. Students' privacy and dignity shall be respected.

Searches of Students - If reasonable under the circumstances, district administrators performing a search may require students to empty pockets or remove jackets, coats, shoes, and other articles of exterior clothing that when removed do not expose undergarments not otherwise observable.

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

District employees, administrators, and volunteers, other than commissioned law enforcement officials, shall not strip search students, as defined in state law, except that an administrator may conduct such a search if a commissioned law enforcement officer is not immediately available and the administrator has reason to believe that the student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to the student or others.

If a student is strip searched, as defined in state law, by an administrator or a commissioned law enforcement officer, the district will attempt to notify the student's parents/guardians as soon as possible. For the purposes of this section, the term "strip search" shall not include the removal of clothing in order to investigate the potential abuse or neglect of a student, give medical attention to a student, or screen a student for medical conditions. A designated district employee will notify parents/guardians if a search involving their student has occurred, and they will also be notified of the outcome of the search.

Drug-Detection Dogs - The district may arrange for law enforcement officials to use professionally trained dogs to detect the presence of drugs on district property. A drug-detection dog alerting to the presence of drugs will constitute reasonable suspicion for district administrators to conduct a search. Drug-detection dogs will not come into direct contact with students. The superintendent or designee shall develop procedures for the use of drug-detection dogs.

Student Drug and Alcohol Testing - If district personnel have reasonable suspicion that a student is under the influence of drugs or alcohol, the district may require the student to take a drug or alcohol test. Students who refuse to participate in drug or alcohol testing, may be disciplined as if they tested positive for the substance. Drug and alcohol testing are not a necessary or exclusive means of determining from the available evidence that a violation of district policy has occurred.

In accordance with law, the district may implement a random student drug-testing program for students in extracurricular activities.

Protection of Pupil Rights Amendment (PPRA) including:

- **Policy JHC: Student Health Services & Requirements**, Privacy Regarding Non-Emergency, Invasive Physical Examinations - The term "invasive physical examination" means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion or injection into the body, but does not include a hearing, vision, head lice or scoliosis screening.
- **Policy JHDA: Surveying, Analyzing or Evaluating Students**, Privacy Regarding Surveys - 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 and Board policy JO.
- **Policy KI: Public Solicitations/Advertising in District Facilities**, Privacy Regarding the Collection of Information for Marketing Purposes - The district will not collect, disclose or use personal information from students for the purpose of marketing or selling that information or otherwise providing that information to others for that purpose unless required by law.

Policy JHCB: Preschool Immunization Notice

Policies JO & JO-AP1: Notice of rights under the Family and Educational Rights and Privacy Act (FERPA) regarding directory information is information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student. The district will disclose the names, addresses, and telephone numbers of secondary school students to military recruiters or institutions of higher education as required by law. However, if a parent, or a secondary school student who is at least 18, submits a written request, the district will not release the information without first obtaining written consent from the parent or the student. The district will notify parents, and secondary school students who are at least 18, that they may opt out of these disclosures.

Policies JO & JO-AP1: *Directory Information – Information contained in an education record of a student that generally would not be considered harmful or an invasion of privacy if disclosed without the consent of a parent or eligible student.* The district will designate the types of information included in directory information and 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 or unless disclosure is otherwise prohibited by law. Parents and eligible students will be notified annually of the information the district has designated as directory information and the process for notifying the district if they do not want the information released.

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 email 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.

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 of birth; parents' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification or other unique personal identifier used by the student for the purposes of accessing or communicating in electronic systems as long as that information alone cannot be used to access protected educational records; participation in district-sponsored or district-recognized activities and sports; weight and height of members of athletic teams; athletic performance data; dates of attendance; degrees, honors and awards received; artwork or course work displayed by the district; schools or school districts previously attended; and photographs, videotapes, digital images and recorded sound unless such records would be considered harmful or an invasion of privacy.

Policy KB-AP1: Public Information Program regarding district and building accountability report cards

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

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

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

1. The person with the complaint ("complainant") must present a written complaint to the superintendent or designee that specifies the federal law or regulation alleged to have been violated and the facts supporting the allegation. Alternatively, the Department of Elementary and Secondary Education (DESE) will forward a complaint from a complainant to the district for resolution. The superintendent or designee will investigate and provide a written response to the complainant within five business days of receiving the complaint unless additional time is necessary to investigate or extenuating circumstances exist. The superintendent or designee is authorized to contact the district's private attorney for assistance in determining whether a violation has occurred.
2. If the complainant is not satisfied, he or she may request that the issue be placed on the Board agenda at the next Board meeting, using the process outlined in Board policy. The superintendent or designee will notify the complainant of the Board's decision and will provide the complainant a copy of DESE's Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures.
3. If the Board does not hear the issue or if the complainant is not satisfied with the Board's response, the complainant may appeal the issue to DESE in accordance with DESE's complaint procedures.

BELL SCHEDULES 2025-2026

<h1>RMS Bell Schedule</h1>				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
*7:35-7:50 BREAKFAST	*7:35-7:50 BREAKFAST	*7:35-7:50 BREAKFAST	*7:35-7:50 BREAKFAST	*7:35-7:50 BREAKFAST
PERIOD 1 7:55 - 8:41 AM 46 MIN	PERIOD 1 7:55 - 8:41 AM 46 MIN	PERIOD 1 7:55 - 8:29 AM 34 MIN	PERIOD 1 7:55 - 8:41 AM 46 MIN	PERIOD 1 7:55 - 8:41 AM 46 MIN
PERIOD 2 8:45 - 9:31 AM 46 MIN	PERIOD 2 8:45 - 9:31 AM 46 MIN	PERIOD 2 8:33 - 9:07 34 MIN	PERIOD 2 8:45 - 9:31 AM 46 MIN	PERIOD 2 8:45 - 9:31 AM 46 MIN
PERIOD 3 9:35 - 10:21 AM 46 MIN	PERIOD 3 9:35 - 10:21 AM 46 MIN	PERIOD 3 9:11 - 9:45 34 MIN	PERIOD 3 9:35 - 10:21 AM 46 MIN	PERIOD 3 9:35 - 10:21 AM 46 MIN
PERIOD 4 10:25 - 11:11 AM 46 MIN	PERIOD 4 10:25 - 11:11 AM 46 MIN	PERIOD 4 9:49 - 10:23 34 MIN	PERIOD 4 10:25 - 11:11 AM 46 MIN	PERIOD 4 10:25 - 11:11 AM 46 MIN
Blue Jay Hour 11:15 - 12:25 PM Lunch 1: 11:15 - 11:35 Lunch 2: 11:18 - 11:38 Lunch 3 11:39 - 11:59 Lunch 4: 11:42 - 12:02 Lunch 5: 12:05-12:25 70 MIN/LUNCH	Blue Jay Hour 11:15 - 12:25 PM Lunch 1: 11:15 - 11:35 Lunch 2: 11:18 - 11:38 Lunch 3 11:39 - 11:59 Lunch 4: 11:42 - 12:02 Lunch 5: 12:05-12:25 70 MIN/LUNCH	Blue Jay Hour 10:27 - 11:36 Lunch 1: 10:27 - 10:47 Lunch 2: 10:30 - 10:50 Lunch 3: 10:51 - 11:11 Lunch 4: 10:54 - 11:14 Lunch 5: 11:16-11:36 69 MIN/LUNCH	Blue Jay Hour 11:15 - 12:25 PM Lunch 1: 11:15 - 11:35 Lunch 2: 11:18 - 11:38 Lunch 3 11:39 - 11:59 Lunch 4: 11:42 - 12:02 Lunch 5: 12:05-12:25 70 MIN/LUNCH	Blue Jay Hour 11:15 - 12:25 PM Lunch 1: 11:15 - 11:35 Lunch 2: 11:18 - 11:38 Lunch 3 11:39 - 11:59 Lunch 4: 11:42 - 12:02 Lunch 5: 12:05-12:25 70 MIN/LUNCH
PERIOD 5 12:29 - 1:15 PM 46 MIN	PERIOD 5 12:29 - 1:15 PM 46 MIN	PERIOD 5 11:40 - 12:14 PM 34 MIN	PERIOD 5 12:29 - 1:15 PM 46 MIN	PERIOD 5 12:29 - 1:15 PM 46 MIN
PERIOD 6 1:19 - 2:05 PM 46 MIN	PERIOD 6 1:19 - 2:05 PM 46 MIN	PERIOD 6 12:18 - 12:52 PM 34 MIN	PERIOD 6 1:19 - 2:05 PM 46 MIN	PERIOD 6 1:19 - 2:05 PM 46 MIN
PERIOD 7 2:09-2:55 PM 46 MIN	PERIOD 7 2:09-2:55 PM 46 MIN	PERIOD 7 12:56 - 1:30 PM 34 MIN	PERIOD 7 2:09-2:55 PM 46 MIN	PERIOD 7 2:09-2:55 PM 46 MIN

<h1>SMS Bell Schedule</h1>				
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
*7:50-8:00 BREAKFAST	*7:50-8:00 BREAKFAST	*7:50-8:00 BREAKFAST	*7:50-8:00 BREAKFAST	*7:50-8:00 BREAKFAST
PERIOD 1 8:00 - 8:45 AM 45 MIN	PERIOD 1 8:00 - 8:45 AM 45 MIN	PERIOD 1 8:00 - 8:33 AM 33 MIN	PERIOD 1 8:00 - 8:45 AM 45 MIN	PERIOD 1 8:00 - 8:45 AM 45 MIN
PERIOD 2 8:49 - 9:34 AM 45 MIN	PERIOD 2 8:49 - 9:34 AM 45 MIN	PERIOD 2 8:37 - 9:10 AM 33 MIN	PERIOD 2 8:49 - 9:34 AM 45 MIN	PERIOD 2 8:49 - 9:34 AM 45 MIN
PERIOD 3 9:38 - 10:23 AM 45 MIN	PERIOD 3 9:38 - 10:23 AM 45 MIN	PERIOD 3 9:14 - 9:47 AM 33 MIN	PERIOD 3 9:38 - 10:23 AM 45 MIN	PERIOD 3 9:38 - 10:23 AM 45 MIN
PERIOD 4 10:27 - 11:12 AM 45 MIN	PERIOD 4 10:27 - 11:12 AM 45 MIN	PERIOD 4 9:51 - 10:24 AM 33 MIN	PERIOD 4 10:27 - 11:12 AM 45 MIN	PERIOD 4 10:27 - 11:12 AM 45 MIN
Cardinal Hour 11:16 - 12:26 PM 8th Grade Lunch 11:16 - 11:36 7th Grade Lunch 11:41 - 12:01 6th Grade Lunch 12:06 - 12:26 70 MIN / Lunch	Cardinal Hour 11:16 - 12:26 PM 8th Grade Lunch 11:16 - 11:36 7th Grade Lunch 11:41 - 12:01 6th Grade Lunch 12:06 - 12:26 70 MIN / Lunch	Advisory 10:28 - 11:39 AM 8th Grade Lunch 10:28-10:48 7th Grade Lunch 10:53-11:13 6th Grade Lunch 11:19-11:39 71 MIN / Lunch	Cardinal Hour 11:16 - 12:26 PM 8th Grade Lunch 11:16 - 11:36 7th Grade Lunch 11:41 - 12:01 6th Grade Lunch 12:06 - 12:26 70 MIN / Lunch	Cardinal Hour 11:16 - 12:26 PM 8th Grade Lunch 11:16 - 11:36 7th Grade Lunch 11:41 - 12:01 6th Grade Lunch 12:06 - 12:26 70 MIN / Lunch
PERIOD 5 12:30 - 1:15 PM 45 MIN	PERIOD 5 12:30 - 1:15 PM 45 MIN	PERIOD 5 11:43 - 12:16 PM 33 MIN	PERIOD 5 12:30 - 1:15 PM 45 MIN	PERIOD 5 12:30 - 1:15 PM 45 MIN
PERIOD 6 1:19 - 2:04 PM 45 MIN	PERIOD 6 1:19 - 2:04 PM 45 MIN	PERIOD 6 12:20-12:53 PM 33 MIN	PERIOD 6 1:19 - 2:04 PM 45 MIN	PERIOD 6 1:19 - 2:04 PM 45 MIN
PERIOD 7 2:08-2:55 PM 47 MIN	PERIOD 7 2:08-2:55 PM 47 MIN	PERIOD 7 12:57-1:30 33 MIN	PERIOD 7 2:08-2:55 PM 47 MIN	PERIOD 7 2:08-2:55 PM 47 MIN

CMS Bell Schedule

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
*7:35-7:50 BREAKFAST				
PERIOD 1				
7:55 - 8:41 AM 46 MIN	7:55 - 8:41 AM 46 MIN	7:55 - 8:29 AM 34 MIN	7:55 - 8:41 AM 46 MIN	7:55 - 8:41 AM 46 MIN
PERIOD 2				
8:45 - 9:31 AM 46 MIN	8:45 - 9:31 AM 46 MIN	8:33 - 9:07 34 MIN	8:45 - 9:31 AM 46 MIN	8:45 - 9:31 AM 46 MIN
PERIOD 3				
9:35 - 10:21 AM 46 MIN	9:35 - 10:21 AM 46 MIN	9:11 - 9:45 34 MIN	9:35 - 10:21 AM 46 MIN	9:35 - 10:21 AM 46 MIN
PERIOD 4				
10:25 - 11:11 AM 46 MIN	10:25 - 11:11 AM 46 MIN	9:49 - 10:23 34 MIN	10:25 - 11:11 AM 46 MIN	10:25 - 11:11 AM 46 MIN
Raven Hour				
11:15 - 12:25 PM	11:15 - 12:25 PM	10:27 - 11:36	11:15 - 12:25 PM	11:15 - 12:25 PM
6th Purple: 11:15 - 11:35 6th Silver: 11:18 - 11:38 8th Purple: 11:39 - 11:59 8th Silver: 11:42 - 12:02 7th Grade: 12:05-12:25	6th Purple: 11:15 - 11:35 6th Silver: 11:18 - 11:38 8th Purple: 11:39 - 11:59 8th Silver: 11:42 - 12:02 7th Grade: 12:05-12:25	6th Purple: 10:27 - 10:47 6th Silver: 10:30 - 10:50 8th Purple: 10:51 - 11:11 8th Silver: 10:54 - 11:14 7th Grade: 11:16-11:36	6th Purple: 11:15 - 11:35 6th Silver: 11:18 - 11:38 8th Purple: 11:39 - 11:59 8th Silver: 11:42 - 12:02 7th Grade: 12:05-12:25	6th Purple: 11:15 - 11:35 6th Silver: 11:18 - 11:38 8th Purple: 11:39 - 11:59 8th Silver: 11:42 - 12:02 7th Grade: 12:05-12:25
70 MIN/LUNCH	70 MIN/LUNCH	69 MIN/LUNCH	70 MIN/LUNCH	70 MIN/LUNCH
PERIOD 5				
12:29 - 1:15 PM 46 MIN	12:29 - 1:15 PM 46 MIN	11:40 - 12:14 PM 34 MIN	12:29 - 1:15 PM 46 MIN	12:29 - 1:15 PM 46 MIN
PERIOD 6				
1:19 - 2:05 PM 46 MIN	1:19 - 2:05 PM 46 MIN	12:18 - 12:52 PM 34 MIN	1:19 - 2:05 PM 46 MIN	1:19 - 2:05 PM 46 MIN
PERIOD 7				
2:09-2:55 PM 46 MIN	2:09-2:55 PM 46 MIN	12:56 - 1:30 PM 34 MIN	2:09-2:55 PM 46 MIN	2:09-2:55 PM 46 MIN



TECHNOLOGY 1 TO 1 PROGRAM CHARGES

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

The District’s 1 to 1 computer initiative will provide laptops to students in grades 8-12 for the 2025-2026 school year. 1 to 1 devices will follow students throughout their educational career in Raytown. Students in grades 2-7 will have access to 1 to 1 devices in the classroom. Students in grades K-1 will have access to classroom computer sets.

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

Program Key Points:

- Each student in the 1 to 1 program will be loaned either a Chromebook (grades 8 and 9) or a Windows laptop (grades 10-12), and a charger upon completed enrollment in the District.
- Devices will be checked out at the beginning of the year and returned at the end of the year or when the student withdraws from the District.
- Students will be responsible for the device loaned to them and taking good care of it.
- Students may not alter the appearance of the device, including adding stickers, or other embellishments.
- Students are responsible for all damage to the device as outlined in the Device Repair Charge schedules, which can be found on the District website (<https://www.raytownschools.org/departments/technology/device-damage-andcharges>)
- Lost, stolen or non-returned devices will result in a charge of the full replacement value of the device.
- Students are expected to follow all Board policies, procedures, and district handbooks regarding the care and use of the device.
- Students are expected to practice safe and responsible technology use.
- Devices must be charged and brought to school each day.
- The loaned device remains the property of the District and is subject to inspection at any time without notice; there is no expectation of privacy while using District’s technology resources.

Student Damage Repair Cost: Students are responsible for caring for the device checked out to them and for following the Technology Usage Policies and Administrative Procedures (EHB, EHB-AP1). If an accident occurs, additional costs may be incurred as outlined in the Device Damages & Charges schedule on the District website (<https://www.raytownschools.org/departments/technology/device-damage-and-charges>). If the technology optional insurance is not purchased, all damage will be assessed a charge of 100% of the cost of replacement.

<u>Optional Insurance Cost</u>	<u>Fee Per Student</u>	<u>Family Maximum</u>
Full Pay Lunch	\$21	\$42
Free/Reduced Lunch	\$11	\$22

If technology optional insurance is purchased, damage costs will be assessed as follows:

Repair Cost	1st Incident	2nd Incident	Additional Incidents	Lost/Stolen Device
Up to \$50	no charge	50% parts cost	100% parts cost	Chromebook: \$234 Windows laptop: \$506
Over \$50	up to \$25 deductible	50% parts cost	100% parts cost	Chromebook: \$234 Windows laptop: \$506

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

In particular, these agreements state:

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

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

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

Protecting Students at School Student safety remains a priority with our Online Safety curriculum. As a certified Common Sense Media District, our online safety program is derived from the Children's Internet Protection Act

(CIPA) recommended guidelines established through CommonSenseMedia.org. For more information on online safety and resources you can use at home, see the Online Safety resources on the District website.

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

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

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

- Log in on your device using only district provided account.
- Do not share passwords.
- Carry your device with both hands.
- Always set your device on flat surface to use it.
- Keep food and drinks away; don't eat or drink while using your device. Instead, take a study break.
- Never place heavy object on your device or place your device in a backpack with textbooks, this can cause your screen to crack over time.
- Keep your device clean.
- Charge your device every night; look for the charging light.
- Keep your device away from pets.
- Do not swap or share with another student.
- You are solely responsible for your device, keep it safe at all times.
- You are only allowed to download or install any software or other materials approved by district.
- Do not record video, audio or photos on school property without district permission.
- Do not leave items, such as headphones, inside the laptop when closing.
- Do not leave your device in a car.
- Do not store your device with the lid open.
- Do not remove district asset tags or stickers; this will result in a damage charge.
- You are encouraged to save all your work to Google Drive.

More information on the District 1 to 1 Program, including the 1 to 1 Handbook and District Policies & Procedures, can be found on the District website at <https://www.raytownschools.org/departments/techonology>