Independence School District

Elementary Student-Parent Handbook

201 North Forest Avenue

Independence, Missouri 64050

(816) 521-5300

Adopted by the Board of Education: ~~June 10, 2025; Updated September 10, 2025~~

Each line item listed in Contents is a hyperlink to its corresponding section within this Handbook document. Please click on the line item to quickly access that section.

If a form mentioned is not in this Student Parent Handbook, please contact the office at your student's school.

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Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. Parent Square, the District's communication platform, also offers translation features. For assistance in Spanish, please call our Department of Spanish Translation & Interpretation at 816-521-5394 extension 1 – or –
email Spanish_interpreters@isdschools.org.

Ponemos a disposición de los padres/guardianes y estudiantes que lo necesiten servicios gratuitos de interpretación y traducción. Si necesita un intérprete, informe al maestro de su estudiante o a la escuela, y el distrito coordinará con un intérprete sin costo alguno.

Parent Square, la plataforma de comunicación del Distrito, también ofrece una función de traducción. Para asistencia en español, por favor llame a nuestro Departamento de Traducción e Interpretación al 816-521-5394, extensión 1.

Mission C-110-S
The mission of The School District of the City of Independence District No. 30 is: By providing a quality education, the Independence School District will ensure that each learner will achieve the skills and self-confidence to be successful in an ever-changing world.

Vision Statement
A community united to improve the quality of life through education.

School Board Members G-100-S

Anthony Mondaine, President
Wendy Baird, Vice President
Brandi Pruente, Treasurer
Carrie Dixon, Director
Justin Durham, Director
Jill Esry, Director
Sarah Wimberly, Director

The role of the District's Board is to govern the community's public schools by making the major decisions for the District as a whole. The Board collectively makes these decisions and individual Board members do not have the power to speak or act for the Board. The Board as a whole, by working with the Superintendent to make decisions that will best serve the District's students, will govern the community's schools. Accordingly, complaints or concerns made to Board members will be referred to the appropriate District point of contact for resolution.

Welcome Letter

Dear Elementary School Families,

The faculty and staff of the Independence School District are proud of our school system and welcome you to be part of another great school year!

Throughout the year, we work to create an educational environment in which each child and family member is valued, respected and supported. Our goal is to provide a high-quality education for our students and to nurture a love for learning that will continue throughout life.

Our students' successes are directly related to positive parent and family involvement. Together we can make a difference in our children's lives by providing the guidance and education needed for them to become thriving citizens in our learning community. The greatest contribution you can make to the school community is the time you spend with your student providing academic and emotional support. We invite you to get to know your student's teachers and to become active members of your school community. We also encourage you to join PTA!

The purpose of this handbook is to make you aware of the policies and procedures that are followed at our schools. We abide by the Independence School Board policies and regulations that are found on the Independence School District's website https://egs.edcounsel.law/independence-school-district-policies. If you have further questions, please do not hesitate to contact your student's school for more information.

Sincerely,

~~Mr.~~ Dr. Kevin Lathrom
Assistant Superintendent

Academic Calendar I-100-S

INDEPENDENCE PUBLIC SCHOOLS

2026-2027 CALENDAR

Student Contact / Teacher Contract

July 2026					August 2026					September 2026					October 2026				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7		1	2	3	4				1	2
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11	5	6	7	8	9
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18	12	13	14	15	16
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25	19	20	21	22	23
27	28	29	30	31	31					28	29	30			26	27	28	29	30
Student Attendance				0	Student Attendance				6	Student Attendance				18	Student Attendance				18
Teacher Contract				0	Teacher Contract				13	Teacher Contract				19	Teacher Contract				19

November 2026					December 2026					January 2027					February 2027				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
2	3	4	5	6		1	2	3	4					1	1	2	3	4	5
9	10	11	12	13	7	8	9	10	11	4	5	6	7	8	*8*	9	10	11	12
16	17	18	19	20	14	15	16	17	18	11	12	13	14	15	15	16	17	18	19
23	24	25	26	27	21	22	23	24	25	18	19	20	21	22	22	23	24	25	26
30					28	29	30	31		*25*	26	27	28	29					
Student Attendance				14	Student Attendance				15	Student Attendance				16	Student Attendance				16
Teacher Contract				15	Teacher Contract				15	Teacher Contract				17	Teacher Contract				17

March 2027					April 2027					May 2027					June 2027				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2	3	4	5	6	7		1	2	3	4
8	9	10	11	12	5	6	7	8	9	*10*	11	12	13	14	7	8	9	10	11
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
29	30	31			*26*	27	28	29	30	31					28	29	30		
Student Attendance				18	Student Attendance				18	Student Attendance				16	Student Attendance				0
Teacher Contract				20	Teacher Contract				19	Teacher Contract				16	Teacher Contract				0

July	0	Jan	17
Aug	13	Feb	17
Sept	19	March	20
Oct	19	April	19
Nov	15	May	16
Dec	15	June	0
		Total	170

Required Student Contact Days	155
Required Teacher Contract Days	170
Float Work Day	1
Total Contract Days	171

Student Monday Attendance Days:
August 24th, August 31st, November 2nd, November 23rd, December 14th, December 21st, March 22nd, May 24th

Quarter 1: August 24th - October 16th

Quarter 2: October 19th - December 22nd

Quarter 3: January 5th - March 12th

Quarter 4: March 16th - May 27th

Tentative Summer School Start - June 1, 2027

Graduation - May 21st and May 22nd

Seniors Last Day - May 19th

**** = Weather Make Up Days**
#1 January 25th, #2 February 8th, #3 March 1st, #4 April 26th, #5 May 10th

Non Work Days Before / After Contract Days

First / Last Day of Semester

Non School / Non Contract

Professional Development - No School / Contract

Building/Cross District/Teacher Work Day
(Building Determination for A.M or P.M. Session)

Teacher Work Day

Parent Teacher Conference Week

School Building and Contact Information
To view the Independence School District's Elementary Schools, please visit:
https://www.isdschools.org/schools-sites/elementary

The Department of Elementary and Secondary Education's District and Building Report Cards are available here.

Individual building websites are as follows:

Abraham Mallinson

Blackburn

Bryant

Cassell Park

Christian Ott

Fairmount

Glendale

John W. Luff

Korte

Little Blue

Mill Creek

Procter

Randall

Santa Fe Trail

Spring Branch

Sugar Creek

Sycamore Hills

Thomas Hart Benton

Three Trails

William Southern

School Cancellations and/or Early Dismissal
School will be closed when weather conditions are such that buses are unable to run safely. A broadcast will be made utilizing social media, robo calls, Parent Square, local tv

channels, and local radio stations to notify students and parents/guardians. Please do not call the administration or radio/TV stations for this information.

At times, school may dismiss early during the day. In the event such a closing should occur, a broadcast will be made and media notified. Information should be given to your child as to what your student should do if this situation arises. Please keep a watch on the weather, especially in the winter months. If the school needs to send your student to another destination or phone someone to pick up your student, please have this information on file in the office. Time is short in emergency situations and every effort will be made to keep students safe.

Class Schedules/Bell Schedules

Daily Schedule

Instruction begins as soon as the school day starts. Please check with your child's elementary school for the daily schedule. Time on task is essential to student success; therefore, keeping interruptions to a minimum protects instructional time. We encourage you to help preserve instructional time by ensuring your child arrives in their classroom on time and remains in class until dismissal. Students who come after the starting time will be counted as tardy.

To ensure each child's safety, the school must be informed of the procedure to follow at dismissal, i.e., the student is to ride the bus, the parent/guardian will pick up the student, the student is to stay for after-school clubs, etc. If there is a change from the usual routine, the parent's/guardian's responsibility is to notify the school by phone or with a signed note at least 60 minutes prior to dismissal. We will not allow students to change their regular dismissal plan without prior notification from the parent/guardian.

Students who are car riders, staying late for activities or who are returned to school by transportation are expected to be picked up in a timely manner. If the school cannot reach any contact whose information is on file and the child remains at school for a lengthy time, the local law enforcement agency may be contacted for assistance.

Attendance and Absence Procedures S-115-S

Expectations for Attendance

The Board of Education believes that regular attendance at 90% or above is essential to achieving success in school. Education is a total process based upon continual communication and shared responsibilities among parents/guardians, students, teachers and school. As students mature and progress through the educational system, they should increasingly assume responsibility for regular attendance. However, parents/guardians have a legal and moral responsibility to require regular attendance at school.

Attendance is essential for learning. By law, all children must attend school from the age of 7 until the age of 17. Parents/guardians are accountable for the attendance of their child. The District will inform parents/guardians of their student’s absence and support families when attendance becomes a concern. It is the responsibility of the student to

make up work due to an absence. All absences count toward student's missed days and their attendance percentage.

Excessive absences (below 90%) may affect your learning and will be addressed by school administrators, family school liaisons, and/or School Resource Officers.

Procedures for Reporting an Absence
Students who stay home from school are required to have a parent/guardian call the school attendance office for each day you are absent within 30 minutes of tardy bell. (see below) We encourage medical appointments to be made outside school hours (including Mondays), whenever possible, to reduce the amount of learning time lost.

Parents/guardians of students who did not call the school will be contacted by an automated call at 10:00 a.m. to notify them of the student's absence and request absence verification. Students who arrive late or check out early must sign in/out in the office.

Unenrollment Due to Absences
In accordance with law, when a student is continuously absent for a 21 consecutive calendar day period, the student is withdrawn from the District.

Arrival and Dismissal Times

Building	*Arrive*	*Tardy Bell*	*Dismiss*
IA	7:20 a.m.	7:30 a.m.	2:32 p.m.
Benton, Procter, Randall, Santa FE	7:55 a.m.	8:05 a.m.	3:50 p.m.
All other Elementary Schools	8:40 a.m.	8:50 a.m.	4:35 p.m.

Late Arrival/Tardiness
Punctuality is important. Students who are tardy to class will be marked in PowerSchool. A late arrival or tardy occurs when a student arrives after the expected class has begun, as determined by the District. The District will count tardiness as an absence after the student is 15 minutes late.

Early Departures From School
If it is necessary for your child to leave school during the school day, please notify the school office by sending a signed note or calling the office. Students must be checked out at the office by a parent/guardian or designated individual on the student's emergency contact list (must present valid photo identification.) Office personnel will then call the student to the office. Accurate attendance records are kept and include the time of departure.

Only persons listed in PowerSchool will be permitted to check students out from school. ID's will be checked.

Emergency Contacts

It is essential for the school to have updated emergency contact phone numbers and addresses in case of accident, illness, or school emergencies. A minimum of TWO working phone numbers and a current address are needed at all times. Please notify your school as soon as possible if the emergency contact information changes during the year.

Dress Code S-180-S

The Independence School District believes that respect for oneself and respect for the greater community of students and staff is reflected in the way one chooses to dress. The way a student chooses to dress should not be a distraction or a disruption to the learning environment of others. Therefore, students should wear clothing that is appropriate for school and is not distracting, disrespectful, offensive, or unsafe. The following guidelines have been adopted to help advise students on proper and appropriate attire:

1. Students must be covered adequately. Because revealing clothing can be distracting to the learning process, the following guidelines must be followed when choosing apparel for school:
    - Shirts must have straps of at least 2 inches and completely cover the chest, back, and stomach.
    - Sheer fabrics may be worn only if clothing providing appropriate coverage is worn underneath.
    - Undergarments may not be showing at any time. Clothing must completely cover the student's undergarments both sitting and standing.
    - Pants, jeans, shorts, skirts, and dresses must provide adequate coverage of the student's legs, buttocks, abdomen, lower back, and undergarments both sitting and standing.
    - Pants must be worn around your waist. Loose pants or shorts that appear in danger of falling off are not acceptable clothing for school.
2. Clothing is considered inappropriate that promote substances or acts that are illegal in a public school, and clothing that makes specific or innuendo references to alcohol, drugs, tobacco, violent behavior or sexual activity is unacceptable.
3. Clothing that depicts discrimination against others based on their race, ethnicity, gender, religion, physical disability, or sexual orientation, and clothing deemed disrespectful of any of these groups is unacceptable.

~~2.~~4. Clothing with language or symbols that promote gangs. This guideline includes all jewelry and accessories worn in school.

3. No clothing item can be worn in a way that conceals the identity of the student. For safety purposes, students must be able to be identified by staff and students.
4. Hats may not be worn inside the building during the school day. This includes stocking caps, scarves, bandanas, hoods, or other headwear, except as required by law.

5. Soled shoes must be worn at all times. Because a fire or weather emergency could cause unsafe debris on the floor, soled shoes must be worn at all times. Soft-soled house shoes or slippers are considered unsafe, as they would not provide adequate protection for students' feet in an emergency situation.
6. Sunglasses may not be worn in any manner unless under a doctor's prescription. Sunglasses interfere with students' ability to read and make eye contact with other students and staff. Sunglasses also inhibit the ability of the faculty to safely identify students.
7. Face paint, overly dramatic make-up, and non-approved face masks may not be worn. Because this could create an unsafe environment, covering of the face is not permitted.
8. Costumes may not be worn to school, in the school building, or a school sponsored event unless pre-approved by administration in relation to a school spirit day.
9. No chains over 12 inches and no spiked bracelets or necklaces are permitted.
10. No blankets shall be carried or worn as coats or to wrap up while in the building. The temperature in the building is regulated according to the outside temperature and kept at a comfortable setting for the learning environment of the student.

Exceptions to the Dress Code requirements may be made by Building Administration or designee for special events (i.e. spirit week). If you have any questions about exceptions for religious purposes, please contact the Building Administration.

As fashion trends develop, the administration may determine other styles of clothing are not appropriate, and it is they who have the final right to decide what is acceptable attire for school.

Violations of the District dress code will be addressed with remedial actions and/or consequences.

Food Service Program F-285-S
Breakfast and Lunch

Parents/guardians will receive a notice if their child has an unpaid lunch charge. If the charge(s) continues to be unpaid, a telephone call to the parent/guardian will be made.

2026-2027~~2025-2026~~ Meal Prices

Students:	breakfast $2.00~~1.90~~	lunch $3.05~~10~~
Adults:	breakfast $2.65	lunch $4.45

Meal prices subject to change with Board approval.

~~*Free and Reduced Lunch Application*~~

~~The Independence School District offers breakfast and lunch each school day. Families are encouraged to fill out a free/reduced lunch application. Applications will be~~

~~processed as soon as possible and a notice sent to you from Nutrition Services. You can access the application online at~~

~~https://www.myschoolapps.com/Home/DistrictRedirect/INDEPEND30SD_MO~~

~~It is important to note that our school receives federal funding based on the number of students qualifying for free or reduced lunches. Please take advantage of this program if you qualify. All families receiving assistance are kept in confidence.~~

~~Applications for meal benefits must be submitted every year to maintain meal benefits from July 1 through June 30. Income guidelines do change annually on July 1. All households who apply for meal benefits will be notified by mail whether approved or denied. Any student receiving free or reduced-price meal benefits in a given school year will have those benefits extended to them for the first thirty days of the following school year. This is to allow the filling out of a new application with no interruption of service or accumulation of meal charges for this time frame. If at the end of these thirty days no application is received, a student's status will be changed to full-pay and meal charges will start accruing. All accumulated charges are the parent's/guardian's responsibility to pay.~~

School Meal Balances

It is extremely important that parents/guardians ~~and guardians~~ pay off meal balances in a timely manner. Unpaid meal balances at the end of every school year are taken out of each school's building budget. That means money is taken from other opportunities that would enrich and support student learning. This is why the Independence School District makes every effort to work with our families to get these paid. The Independence School District would never let a student go hungry. All ISD students are receiving meals.

If parents and guardians do not make payments by their school's designated date or enter into a payment agreement, this will become an obligation in their account. If a payment isn't made or a payment agreement isn't worked out in good faith, grade cards, teacher assignments, field days, and schedules may be withheld pending a payment or payment agreement. Parents and guardians with outstanding balances will not be able to sign-up for additional services, including Kids' Safari and Early Education. If a balance is accrued and a payment arrangement isn't made, services including Kids' Safari and Early Education may be canceled.

Our Family School Liaison (FSL) at each school works with families to assist and support. If you would like additional support and services through our FSL's, parents and guardians should contact your child's school directly. If you have questions about how to make your payments or need additional support with a payment plan, please reach out to your child's school and we would be more than happy to work with you.

~~*Unpaid Meal Charge Policy*~~

~~Please click here and scroll down the webpage for the ISD Unpaid Meal Charge Policy: https://isdschoolsorg.finalsite.com/our-district/departments/nutrition Unpaid meal charges may result in suspension or withholding of some ISD services including but not limited to Kids' Safari and Early Education services, grade cards, teacher and classroom assignments, etc.~~

ISD School Meal Charges Policy

ISD Nutrition Services provides nutritious, healthy, USDA-aligned school meals: breakfast, lunch, and an afternoon snack. This policy outlines the process for charging and obtaining payment for these meals. While this policy outlines the financial procedures related to school meals, no student in the ISD will ever be denied a meal due to a lack of funds or inability to pay.

Policy posting, distribution

This policy is included in the Student-Parent Handbooks, and parents/guardians acknowledge that they have read and understood it during the online enrollment process each school year. The policy is also provided to parents/guardians of students who enroll after the beginning of the school year. This policy is posted on the Nutrition Services page of the District website and is included in the Student-Parent Handbooks.

All ISD Nutrition Services staff who are responsible for collecting payment for school meals are required to review, understand, and enforce this policy. This policy is also provided to all building administrators, staff involved with notifying parents/guardians about student meal account balances, Family School Liaisons, school nurses, school counselors, and any other staff who regularly assist with student support.

Definitions

- **A-la-carte Items** - Individual food or beverage items sold separately from the standard school meal. Examples may include chips, bottled water, sports drinks, or additional entrees. A-la-carte items are any items not included as part of the posted daily school breakfast or lunch menu and must be purchased separately. A-la-carte items do not qualify as reimbursable meals and are not eligible for federal reimbursement.
- **Free Meals** - School meals provided at no cost to students who qualify based on household income guidelines or program eligibility established through the National School Lunch Program. Eligibility is determined through an approved meal benefits application or through direct certification based on participation in qualifying assistance programs.

- **Full-Price Meals** - School meals purchased at the standard student meal rate by students who do not qualify for free or reduced-price meal benefits.
- **Negative Meal Balances** - A negative meal balance occurs when a student's School Meal Account does not have sufficient funds to cover the cost of meals or a-la-carte purchases that have already been charged to the account.
- **Student Meals** - Nutritious breakfast and lunch options offered daily as part of the district's posted school menus. These meals meet federal nutrition standards and include the required meal components established by the U.S. Department of Agriculture (USDA) under the National School Lunch Program and School Breakfast Program. When the required components are met, the meal qualifies as a reimbursable meal and is available to students at the free, reduced-price, or full-price rate based on eligibility.
- **Student Meal Accounts** - Each enrolled student is automatically assigned a School Meal Account with a unique identification number. Students are provided this Lunch ID number at school and are shown how to enter it at the cafeteria point-of-sale register during mealtimes. Funds deposited into the account are used to pay for school meals and any approved a-la-carte purchases.
- **Reduced-Price Meals** - School meals offered at a discounted rate to students who qualify for meal benefits based on household income guidelines established through the National School Lunch Program.

Meal Charge and Account Management

The Independence School District is committed to ensuring that all students have access to nutritious meals each school day. No student will be denied a reimbursable meal due to a lack of funds or an inability to pay.

Account Responsibility

Parents/guardians are responsible for maintaining a positive balance in their student's School Meal Account. Funds may be added at any time:

- **Online** through the MySchoolBucks platform (vendor-imposed processing fees apply)
- **In person** by sending cash or check to the school

Parents/guardians are encouraged to monitor account balances regularly.

Low Balance Notifications

As a student's account balance decreases, automated notifications will be sent to parents/guardians as a reminder to add funds. Additional reminders will be sent if the

account reaches a negative balance and will continue until the Student Meal Account is no longer negative.

Charging Meals

If a student does not have sufficient funds in their Student Meal Account:

- The student will still be provided a standard reimbursable breakfast or lunch meal.
- Meal charges will continue to accrue in the student's School Meal Account.
- Parents/guardians will be notified of the negative balance and asked to submit payment promptly

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A-la-carte Purchases

A-la-carte items are optional and must be paid for at the time of purchase.

- Students with a negative account balance may not charge a-la-carte items.
- A-la-carte purchases are only allowed when sufficient funds are available in the student's account.

Negative Account Balances

If a student's account remains negative:

- The District will continue to provide reimbursable meals.
- The Nutrition Services Department or school staff may contact the parent/guardian regarding a negative Student Meal Account balance. When an account balance reaches **negative $10.00**, or **negative $5.00 for students receiving reduced-price meals**, the District may contact the parent/guardian to discuss the balance and work collaboratively to establish a repayment plan. Any communication regarding the account will be conducted discreetly and respectfully.
- A school administrator or counselor may meet with the student to assess potential family hardship or barriers and to facilitate access to available school or community resources.
- Families are encouraged to complete a Free and Reduced-Price Meal Application.

Students will not be identified, singled out, stigmatized, or disciplined due to a negative Student Meal Account balance or a parent's/guardian's inability to pay. The District will

not require students with unpaid balances to perform work, wear identifying markers, or receive an alternate meal in place of a standard reimbursable meal. The District will comply with all applicable laws and will not withhold student records, transcripts, or participation in school activities for unpaid meal balances.

Negative Student Meal Account balances remain the financial responsibility of the parent/guardian and follow the student throughout the school year and across schools within the District. Any unpaid balance remains due even if the student withdraws, transfers, or graduates.

If a student becomes eligible for Free or Reduced-Price meals after accruing a negative balance, the parent/guardian remains responsible for any charges incurred prior to the status change.

Free and Reduced-Price Meal Applications

Families may apply for free or reduced-price meals at any time during the school year. Applications are available as an optional add-on at the completion of online student enrollment and through the district website on the Nutrition Services page. Reminder communications may be sent periodically to families or posted on district social media platforms.

At the start of a new school year, students who qualified for free or reduced-price meals in the previous school year will receive a **30 school-day grace period** to remain in the same status. **Parents/guardians must fill out a new application each school year.** If a new application is not submitted and approved within this period, the student's status will change to full-price. You can access the application online at https://www.myschoolapps.com/Home/DistrictRedirect/INDEPEND30SD_MO .

Please note: The application link is temporarily unavailable each year from **mid-June to early July** during the system rollover between school years in PowerSchool.

Lunchroom Expectations

- Use good table manners.
- Use soft voices when talking to the person next to you.
- Wait quietly and patiently in line.
- Show respect to lunchroom personnel.
- Do not share food.
- Students will be expected to conduct themselves properly while using the cafeteria. Throwing of objects or creating any disturbance will result in a disciplinary consequence. Students may be required to assist with clean-up duty, silent lunch detention, and/or referral to their administrator.

We strongly discourage students from bringing soft drinks, snacks, and/or candy in lunches brought from home.

Adult Visitors for Lunch
A parent or guardian may come for lunch during the assigned lunch period and eat with their child.

School Nutritional Program F-290-S
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race,
color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

Mail:	U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
Fax:	(202) 690-7442; or
Email:	program.intake@usda.gov

This institution is an equal opportunity provider.

Allergy Prevention and Response S-145-S
The District is required to ensure students with allergies are safe at school through planned prevention and response to a student's allergic reaction. For purposes of District policy and related procedures, an allergic reaction occurs when the immune system overreacts to a typically harmless substance and may be mild to life-threatening. Allergy prevention and response protocols apply to all school locations, including nonacademic, school-sponsored activities and transportation provided by the District.

The Board authorizes the Superintendent or designee to develop and implement procedures to protect the health and well-being of students with significant allergies.

Building-Wide and Classroom Approaches
Staff members shall not use air fresheners, oils, candles, incense or other such items intended to add fragrance in any district facilities. This provision will not be construed to prohibit the use of personal care items that contain added fragrance, but the principal may require staff members to refrain from the use of personal care items with added fragrance under particular circumstances. Staff members are prohibited from using cleaning materials, disinfectants, pesticides or other chemicals except those provided by the District.

Except as otherwise outlined in this procedure, drivers will not allow students to eat or drink on district transportation unless the student has written permission from his or her building principal. Written permission will be provided if the student has a medical need to consume food or beverages during the time the student is transported. A student who has a medical need to consume food or beverages on district transportation must have an IEP, 504 Plan or IHP that addresses which foods or beverages the student may consume. Students being transported to and from activities on district transportation may be allowed to consume food and beverages if the staff member serving as sponsor has verified that none of the students being transported have documented life-threatening food allergies.

Latex Allergies
Latex-free gloves and bandages are used in the school health clinics. We recognize that it is difficult, if not impossible, to completely avoid all latex allergy-causing products because they can be hidden or accidentally introduced. If your child has a diagnosed allergy to latex please notify the school nurse.

Allergies
Parents/guardians should provide, at the time of enrollment and upon diagnosis, information on any allergies the student may have. The school nurse may request written permission from the parents/guardians to communicate with a student's health care provider as needed. Staff members are trained annually on risk reduction strategies, symptom recognition, and response procedures. The school nurse has an emergency kit available and accessible in all school buildings containing prefilled auto syringes of epinephrine and asthma-related medications, Narcan, and Benadryl as allowed by District rules. If you do not want these medications administered to your student in an emergency, please notify the school nurse in writing.

The District will provide age-appropriate education for students, consistent with state learning standards, including potential causes of allergic reactions, information on avoiding allergens, symptoms of allergic reactions, and simple steps a student can take to keep classmates safe.

All processed foods are labeled with a complete list of ingredients on each individual package. Ingredient lists will be created for all food provided through the District's nutrition program, including before- and after-school programs, which are available upon request. This also applies to items sold as part of concessions, fundraisers, and classroom activities. All foods sold to ~~all~~ students during the school day are under the scrutiny of USDA's National School Lunch Program regulations, which were created to promote high standards for all foods made available to children. Independence School District strictly adheres to the nutrition regulations.

Individual Approaches
The District will evaluate and determine whether a student's allergies rise to the level of a disability that requires accommodations through the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504). For ~~those~~ students who have allergies that do not rise to the level of disability, a designated team may develop an Individual Health Plan (IHP) and/or Emergency Action Plan (EAP). Staff who have a need to know about a student's allergies and plan will be informed and trained, and all staff members will follow any IEP, 504 Plan, IHP, and/or EAP.

A student's health information and individualized plan will be kept confidential and not shared with those who do not have a need to know unless authorized by the parent/guardian or as allowed by the Family Educational Rights and Privacy Act (FERPA). The District will communicate and collaborate at least annually with parents/guardians regarding the student's allergies, medications, restrictions/precautions, emergency contacts and any other relevant information to keep the student safe.

Health Services S-215-S
Health services are provided under the direction of a school nurse. A nurse, who is a registered nurse (RN) or a licensed practical nurse (LPN), will be on duty during school hours. The school nurse for your student's building may provide services in other buildings as well. Although the nurse may be not physically present at all times in a specific building, the nurse is always on call and there are trained employees in the building to provide first aid, dispense medication, and support the needs presented in the health office. It is important that parents/guardians yearly provide the health clinic and office with emergency telephone numbers and current work numbers and update whenever changes occur. Parents/guardians should provide, at the time of enrollment and upon diagnosis, information on any health conditions their student may have.

Illnesses/Injuries
The school nurse is here to provide first aid and to assess the child who is injured. Parents/guardians will be notified when a serious injury has occurred at school.

Students with contagious conditions are not allowed to attend school during the time they are likely to transmit an illness. This not only gives the student an opportunity to

rest and recover, but also keepsalso, keeps others at school from becoming infected. If a student becomes ill while at school, the parents/guardians are expected to make arrangements to transport the student home promptly.

A student should NOT be in school if any of the following are present:

- Fever or chills. A student with a fever should not return to school until the student is free from fever and feels well enough to attend school. A fever is defined as a temperature of 100 degrees or more by mouth or 99 degrees or more axillary (under the arm).
- Nausea, vomiting, or diarrhea. A student who experiences gastrointestinal upsets should not return to school until the student is free from such symptoms and feels well enough to attend school.
- Cough, sore throat, or cold symptoms severe enough to interfere with the student's ability to learn.
- Severe, persistent pain or other signs of illness (listlessness, irritability, unusual behavior, etc.). The student should be checked by a physician to determine the cause and the proper treatment.
- Inflamed or reddened eyes. A physician should be consulted (especially if the eyes are watering, itching, or draining) to determine if pink eye exists.
- Skin lesions, sores, or rashes. A physician should evaluate a student with skin abnormalities to determine the appropriate treatment and whether it is safe for the student to attend school.

A student who has been ill should not return to school until he or she is over the illness. Since a student who returns too soon often experiences a relapse, it is in the student's best interest to stay at home until recovery is complete.

If a student is ill, the nurse is notified immediately. Parents/guardians will be called and the student will typically wait in the nurse's office for the parents/guardians to pick them up. If the parents/guardians cannot be reached, the District will call the emergency contacts for the student.

In any event, students may not leave school without office permission. The nurse must release a student through contact with the parent/guardian. Any student leaving school for a health reason and not checking out through the clinic will not be considered excused.

Students should never clean up any other student's body fluid. Students should notify the office if there is a need for something to be cleaned up.

Illness Protocol for Returning to School/Work

In order to control communicable disease, students or staff may return when they are feeling healthy enough for routine activities and:

- Fever free without fever reducing medication
- Diarrhea has stopped
- Vomiting has stopped
- Coughing subsides or is well-controlled with medication

Health Screenings

The Health Services Department and/or community partners provide health screenings to identify students with possible needs at the earliest stage in order to refer for diagnosis and treatment. Parents/guardians will have access to screening results through PowerSchool. The screening schedule is available each year by asking your school nurse for a copy. **If you wish to exclude your student from the screening program, please notify your school nurse.**

Head Lice

The objectives of these guidelines are to create a consistent approach in all Independence Schools to manage head lice. The Independence School District has the support and resources of the Jackson County Health Department, child services and community social services through District Family School Liaisons.

The Independence School District has accepted the recommendation of the Missouri Department of Health and Senior Services, cited in Prevention and Control of Communicable Diseases, A Guide for School Administrators, Nurses, Teachers and Child Care Providers, as well as the recommendations from the American Academy of Pediatrics.

- Schools will not perform routine school-wide head lice screenings. However, the school nurse will perform individual screenings on students who are symptomatic.
    - Symptoms of head lice infestation are: Itching, tickling feeling or sensation of something moving in the hair, irritability and sleeplessness, sores on the head caused by scratching.
- If the school nurse should identify a student with live head lice, or the student has viable eggs, they will be allowed to return to class, but will be excluded from school after that day. Siblings of the affected students should also be screened. The student should receive treatment before returning to school. Parent/Guardian must accompany the student to the school nurse to be rescreened after treatment. If live head lice or viable eggs remain, the student will not be allowed to return to school and the school nurse will clarify with the parent/guardian on treatment options. Once the student shows no signs of live head lice or viable eggs they will be allowed to return. It is not necessary for all non-viable nits to be removed from the hair to return to school, but it is highly recommended.
    - Active head lice will be identified as: Live lice or viable eggs "nits" that are within 1/4 from the scalp.
    - Egg/Viable nit: located within 1/4 of the scalp
    - Non-viable nit: located away from the scalp at least 1/4
- Students who have had an active case of head lice will be rescreened within 6-10 days following their return to school. If live lice or viable eggs are present the parent/guardian will be notified and retreatment is required for the child to attend school.

- The decision to send home communication to parents/guardians regarding head lice in a specific classroom, grade level, or school, will be at the discretion of the building nurse in collaboration with the Director of Health Services.

If there is no follow-up by the parent/guardian and the student has not returned to school within two days, the school nurse will enlist the assistance of the Family School Liaison. Parents/guardians are to involve school and community resources early to avoid attendance and truancy issues.

Bed Bugs

The Independence School District has a procedure in place for when bed bugs are found. Our first priority is to maintain the student(s) family privacy.

Procedures if bed bugs are found are as follows:

1. The school staff and nurse will discreetly work with the student to remove any bed bugs found to be associated with a student.
2. The school nurse will inform the student's parents/guardians including those applicable homes with blended families. The school nurse or administrator may contact the family and provide educational materials. If there are siblings in other buildings, the nurse in those buildings will be notified to work with those students.
3. The school nurse will notify other building personnel on a need-to-know basis such as the Family School Liaison and/or counselor for additional student/family support.
4. The following departments will be notified in order for proper cleaning and assistance with care of student: The Directors of Health Services, Facilities, Transportation ~~and Neighborhood~~, and Family Services.
5. Per Missouri Department of Health and State Guidelines, students will not be excluded from the classroom due to bed bugs.
6. Until there is cause to suspect the bed bug issue has been cleared from the home and the child has arrived to school with no signs of bed bugs for 10 days, the following will be done:
    a. The student will check in with the nurse or designated staff member each morning and be provided with plastic bags or bins in which to store belongings brought from home in order to prevent any bed bugs from spreading in the school. Spare textbooks may need to be provided to the student and left in the classroom
    b. If the student is found or suspected to have bed bugs on clothing, the student must have a set of clean clothing at the school to facilitate a change of clothes for the student while at school. This will aid in decreasing risk of exposure for others in the building. If laundry facilities are available and per parent/guardian verbal consent as appropriate, the discarded clothes may be dried in a hot dryer (120 degrees Fahrenheit or higher) for at least 30 minutes to kill any bed bugs. The clothing should be stored in a sealed plastic bag until placed in the dryer. This is done per nursing judgement and only as time and resources permit.

7. Areas of concern will continue to be monitored as needed.

NOTE: The school district may assist families to locate community resources; however, no cost will be assumed by the school district for insect treatment/eradication in the home to include replacing mattresses, or other personal effects.

Health Office
If you have any questions, please contact your building nurse.

Administration of Medication S-135-S
All medication is kept in the health office and no medication will be dispensed without written parental permission, including over-the-counter medication. Many medications can be given at home before or after school. When this is not possible, medication must be brought directly to the health office by a parent or guardian and must be accompanied by the following information:

- *Non-Prescription Medication* –The parent/guardian must complete a Medication Consent Form with the student's name, reason for the medication, the time the medication is to be given, the dosage, and how the medication is to be administered at school. All over-the-counter medication must be in the original container and accompanied by a doctor's written order containing the above information. Clinics have standing order for over-the-counter medications including, but are not limited to ibuprofen (Advil), acetaminophen (Tylenol), cough drops, antacids, aloe gel, antibiotic ointment, diaper rash cream, glucose tablets, hydrocortisone cream, orajel, or sunscreen. This allows parents or guardians to bring in these medications without doctor's order and such medications will be administered per orders/label instructions. School clinics DO NOT provide Tylenol or Ibuprofen as stock items. They need to be provided and a consent form signed by the parent/guardian. There are some non-prescription medications that require a doctor's order to be administered by the District. If the medication you wish to be administered to your student is not listed above, please contact your school nurse on how to proceed.
- *Prescription Medication* – The parent/guardian must complete a Medication Consent Form with the student's name, doctor's name, medication name, quantity, frequency, reason for the medication, the time the medication is to be given, the dosage, and how the medication is to be administered at school. Prescription medication must be brought to school by a parent or guardian in the original prescription container. The prescription label will serve as the written permission from the physician. If the doctor has given samples of medication, then a written note from the physician is necessary and should include the name of the student, the medication, and the dosage prescribed. The nurse may need to clarify prescription orders with the provider. The District will not administer the first dose of any prescription medication.

School clinics provide certain medications for emergency situations. The following medications may be administered during an emergency: **albuterol (via nebulizer), Benadryl, epinephrine, and Narcan**.

All other items—**Bacitracin Zinc, Calamine/Callergy lotion, lotion, Hibiclens, ophthalmic solution, salt water gargle, Vaseline, warm packs, and ice packs**—may be provided as needed, as deemed appropriate by health services staff in the clinic.~~School clinics provide the following emergency medication that can be administered in an emergency situation: albuterol by nebulizer, Benadryl, Epinephrine, Narcan, Bacitracin Zinc, Calamine/Callergy lotion, Eucerin lotion, Hibiclens, ophthalmic solution, salt water gargle, Vaseline, warm packs and ice packs.~~

Only medication approved by the Federal Drug Administration will be given to students with parent/guardian and doctor consent. Doses must be within acceptable ranges found in medical and pharmaceutical references. Medically trained personnel can refuse to give medication based on review of the Physician's Desk Reference, consulting with a supervising nurse, physician and pharmacist, or if any of the above listed information is not provided.

All medication will be stored in the school clinic. **No medication of any kind may be carried by a student at school**, **on school transportation or at school sponsored activities**. Students found with over-the-counter medication or prescription drugs will face consequences up to, and including, out-of-school suspension under District guidelines. Under no circumstances can a student or faculty member give any form of medication to another student unless there are life threatening circumstances and the student is under supervision of a parent/guardian or health care professional.

Students are not to carry any type of prescription, vitamin, over-the-counter medication, pills, sugar pills, or anything resembling pills, drugs or medication. **A student can be suspended from school for carrying, taking, selling, or giving ANY TYPE of unauthorized substance or substance that was implied to be an unauthorized substance to another student or adult at school.** Counterfeit drugs will be treated as inappropriate medication and/or illegal and disciplinary action will be taken. Inhalers must have a prescription label which includes the student's name, date, doctor's name, medication name, dosage and frequency. For the safety and protection of all students, the administration will take serious disciplinary action if these rules are not followed.

When a student has a health condition which needs accommodation or may necessitate emergency care, it is important that the school nurse be informed. Examples of a health condition that would need to be shared with the school nurse include severe allergies, asthma, diabetes, hearing loss, seizure disorder, etc. This would include situations when a physician recommends a student assume responsibility for self-medication. The nurse may request a release of information from the student's health care provider and the information may be shared with necessary District staff members on a need-to-know

basis. If a parent/guardian wishes to request their student be able to self-carry medication, appropriate paperwork must be completed with their request to the nurse. Please contact the nurse if you have any questions or if you need to inform the District of your student's health condition.

Communicable Diseases F-245-S

Parents/guardians must notify the District if their student has a communicable disease. Parents/guardians will be required to provide written approval from the student's treating physician in order for their student to attend school. The District reserves the right to prevent student attendance until clarification or implementation of precautionary measures are in place. Parents/guardians are required to notify the District if they are enrolling or have a student attending school who is HIV positive.

Medical information of students is highly confidential, and the District will take necessary steps to protect the medical information of students and ensure that such information is released only to those with a need-to-know and/or individuals and entities who are required by law to be notified of certain health and medical information.

Students with a communicable disease who exhibit behaviors that increase the chances of their condition being spread to other individuals, may be subject to discipline and/or remedial action in accordance with the discipline code, and state and federal law.

Immunizations and Vaccinations

It is unlawful for any student to attend school unless the student has been immunized according to Missouri School Immunization Law or unless a signed statement of medical or religious exemption is on file at the school, which is described in all enrollment information. Parents/guardians should bring immunization records at the time of enrollment and obtain additional immunizations as required by state law.

Asbestos F-215-S

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA) under the Federal Code of Regulations 40 CFR 763.93g(4) requires that building occupants be notified annually of the presence of asbestos in the building and the availability of the Asbestos Management Plan.

The District conducted its 3-year inspections in June of 2024. No damaged asbestos materials were identified during these inspections.

A copy of the Management Plan and inspection reports are available for review at the Facilities Department located at 201 N. Forest, Independence, Missouri 64050 as well as each school office. Questions regarding asbestos or the management plan may be directed to Director of Facilities/Purchasing at (816) 521-5300.

Student Insurance S-140-S
The District recommends student accident insurance for the protection of a student and parents/guardians. It is the responsibility of the parents/guardians to arrange insurance coverage as the District does not assume financial responsibility for student injuries.

The District also provides information about MO HealthNet for Kids (MHK), Missouri's Medicaid program, to qualifying families who enroll students in the District. Parents who complete an application for free and reduced-priced meals (FRL), and who indicate on the application form a child does not have insurance, will be notified by the District that the MHK program is available. Forms for MHK may be accessed at: https://dssmanuals.mo.gov/wp-content/uploads/2020/09/IM-1SSL-Fillable-Secured-6-24-21.pdf.

Student Records S-125-S
Access to and Release of Student Information
All parents/guardians may inspect and review their student's education records, seek amendments, consent to disclosures except to the extent the law authorizes disclosure without consent, and file complaints regarding the records as allowed by law. Requests to inspect or review education records may be directed to the District's Custodian of Records. Requests to amend education records may be directed to the District's Custodian of Records to obtain the proper form. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

The parents'/guardians' rights relating to the education records transfer to the student once the student becomes an eligible student; however, parents/guardians maintain some rights to inspect student records even after a student turns 18. The District allows access to records to either parent/guardian, regardless of divorce, custody or visitation rights, unless the District is provided with legal documents that the parent's rights to inspect records have been modified.

Directory Information
Directory information is information about a student that generally is not considered harmful or an invasion of privacy if disclosed without the consent of a parent/guardian or eligible student. The District will designate the types of information included in directory information and may release this information without obtaining consent from a parent/guardian or eligible student unless a parent/guardian or eligible student notifies the District in writing. Parents/guardians 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/guardians 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 by law. For example, the District may require students to disclose their names, District email addresses in classes in which they are enrolled, or students may be required to wear or display a student identification card that exhibits information designated as directory information. If you do not want the District to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent (with exception of disclosures required by law), you must notify the District in writing within 10 school days of enrollment. For students enrolling after the start of the school year, you must notify the District in writing within 10 school days.

The District designates the following items as directory information:

- *General Directory Information*: The following personally identifiable information about a student may be disclosed by the District without first obtaining written consent from a parent/guardian or eligible student: Student's name; date and place of birth; parents/guardians' names; grade level; enrollment status (e.g., full-time or part-time); student identification number; user identification 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.
- *Limited Directory Information*: In addition to general directory information, a student's address, telephone number and email address; and the parents/guardians' addresses, telephone numbers and email addresses may be disclosed to: school officials with a legitimate educational interest; parent groups or booster clubs that are recognized by the Board and are created solely to work with the District, its staff, students and parents/guardians and to raise funds for District activities; parents/guardians of other students enrolled in the same school as the student whose information is released; students enrolled in the same school as the student whose information is released; governmental entities including, but not limited to, law enforcement, the juvenile office and the Children's Division (CD) of the Department of Social Services.

School Officials with a Legitimate Educational Interest

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A school official includes a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a Board Member. A school official also may include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent/guardian or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student, or other volunteer assisting another school official in performing his or her tasks.

Release of Records to Other Agencies or Institutions
The District forwards education records to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements under the law.

Release
Parents or guardians may designate additional adult(s) to have access to their student's records by requesting a Family Educational Rights and Privacy Act (FERPA) release form. The Release Form may be obtained from your school building.

Notice
Parents/Guardians and/or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Personnel Records E-190-S
The District is required to inform you that, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), upon your request, the District is required to provide you in a timely manner, the following information:

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

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

- Information on the level of achievement and academic growth of your child , if applicable and available, on each of the State academic assessments required under Title I.A.
- Information regarding any State or LEA policy regarding student participation in any assessment required under ESEA section 111(b)(2) and by State or LEA, including a policy, procedure, or parental right to opt the child out of such assessment, where applicable.
- Timely notice that your child has been assigned, or have taught for 4 or more consecutive weeks by, a teacher who has not met applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

This information may be requested by contacting: The Director of Human Resources at 816-521-5300.

Parent and Family Involvement and Engagement (Title I, Part A) I-135-S

The District encourages effective involvement by parents, guardians, and families to support the education of their children. In consultation with the State School Board, educators, local associations, parent organizations and individual parents/guardians whose children are enrolled in the District, the District will:

1. Promote regular, two-way communication between home and school.
2. Promote and support responsible parenting.
3. Recognize that parents and families play an integral role in assisting their children to learn.
4. Promote a safe and open atmosphere for parents and families to visit the school that their child(ren) attends and actively solicit parental/family support and assistance for school programs.
5. Include parents as full partners in decisions affecting their children and families.
6. Avail community resources to strengthen school programs, family practices, and the achievement of students.

The School Parent and Family Engagement Plan may be found here: https://www.isdschools.org/our-district/compliance/federal-programs/title-i.

Volunteers

Teamwork helps schools provide the best educational experience to students. Parent/guardian volunteers are valuable to our school. If you are interested in volunteering or serving on a committee, please contact your child's school to receive further information about the process and volunteer expectations or visit: https://www.isdschools.org/community/visiting-volunteering

Visitor Procedures C-155-S

Adult Code of Conduct: C-155-P
All visitors to school property or events must demonstrate appropriate behavior as good role models for the District's students. Visitors during school hours, including Board members, must check-in at the building main office prior to proceeding elsewhere in the building. The principal of each school building will ensure signs are posted to direct visitors to designated doors nearest the building office.

Disruptive Conduct

Visitors who engage in disruptive conduct or exceed the scope of permission granted may be considered trespassers and subject to arrest and prosecution. The Superintendent or designee may limit or revoke permission to visit school property or parts of school property at any time. The Superintendent or designee may inform the visitor that he or she is not welcome back on District property or at District events indefinitely or for a specific period of time. During any period of prohibition, the visitor will not be allowed on District property. The Superintendent may make exceptions for parents, guardians or custodians of students enrolled in the District if the person's presence is necessary to transport the student or may benefit the student educationally, or in situations where the parent, guardian or custodian will be supervised at all times.

You are welcome to visit your child's school. As always, student safety is our first concern. The Independence School District locks all doors during the school day to ~~further~~ ensure the safety of students and staff. Please remember to bring your ID with you as you approach the school doors during school hours. You will be allowed entrance into the building once you present proper identification. All visitors (including parents and guardians) follow all posted safety protocols and are required to report to the school office upon entering the building to receive a visitor badge. For the safety of all students, parents/guardians should not walk students to class as part of ongoing arrival routines. Any visitor without an observable visitor's badge will be asked to return to the office.

Parents/guardians are welcome to visit the school during specially planned activities and events. The school will send out information about activities open to parents/guardians and visitors. Please communicate with the classroom teacher if you plan to participate in the special activity.

Instructional time is reserved for focused learning and, as such, cannot accommodate visitors or guests. Parents/guardians requesting to visit a classroom should contact the building principal to arrange an appropriate time. Parents/guardians needing to visit a teacher should make an appointment, so the teacher's time with students is not interrupted. The district protects instructional time from interruptions.

Visits by students outside the elementary building or district are not allowed to provide for student safety and a disruption-free learning environment.

Raptor Technologies in the ISD

The Raptor Visitor Management System is a web-based software application that has been developed with the purpose of aiding educational facilities in tracking their visitors, students and faculty. The Raptor Visitor Management system is capable of replacing many paper-based logs. It will allow schools and facilities to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered sexual offender databases from all 50 states. The overall goal is to better control access to all Independence School District (ISD) Schools; thus providing enhanced protection for our students and staff.

Watch Raptor Visitor Management System video here:
https://isdschoolsorg.finalsite.com/our-district/departments/public-safety/raptor

Instruction

Artificial Intelligence

We understand that Artificial Intelligence (AI) offers exciting possibilities for learning, but it also raises new questions about fairness and integrity. To ensure academic integrity, students will:

1. **Always Be Honest**: If a student uses AI for any reason, they must clearly indicate when and how they did so.
2. **Maintain Original Thought**: Students should use AI to support their thinking, not replace it. Work that relies too heavily on AI-generated content can lose the student's own voice and understanding.
3. **Follow Teacher Guidelines:** Each teacher can adapt these practices to fit their assignments. Whenever in doubt, students should check with their teacher before using AI.

Leader in Me

Founded on the belief that everyone has the potential to lead, *Leader in Me* is a comprehensive framework that nurtures student leadership, fosters a culture of trust, and boosts academic success. This proven approach empowers students, educators, and families with essential leadership and life skills, preparing them to excel. All ISD elementary schools implement the Leader in Me program.

Curriculum

The elementary curriculum has been planned and developed based on skills and knowledge approved by the Missouri Department of Elementary and Secondary Education. It is essential for students to master the basic skills in each subject area. The elementary curriculum allows for adjusting to specialized needs during the instructional process. Programs include language arts, math, science, social studies, health, art, music, and physical education. This core curriculum is supported by a variety of activities to develop the child's social and academic skills. The school district furnishes instructional resources to all students.

Homework/Makeup Work
Homework should be used as an opportunity to extend classroom learning. Homework will be relevant to the current objectives being taught in the classroom. Sometimes teachers will ask students to read to another person at home. This is a very important activity as children learn to read by reading! Your child is responsible for organizing, completing, and returning homework on time. Please contact the classroom teacher if your student struggles to understand a homework assignment.

Students are responsible for contacting the teacher for missed assignments after an absence. Parents/guardians are encouraged to request assignments when a student is absent for two or more consecutive days. When present, a student is expected to complete assigned work on time. Recurring late or missing work is considered a concern. The school team will work to eliminate barriers causing work to not be completed on time and with reasonable effort.

Textbooks
The District may supply textbooks for students. Students are responsible for their textbooks assigned and for returning the specific book(s) in good condition at the end of the term. Books damaged or not returned will be assessed at the appropriate cost. Turning in a different book does not relieve the student of the obligation for the book(s) assigned. Any damage beyond normal wear will be assessed to either replace or repair the book. Textbook prices are available upon request.

No student is to be penalized if a book is lost because of factors beyond his/her control. All students will be made aware that if such losses are reported immediately, and if the administration agrees that the loss was beyond the student's control, fines will be canceled.

Incomplete/Late Work Philosophy
Students are expected to complete all work by the due date assigned. Students will need to work with teacher(s) on the deadline for any assignments(s) missed during an excused absence. Work turned in late will be subject to the late work policy.

Assessment Program I-195-S
All students will participate in the required, statewide screening and assessment program or an alternative assessment as determined by a student's Individual Education Plan (IEP). The District will comply with all assessment requirements for students with disabilities. The District has a written assessment plan, which is updated and posted annually on the District's website. The assessment plan is as follows:
https://www.isdschools.org/education/curriculum/elementary-curriculum
In the Independence School District, we are committed to providing your child with the best education possible. Working together as a team is a ~~very~~ crucial component in helping your child become successful. The Problem-Solving Team (PST) is a process to screen students, identify areas of difficulty, provide interventions, and track their progress by collecting data. PST is a tiered process where students receive layered support and interventions based on need. The goal of PST is student growth. PST

consists of highly qualified staff who support students' various needs, such as academics, social-emotional learning, and attendance. This team reviews progress using data to adjust interventions and movement between tiers of support. When needed, this team also pulls in feedback from additional school-based staff to connect students and families to community resources.

Families are an essential part of this process. This team utilizes caregiver input and feedback to create plans, determine support that best align with student needs~~need~~, and adjust plans, when needed. If at any time you have questions about PST, you can reach out to your child's classroom teacher or school for more information.

Teaching About Human Sexuality I-120-S
Students will be provided instruction regarding human sexuality that is appropriate for students' age and gender. District Policy provides information about the requirements related to content. Parents/guardians have the right to remove their child from any part of human sexuality instruction. All curriculum materials used in the District's human sexuality instruction are available for review prior to its use in instruction.

Section 504 I-125-S
The District is required to undertake measures to identify and locate every qualified disabled person residing in the District who is not receiving a public education; and take appropriate steps to notify disabled persons and their parents or guardians of the District's duty.

The District will provide free appropriate public education (FAPE) to each qualified disabled person in the District's jurisdiction regardless of the nature or severity of the person's disability. For purposes of Section 504 of the Rehabilitation Act of 1973, the provision of an appropriate education is the provision of regular or special and related aids and services that are designed to meet individual educational needs of disabled persons as adequately as the needs of nondisabled persons are met and are based on adherence to procedures that satisfy the requirements of the Section 504 federal regulations.

The District has developed a 504 Procedures Manual for the implementation of federal regulations for Section 504 of the Rehabilitation Act, Subpart D. This Procedures Manual may be reviewed *Monday – Friday (8:00 am – 4:30 pm)* in the office of the Director of Special Services, (816) 521-5300 ext. 10101, spedcompliance@isdschools.org. Alternative times are available by request. The 504 Coordinator is the school counselor.

This notice will be provided in native languages as appropriate.

Special Education I-125-S
The District is required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the District, regardless of the severity of the disability, including children attending private schools, children who live outside the District but

are attending a private school within the District, highly mobile children, such as migrant and homeless children, children who are wards of the state, and children who are suspected of having a disability and in need of special education even though they are advancing from grade to grade. The District assures that it will provide a free, appropriate public education (FAPE) to all eligible children with disabilities between the ages of 3 and 21 under its jurisdiction. Disabilities include autism, deaf/blindness, emotional disorders, hearing impairment and deafness, intellectual disability, multiple disabilities, orthopedic impairment, other health impairments, specific learning disabilities, speech or language impairment, traumatic brain injury, visual impairment/blindness and young child with a developmental delay.

The District assures that it will provide information and referral services necessary to assist the State of Missouri in the implementation of early intervention services for infants and toddlers eligible for the Missouri First Steps program.

The District assures that personally identifiable information collected, used, or maintained by the District for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parents/guardians. Parents/guardians may request an amendment to the educational record if the parent/guardian believes the record is inaccurate, misleading, or violates the privacy or other rights of their child. Parents/guardians have the right to file complaints with the U.S. Department of Education or the Missouri Department of Elementary and Secondary Education concerning alleged failures by the District to meet the requirements of the Family Educational Rights and Privacy Act (FERPA).

The District has developed a Local Compliance Plan for the implementation of State Regulations for the Individuals with Disabilities Education Act (IDEA). This plan contains the agency's policies and procedures regarding storage, disclosure to third-parties, retention and destruction of personally identifiable information and the agency's assurances that services are provided in compliance with the General Education Provision Act (GEPA).

This plan may be reviewed *Monday – Friday (8:00 am – 4:30 pm)* in the office of the Director of Special Services, (816) 521-5300 ext. 10101, spedcompliance@isdschools.org. Alternative times are available by request.

This notice will be provided in native languages as appropriate.

Annual Notification to Use Public Funded Program Benefits

Part B of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) allows for school districts to use specific government funded public program benefits to assist with costs associated with IEP services. Examples of covered IEP services include speech therapy, occupational therapy and physical therapy. We are required to annually notify parents of our participation.

One-time written parental consent to release personally identifiable information to the government funded public program (i.e. Medicaid—MO HealthNet) to determine,

access, and recover entitled program benefits from a student's or parent's government funded public program benefits will be sought by the District. Consent is voluntary and may be revoked at any time. Consent does not give the District permission to access private insurance benefits. Your written consent indicates that you understand and agree that the District will submit your child's information to the government funded public program and their authorized agencies to verify eligibility and submit claims.

Parents/guardians are not required to sign up for or enroll in Medicaid to receive IEP services or a free appropriate public education, nor are they responsible for any out of pocket expenses for these IEP services. The District will provide the required IEP services to your child at no cost to you whether or not you grant your written consent. The District's use of this reimbursement program does not in any way affect or impact other Medicaid benefits to which the child is entitled, including any otherwise eligible services out of the school.

Virtual/Online Courses I-160-S

The requirements for the enrollment and approval process are outlined in District Policy. Students whose educational interests are best served through online options may contact the Admissions Office for assistance with registering for MOCAP virtual courses.

Gifted-IMPACT

The Independence School District Gifted Program is called IMPACT. IMPACT is an acronym for Independence Missouri's Program for the Academically and Creatively Talented. IMPACT is designed to introduce students to new areas of learning outside the scope of the regular classroom curriculum. The program also develops skills in complex and creative thinking to develop independent learners. IMPACT is an accelerated, instructional supplement to help enrich the student's growth and development to maximize their fullest potential.

All 1st and 3rd grade students will be screened for IMPACT. Opt-out forms will be sent home to parents/guardians of 1st and 3rd grade students and will need to be returned to a student's home school if the parent/guardian does not wish to have their child participate.

Teachers, parents/guardians, counselors, or a student can also initiate a referral to IMPACT for grades 1-7. The deadline for referrals is October 15th~~January~~ of each year. When a student is referred for screening, parent permission is required.

Library Services

Students are encouraged to read on a daily basis and check out school library books regularly. Every reasonable effort should be made to return books by the time they are due- if not before. Similarly, books from the library need to be handled gently and returned in the same condition. The cost of replacing books that are not returned or books that are damaged will be charged to the parents/guardians. Parents/Guardians may make requests regarding materials their student is allowed to check out by

contacting the building principal. We appreciate your help in keeping library books available and in circulation for student use.

Technology F-265-S
Students in the Independence School District will be provided access to technology in classrooms and Library Media Centers for educational purposes. Students must follow the established guidelines for acceptable use of technology in order to maintain the privilege of access to technology. Students are expected to follow the same guidelines when logged in at home with District credentials. This is monitored.

The following acceptable use guidelines have been established for all students in the Independence School District.

Equipment use – Students will be expected to follow all directions given concerning the appropriate use of technology. The equipment must be used carefully to ensure that it continues to function properly. Any student guilty of abusing the equipment or taking any action that would alter the proper functioning of the equipment will be disciplined and charged with the cost of repairing or replacing the equipment.

Internet use –While using a school-issued device, students will be given access to the internet and will be expected to access sites that are appropriate for the educational assignment given. Students who access or attempt to access pornography or other sites not related to an educational assignment will be disciplined and denied internet access for a specified period of time. Any image that would not be allowed in school on a t-shirt will be considered inappropriate.

Security – All students will be given a username and password to use to log in to computers. Passwords must be kept confidential at all times. Network equipment will allow for the tracking of all computer activity by username and password. Therefore, students are not allowed to log in using another person's username and password. A student who uses another person's username and password or allows someone to use his/her username and password will be disciplined and denied computer access for a specified period of time.

File Sharing – Copyright laws protect various forms of software, music, and video files. Students are not allowed to download software, music, or video files at school, unless appropriate fees have been paid and the downloading process is supervised by a teacher or administrator. Files not protected by copyright laws may be shared provided it is for educational purposes and does not contain inappropriate material. Students will not be allowed to install any software unless operating out of a technology class and under the supervision of a teacher. Any student guilty of downloading or sharing copyright protected files or attempting to download or share such files or install software will be disciplined and denied access to computers for a specified period of time.

Consequences of Misuse – Students guilty of misusing the technologies provided by the District will be disciplined according to the nature and severity of the misuse. Consequences will be similar to the consequences with other rules violations and may include being denied access to technology. Inappropriate use of the network or an

inappropriate request to remove a filter will automatically result in a student account shut down for 30 days. The use of proxy servers or any other means of bypassing the District firewall is not allowed and will result in disciplinary action.

Signature of acceptance – Acknowledgment during registration signed by parents/guardians signify that both parents/guardians and students understand the guidelines and consequences of the Technology Acceptable Use Policy and agree to follow them. Questions concerning this policy should be directed toward the Director of Technology for the Independence School District.

Cell Phone and Other Personal Technology Guidelines
Policy on Student Display or Use of Electronic Personal Communications Devices
For purposes of this policy, an "electronic personal communications device" means a portable device used to initiate, receive, store, or view communication, information, images, or data electronically.

This includes, but is not limited to, mobile phones, personal tablets, smartwatches, personal laptops, handheld gaming devices, meta/AI glasses, and earbuds/headphones connected to these devices.

Items of value are recommended to be left at home for safekeeping. The school is not responsible for items which are lost or stolen. Students are recommended to not bring any of the following to school:

- Phones, wireless earbuds (airpods), smart watches, video games, cameras, fidget spinners, players, speakers and other electronic equipment and devices.

We discourage elementary students from bringing cell phones to school. However, if it is necessary to have a phone, it must be turned off and kept in the backpack. If the phone becomes a distraction during school hours, it will be confiscated and can be picked up by the parent/guardian.

Prohibited Display or Use
Students are prohibited from displaying or using electronic personal communications devices from the beginning of the school day until the end of the school day.

Disciplinary Procedures
Violations of this policy shall result in disciplinary measures consistent with the District's student code of conduct and F-265-S.

Exceptions
Use of an electronic personal communications device during instructional time shall be permitted if required under:

- An Individualized Education Program (IEP)
- A Section 504 Plan
- An Individualized Emergency Health Care Plan or Individualized Health Care Plan (under §167.625 RSMo)
- The Americans with Disabilities Act (ADA), as amended
- The Rehabilitation Act of 1973, as amended

- The Civil Rights Act of 1964
- The Equal Educational Opportunities Act of 1974 for English language learners

Use of electronic devices are also allowed under the following conditions:

- In case of an emergency, a serious, unexpected, and dangerous situation. This includes but not limited to the following: an active fire, active tornado or earthquake, active shooter, evacuation of school grounds, a medical emergency, or any other serious, unexpected, and dangerous situation that requires immediate action.
- For educational purposes, when explicitly authorized by a teacher or school official pursuant to this policy and is included in the lesson plans.

Technology Devices and Acceptable Use Policy
The District maintains an environment that promotes ethical and responsible conduct in all online network activities by employees and students. All authorized users are expected to acknowledge and comply with the rules and policies of technology usage and the District network.

Acceptable Use
All use of District devices and Internet usage must support educational purposes consistent with the District mission. Network accounts must be accessed only by the authorized user of the assigned account without an expectation of privacy from the District. Employee and student subscriptions to mailing lists and bulletin boards require prior approval by the system administrator. All online activity will be respectful and align with the code of conduct, discipline, and other related policies of the District. All technology of students will be monitored in compliance with the Children's Internet Protection Act (CIPA).

Unacceptable Use
Any use of the network for commercial, for-profit, political purposes or advertisement is prohibited. Excessive use of the network for personal business may be cause for disciplinary action. No use of the network may be used to disrupt the use of the network by others or to destroy, modify, or abuse the system in any manner. District resources may not be used to download software or other files unrelated to its mission. Use of the network to access or process pornographic, dangerous, or inappropriate files as determined by the administrator is prohibited. The network may not be used to download, duplicate, or distribute copyrighted materials. The network shall not be used for any unlawful purposes. Use of profanity, harassing, or other offensive or discriminatory language is prohibited.

User Agreements
Parents/guardians and, when age-appropriate, students are required to review and sign User Agreements in order to access District technology. (*See* User Agreement form included with registration.)

Safety and Cybersecurity
The District monitors the online activities of students and operates a technology protection measure ("filtering/blocking device") on the network and/or all computers with Internet access, as required by law. The filtering/blocking device will attempt to protect against access to visual depictions that are obscene or harmful to minors or are child pornography, as required by law. Filters/blocking devices are not foolproof, and the District cannot guarantee that users will never be able to access offensive materials using District equipment. Evading or disabling, or attempting to evade or disable, a filtering/blocking device installed by the District is prohibited.

Building Information

Parent-Teacher Association (PTA)
We value the relationship the school has with parents and students. When teachers and parents join and support PTA, it strengthens this relationship. We encourage you to invest in your children and your neighborhood school by joining the PTA. Each year we work to achieve 100% membership. We encourage you to get involved for students! Contact your school office for more information.

Grading and Reporting System

Quarter Progress Reports and Semester Grades
Progress reports are issued on a quarterly basis. Please feel free to talk with your child's teacher about this report or any questions or concerns, you might have throughout the year.

1st Quarter Ends	October 16~~0~~, 2026~~5~~
Fall Family-School Conferences	Week of October 19~~20~~, 2026~~5~~
2nd Quarter Ends	December 22~~19~~, 2026~~5~~
3rd Quarter Ends	March 12~~6~~, 2027~~6~~
Spring Family-School Conferences	Week of March 22~~16~~, 2027~~6~~
4th Quarter	Ends May 27~~2~~, 2026~~7~~ (or the last day of school in the event of snow days)

Family-School Conferences
Communication between school and home is beneficial for all students. The district schedules conferences two times each year- fall and spring. Parents/guardians are urged to attend. Refer to the school calendar for dates. Additional conferences can be held throughout the year at the request of the parent/guardian or the teacher. Appointments are needed and can be scheduled by contacting the teacher or by calling the school office.

Before/After School Care Programs: Kids' Safari
Elementary schools offer before and/or after-school enrichment programs for students Pre-K-5th grade ("Kids' Safari") at some locations. Kids' Safari is the before and after school program for students in Pre-K-5th grade. The educational philosophy that guides classroom expectations also guides the Kids' Safari program. Safety, good habits, and

good citizenship need to be observed and practiced by the students and staff, with an emphasis on safety and prevention of accidents.

Kids' Safari programs are open from 6:30 AM to 6:00 PM (program options may vary based on need) and offer services during school breaks, some holidays and during the summer. Please contact your neighborhood school and ask for the Site Coordinator for additional information. You can also visit www.isdschools.org and go to the *Parents & Students* link at the top of the page, then click on *Kids' Safari: Before & After School*.

Recess

Recess offers an important time for physical activity and social development. All students are expected to go outside for recess unless the weather is severe. Please be sure that your child is dressed appropriately for the elements. If your child does not have a warm coat, gloves and hat, please contact your Family School Liaison.

Students will not participate in outside activities if the temperature, including the heat index, is 95 degrees or above. Students will not participate in outdoor activities if the temperature, including the wind chill, is 15 degrees or lower. Please remember that wind chill, precipitation, playground conditions and other factors will be considered by school staff as they determine if outdoor recess will take place.

If it is necessary for a student to be excused from playground activities or PE, a parent/guardian written statement must be given to the teacher citing the reason. If you have questions or special circumstances, please contact the school principal.

Field Trips

As a part of the school program, children are taken on educational trips requiring bus transportation. School personnel supervises all educational trips. The district sponsors field trips throughout the year. Parents/guardians will be asked to give permission for all field trips on a yearly basis as part of the enrollment/-residency verification process and for each specific trip. Prior to any trip, communication about the activity will be sent to parents/guardians. There may be events or trips requiring adults to have a cleared background check completed (not in process) through the Independence School District's Central Office. This includes trips that require volunteers to supervise students outside the presence of District staff. Completion of the process can take several weeks, so please plan ahead to avoid missing a field trip. Once completed, this process does not have to be re-done annually but an update will be requested on a cycle. Forms can be found at the end of this handbook or obtained by calling the school.

Non-school-age siblings or other siblings are not allowed to attend field trips with parents/guardians. Parent/guardian volunteers, when needed, will be invited to participate in school activities or trips. Volunteer adults must follow District Policy C-155-P on the Adult Code of Conduct.

Attending field trips is a privilege. To ensure the educational quality of the field trip and student safety, a student choosing not to control their behavior at school may not be allowed to go on a field trip. Students on field trips are ambassadors of their school, and their very best behavior is expected.

Phone Messages

In emergency circumstances, we will deliver a phone message to the student from a parent, guardian, or family member. The person making the call will be asked the nature of the emergency before the message can be delivered. Only the office may deliver the message in order not to interrupt the class. We will not call students to the phone.

It will not be customary for students to use the school phone to call parents/guardians except when requested by school staff for specific reasons. Children may not use the school phone for personal reasons, such as to gain permission from parents/guardians to go home with a friend or bring a friend home with them. Such visiting plans must be arranged with parents/guardians before children arrive at school. A signed note of approval from the parent/guardian of both the guest and the host should be sent to the school to make it easier for school personnel to verify that all parties have the same understanding and permission. Please make plans with your child before school.

Deliveries

Flowers, balloon bouquets, personal telegrams, and/or food or beverages may not be delivered to students at school. These items will not be accepted and will be returned to the delivery agency. We are a latex-reduced building due to students with severe allergies.

Parents/guardians bringing personal items to school for students should take them to the office. The District discourages parents/guardians from dropping off outside food for students. Students will not be called out of class for lunch deliveries.

Parties/Celebrations

Celebrations in school are planned to support educational goals. However, appropriate alternative activities can be requested. Please communicate with the school if you have any concerns about a celebration.

Birthdays can be a special time for children, and store packed and labeled birthday treats may be brought to school following each school's established practices. Please reach out to the school first to determine the current approach. If your child wants to contact school friends for a celebration or party outside of school, please avoid passing out invitations while at school as not everyone will be invited, and feelings can easily be hurt. If there is no other way to invite a student, arrangements must be made with the classroom teacher as to an appropriate way/time. We appreciate your understanding in this matter.

Supply Lists
Elementary School Supply List

Spanish version

School Pictures
Individual school pictures are taken each year in the fall and spring. Information concerning picture day will be sent home in backpacks and advertised on social media. There is no obligation to buy photographs. Pictures taken in the fall are used for the publication of the yearbook. There are no re-takes for spring pictures.

School Sponsored Events/Activities
Special events for students are planned by the PTA, the administration, and your child's teachers. These activities are specially planned for each school. All rules concerning behavior, dress code, and language apply at any school activity. Students who are suspended may not attend. Students who are leaving with a parent or guardian of another student should turn in a signed permission note from their parent/guardian to the office for approval the day of the activity and sign the student out before leaving. To ensure safety, no one will be allowed to leave during an activity unless accompanied by their parents/guardians.

Acting in a way that endangers the safety of other students, dressing in an unacceptable way, or causing the chaperones to wait longer than 20 minutes could result in you not being allowed to attend the next school activity or in other disciplinary action.

Personal Belongings/Phone
We discourage elementary students from bringing cell phones to school. This includes wearable items that can be used as a phone or two-way communication device. However, if it is necessary to have a phone, it must be turned off and kept in the backpack. If the phone becomes a distraction during school hours, it will be confiscated. Items confiscated by school personnel may be held until a parent/guardian can retrieve them. Any personal property brought to school for any reason is the responsibility of the student who brings it. The school is not responsible for any loss or damage to personal items brought to school. Parents/guardians are urged to put names on all personal belongings including backpacks, coats, hats, etc.

Students do not need to bring toys or sensory items from home because the school will provide all materials necessary to support students. This policy helps keep personal items safe and allows students to concentrate on learning.

Prohibition of Electric and Motorized Devices

In the interest of safety for all students, staff, and visitors, the District prohibits the use, operation, or presence of electric or motorized devices on District property. For purposes of this provision, electric or motorized devices include, but are not limited to:

- Electric bicycles (e-bikes)
- Motorized bicycles
- Scooters (including electric and motorized scooters)
- Mopeds
- Any similar motorized or battery-powered personal transportation device

Such devices shall not be driven, operated, ridden, parked, stored, or otherwise left on District property at any time, including in parking lots, sidewalks, athletic facilities, or other District-owned or controlled areas. This prohibition applies at all times, including during the school day and at all District-sponsored activities or events.

Any individual who violates this provision may be subject to:

- Disciplinary action;
- Loss of privileges related to transportation or campus access;
- Removal of the device from District property, including towing at the owner's expense;
- Referral to law enforcement; and/or
- Any other appropriate action as determined by the District administration.

School Counselors

The guidance program provides services to all students. It is a comprehensive program that has specific competencies for students. These competencies fall into the broad areas of: knowledge of self and others, developing positive peer relationships, awareness and acceptance of individual differences, positive problem solving, and career planning and exploration. Lessons are delivered through classroom activities. Individual counseling and/or small group counseling is available on a short-term basis and as needs exist. The counselor is also available for parent/guardian conferences and has parenting resources available.

Counselors are available to help students with educational, vocational and personal decisions. In an effort to provide students with the best possible educational experience the counseling services will primarily include, but not be limited to, the following:

- supporting and encouraging students to set goals and make commitments;
- helping students work through obstacles and issues;

- providing information, resources, referrals, and expertise to facilitate educational/vocational planning and family/social planning;
- administering and interpreting standardized tests;
- assisting in special fields such as career development and special education transition services;
- helping students to understand themselves in relation to their environment.

Some schools partner with outside agencies for mental health support. Contact your counselor or FSL for more information.

Family/School Liaison (FSL)

The Family/School Liaison is here to assist and support families in setting and attaining goals toward becoming self-sufficient, nurturing and stable families by providing comprehensive, strength-based services within the community.
This individual will be here to:

- develop services that are inclusive of family diversity and based in a strengths-perspective model;
- carry out activities designated to implement family involvement and support for educational goals;
- act as a liaison among District programs, community agencies, teachers, and neighborhood families;
- develop referral systems and procedures among families, staff, and community agencies to facilitate delivery of services;
- inform school staff of changes in family situations that might reflect on child behavior or attendance;
- provide advocacy for social services that are unavailable to families by acting as a catalyst to facilitate community action and by partnering with families to become advocates for their children.

School Resource Officer

The School Resource Officer is an on-duty Independence Police Department officer on staff in secondary buildings. The School Resource Officer has three basic roles in our school:

1. Law enforcement Officer: Handling Statute Violations.
2. Counselor: Informal counseling of students, working closely with the school's counseling staff and administration.
3. Teacher: Provide law related education to students in the role of a guest speaker.

District Policy Information

Program for Students who are Homeless, Migrant, English Learners, At-Risk or in Foster Care I-140-S

The District is committed to the provision of a free and appropriate education for all students enrolled in the District. Therefore, the District complies with all provisions, regulations, and administrative rules applicable to state and/or federal requirements in

order to serve students who are homeless, migrants, English learners, at-risk, or in foster care.

The District's liaison for students who are homeless or in foster care is:

Name: Director of Family Services
Phone #: (816) 521-5300 ext. 10090
Email Address: familyservices@isdschools.org

The District's liaison for students who are migrant or English learners is:

Name: Director of Title Services
Phone #: (816) 521-5300 ext. 10133
Email Address: titleservices@isdschools.org

English Language Learners I-150-S
The District provides programs and support for students in order to provide equal educational opportunities for students with limited English proficiency (LEP).

Free language interpreting and translation is available for parents/guardians and students who require it. If you require an interpreter, please inform your student's teacher or school, and the District will arrange for an interpreter to assist at no cost to you. If we do not have an interpreter for your language, we will work to find someone who can help.

Information on District programs such as Gifted Education, AP classes, Special Education, extracurricular activities, and others can be found on the District website. *The website features the ability to translate information into 4 languages.*

For more information about the programs for students with LEP or assistance for families, please contact:

Name: Director of Title Services
Phone: (816) 521-5300 ext. 10090
Email Address: titleservices@isdschools.org

Physical Examinations and Screenings S-146-S
The District will generally obtain parental consent before administering a physical examination or screening on a student. However, the District may forgo obtaining parental consent if there is a health or safety concern or by court order.

No non-emergency, invasive physical examinations or screenings of student are scheduled or expected to be scheduled at this time.

Parents and guardians will be provided an opportunity to opt out of any non-emergency, invasive physical examination or screening of their student.

This policy does not apply to any physical examination or screening that is permitted or required by state law, including physical examinations or screenings that are permitted without parent notification.

Surveying, Analyzing, and Evaluating Students S-150-S
The District has developed District Policies regarding the rights of a parent/guardian to:

- Inspect all instructional materials.
- Inspect and provide prior written consent for a student to participate in certain student surveys.
- Be informed of and provide prior written consent for physical examinations or screenings that the school or agency may administer to a student.
- Be informed of the District's collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose), including arrangements to protect student privacy that are provided by the agency in the event of such collection, disclosure, or use.

If a parent/guardian would like to request the review of any of the above materials, please contact the building principal.

All District policies can be located at: https://egs.edcounsel.law/independence-school-District-policies.

Student Transfers S-120-S
The District will enroll students in the school associated with the attendance area in which the student resides. If a student's residence changes to a different attendance area within the District, the student must transfer to the associated school. The Superintendent or designee may consider exceptions to this policy under the following conditions:

1. The District will not generally grant requests for transfers but the District will make limited exceptions based upon educational needs of the student. Resident parents/guardians may request a transfer to another school within the District by completing the transfer request form available on the website. All transfer requests will consider a school's space and class sizes. The District may rescind a transfer for any reason, including but not limited to, disciplinary issues and absenteeism. The final decision regarding a student transfer rests with the District administration. The District will not provide transportation outside the student's attendance area unless required by law. The Board authorizes the Superintendent to establish student transfer procedures.
2. The Superintendent or designee may transfer students between schools if a transfer is necessary for the student's safety, health, or welfare, or to address

overcrowding in a school. The decision of the Superintendent regarding a student transfer will be final.

3. Students who are homeless or in foster care may attend their school of origin if it is in the student's best interest. The District may assign District students with disabilities (served under the provisions of an Individual Education Plan (IEP) or Section 504 Plan (504)) to a school outside the student's attendance area as determined by the IEP or 504 team. In special circumstances, and at the mutual discretion of the participating school districts, districts may contract for necessary services for students with disabilities.
4. The District will consider students placed into programs by the Missouri Department of Mental Health (DMH), the Department of Social Services (DSS), or by a court order a resident of the district in which the program is housed. The District will allow a student to attend another school within the District if that student is enrolled in a persistently dangerous school or becomes a victim of a violent criminal offense on school property as mandated by state regulations.

Trauma-Informed Schools Initiative

The Missouri Department of Elementary and Secondary Education (DESE) has established the "Trauma-Informed Schools Initiative" and created a website with more information about this initiative. In accordance with Missouri law, the District is providing notice of the address for this website: https://dese.mo.gov/college-career-readiness/school-counseling/traumainformed.

Tobacco-Free Policy C-150-S

To promote the health of all individuals, the District prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all District facilities, on District transportation, on all District grounds at all times and at any District-sponsored event or activity while off campus.

Safety F-225-S

Safety is of utmost importance to the District. Peter Scott~~Kennon Jarnagin~~ is the Director of Public Safety and ensures the District conducts all required drills and inspections.

Use of Recording Devices or Drones C-165-S

The District prohibits audio and visual recordings on District property, District transportation or at a District activity unless authorized by the Superintendent. Requests for such authorization must be made within a reasonable period of time prior to the recording. Unless otherwise specified by the Superintendent, exceptions in Policy C-165-P apply to this prohibition.

All unmanned aircraft systems (UAS), commonly known as drones, with the potential to capture or produce visual images of District property or District events must be operated in accordance with applicable Federal Aviation Administration regulations or

safety guidelines and must receive authorization from the Superintendent to operate a UAS on or over District property or at a District event.

Transportation Services F-260-S

Student transportation is provided by the District for students living more than one mile from the school. Bus passes are distributed through the office. Replacement bus passes are handled by the attendance office. One-day bus passes are monitored and restricted - established protocols must be followed. For more information on one-day passes please contact the school's front office.

Every student must have a bus pass to ride. Passengers are under the supervision of a driver. Video surveillance is used to monitor students. If a student misbehaves, the student may receive a warning, suspension from the bus, or disciplinary action at the building level. Questions about bus transportation may be directed to the District transportation office at 816-521-5335.

Except as otherwise outlined in this procedure, drivers will not allow students to eat or drink on district transportation unless the student has written permission from his or her building principal. Written permission will be provided if the student has a medical need to consume food or beverages during the time the student is transported. A student who has a medical need to consume food or beverages on district transportation must have an IEP, 504 Plan or IHP that addresses which foods or beverages the student may consume. Students being transported to and from activities on district transportation may be allowed to consume food and beverages if the staff member serving as sponsor has verified that none of the students being transported have documented life-threatening food allergies.

Routes and Stops

Bus stops have been established by the Transportation Department in accordance with guidelines established by the Department of Education, Department of Elementary and Secondary Education and Independence School District Policies and Procedures.

- Buses, in general, will only travel along main streets
- Buses will not make house stops
- Buses will stop at the closest and safest identifiable intersection
- Stop distances will be based on grade level and developmental appropriateness
- Stops will be placed on corners and/or common ground, when possible
- Bus stops will not be closer than 500 feet apart
- Buses will not enter dead-end/cul-de-sac roads
- Students may only ride when they have been issued a bus pass and can only ride the bus they are assigned based on their residence

Parents/guardians are strongly encouraged to escort their children to and from the bus stop. The bus stop is considered part of the school , and discipline may be imposed. Parents are encouraged to supervise their students at bus stops.

If you feel your child's bus stop should be changed, please fill out the "Stop Change Request Form". The link to the form can be found here:

https://isdschoolsorg.finalsite.com/our-district/departments/transportation. Please note that stops will not be changed because of requests related to walking distance, visibility of stop from residence or absence of sidewalks. Please include your contact information and understand that responses will take time. We transport more than 10,000 students and want to carefully review each request.

Pay Ridership
Students residing within one mile of school may apply to use the District's transportation service through parent pay. The Transportation Department will consider each request to determine if there is available space on the bus and safe access to an existing stop. Additional stops will not be created. A new request form must be submitted and approved each year.

Back to School
Please note that the ISD safely transports more than 10,000 students each day. During the first week of school, students should arrive at the bus stop 10 minutes before the published stop time. Run times may vary during the first week of school until all students have registered and adjustments are made due to traffic, construction and final student data. After the first week of school, students should arrive at the bus stop at least five minutes before the stop time.

One-Day Ride Pass
To assist parents/guardians and students when an emergency arises, a one-day ride pass may be issued. Please contact your school for assistance.

Kindergarten Students
The District encourages parents/guardians to accompany their kindergarten students to and from the bus stop. The ISD does not mandate a parent/guardian presence but with new and young riders, parent/guardian support is helpful. A driver can decide not to leave a young child alone at the stop and return them to school.

Information For Car Riders
Each elementary school has a procedure for students who are car riders. Please follow the procedures outlined by your child's elementary school. Daily prompt arrival and pick-up are expected (within 10 minutes of school start and end times).

Information For Walkers
Each elementary school has a procedure for students who are walkers. Please follow the procedures outlined by your child's elementary school.

Information For Bike Riders
Please check with your child's school. The location of some elementary buildings is not conducive to students riding bikes to school.

Student Bus Conduct and Discipline
Transportation Services are a privilege and students must respect each other and themselves or they may lose this privilege. Students whose conduct poses a safety

hazard, disruption or distraction for the driver will lose their riding privileges and any fees paid will be forfeited. Student discipline is handled through the Transportation Department by the Student Safety Supervisor. Student conduct expectations are as follows:

- Follow the bus driver's directions
- Provide full and correct name when requested by the driver
- Be at the bus stop five minutes before your assigned stop time
- Line up in a single line at the side of the road with no pushing or shoving
- Sit on your seat, not on knees or backpacks
- Keep the aisle clear
- Keep hands feet and other items to yourself on the bus
- No food, drinks, gum or candy on the bus
- Students are expected to help keep the bus clean and not destroy transportation equipment
- Damage resulting from misbehavior shall be paid for by the student's family
- Suspension from the bus will occur and continue until all damage is paid for
- Students will show consideration for other students and the bus driver by being courteous and well-mannered
- No profanity or other abusive language
- No physical or verbal bullying
- Students are required to board and exit the bus at their assigned stop

General Safety Infraction Steps

- 1st Card Warning (parent/guardian phone call to notify)
- 2nd Card 5 Day Suspension
- 3rd Card Loss of transportation service for the semester

However, based on the severity of the infraction, the following conduct may warrant additional suspension days, which may also include additional consequences at the building level.

Infraction	**Elementary**
Assault or Fighting at Bus Stop	Loss of Service semester or 20 days, whichever is greater
Body parts outside the Bus	5 days for first card; Normal Progression for additional cards
Damaging another student's property	5 days for first card; Normal Progression for additional cards
Destroying School Property	5 days for first card; Normal Progression for additional cards
Eating or Drinking	Conduct Card - Normal progression
Exiting out the Emergency Door/Window	20 days to Loss of service
Fighting/Assaults	Loss of Service for the semester or 20 days, whichever is greater
Foul Language	Normal Progression

Graffiti	5 days for first card & damages to be paid; Normal Progression for additional cards
Hitting another student	Loss of transportation service semester
Hitting Driver/Attendant	Loss of service all year
Horseplay	Conduct Card - Normal progression
Insubordination	5 days for first card; Normal Progression for additional cards
Making False Statements	5 days for first card; Normal Progression for additional cards
Making False Statements about another student	Normal Progression
Making False Statements about driver/attendant	5 days - 20 days
Not Sitting Safely in Seat	Conduct Card - Normal progression
Pornography or Inappropriate Materials	5 days for first card; Normal Progression for additional cards
Racial Slur/Derogatory comment	5 days for first card; Normal Progression for additional cards
Recording on the Bus	5 days for first card; Normal Progression for additional cards
Spitting on the Bus	5 days for first card; Normal Progression for additional cards
Taking another student's property	5 days for first card; Normal Progression for additional cards
Taunting	5 days for first card; Normal Progression for additional cards
Throwing an object in/at the bus	10 days - Loss of Service
Throwing an object outside of the bus window	10 days - Loss of Service
Throwing or Rolling an object on the Bus	5 days - Loss of Service
Touching the Outside of the Bus	5 days for first card; Normal Progression for additional cards
Using perfumes/aerosol	5 days for first card; Normal Progression for additional cards
Vaping	20 days for 1st offense - 2nd offense loss of service all year
Weapons	5 days to loss of service

If a student loses transportation service for the remainder of the first semester of a school year as result of three safety infractions, the student may resume transportation service at the beginning of the second semester. Upon receiving an additional safety infraction, or the fourth safety infraction during the same school year, the student will lose transportation service for the remainder of the school year.

Severe Violations

- Insubordination and/or disrespect to the driver
- Flagrant disregard for the safety of others, such as fighting

The above conduct will result in loss of transportation for the remainder of the semester or 30 days, whichever is greater. Students suspended from their regular bus may not ride Independence School District buses including field trip buses until their suspension has been served.

Items Deemed Unsafe for Transportation
Items deemed unsafe or too large to be carried on the student's lap cannot be transported on the school bus. This can include musical instruments. Please contact your school for additional information.

Inclement Weather
Due to inclement weather, it may become necessary for school officials to cancel school or shorten the school day for the safety and welfare of students and staff. You will receive an automated phone call from the District if school is canceled or impacted by weather. It may be necessary to alter your child's bus route due to road conditions. If your child is on a route that could be modified due to weather, you will receive a letter from the transportation department prior to the winter season.

Distribution of Non-Curricular Student Publications I-175-S
Policy I-175-P, titled *"Distribution of Non-Curricular Student Publications,"* outlines the Independence School District's rules for students distributing non-curricular materials on school property.

Key provisions include:

- **Permissible Distribution**: Students may distribute noncurricular items (e.g., petitions, buttons, badges) with prior approval at reasonable times and places that do not cause substantial disruption.
- **Prohibited Content**: Materials that are obscene to minors, libelous, indecent or vulgar, advertise prohibited products/services, or contain threats or harassing language are not allowed.
- **Prior Approval Required**: Students must submit materials for approval to the principal or designee at least **three business days** in advance. The submission must include the student's contact info, intended distribution dates and times, location, and target grade levels.
- **Review Timeline**: A decision will be rendered within **two business days**. If denied, reasons will be provided in writing, and an appeal may be submitted to the Superintendent or designee.
- **Disciplinary Action**: Violations may result in discipline per District policy.

- **Disclaimer**: Permission to distribute does **not** imply school or Board endorsement of the content.

Student Expectations and Discipline

Student Expectations

Students are expected to do their best every day! Our goal is to help each child learn to make good choices and to take responsibility for their actions. We want each child to develop a positive self-image, feelings of personal dignity, and a sense of community contribution. The faculty is committed to helping each individual achieve these goals. We ask all students to follow PBIS expectations.

Classroom Expectations

Teachers and students work together to organize a safe, inviting learning environment in the classroom and school as a whole. While reminders may be needed to keep students attentive and on task, the expectation is that all students will be able to follow classroom and school rules. ~~For a few students, reminders may not be adequate in helping them be responsible, respectful learners and participants in school activities.~~

Staff will respond to students in a respectful and caring manner, who are struggling to follow school expectations. Staff will be using the Positive Behavior Intervention Support (PBIS) model. PBIS is not the district's classroom management program, but rather a model found to be successful in helping students acquire the necessary skills to be successful in school. PBIS is a process for creating safer and more effective schools by structuring the learning environment to support all students' academic and social success. The process supports the adoption and long-term implementation of efficient and effective discipline throughout the school environment. PBIS methods are research-based, proven to significantly reduce the occurrence of problem behaviors in schools and supported by a three-tiered model. For more information regarding PBIS, visit www.pbismissouri.org.

Student Discipline S-170-S
Student Code of Conduct
The District believes students deserve the right to participate and learn in a safe environment which allows teachers to focus on instruction that accelerates achievement. To ensure that school is a quality atmosphere for all students at all times, the code of conduct and discipline policies outline consequences for misconduct that occurs at school, during a school activity whether on- or off-campus, on District transportation, or misconduct that involves the use of District technology. All District personnel are responsible to supervise and hold students accountable for violations of discipline rules.

Failure to obey standards of conduct may result in, yet is not limited to, verbal warning, ~~community service~~, confiscation of property, principal/student conference, parent/guardian contact, loss of credit, ~~grade reduction, course failure,~~ removal from extracurricular activities, revocation of privileges including ~~transportation, parking~~ and technology privileges, detention, in- or out-of-school suspension, expulsion, and report to law enforcement. For offenses involving academic integrity, the student may also be subject to a loss of credit for work, and/or a grade reduction~~, and/or course failure~~. The Board authorizes the immediate removal of a student who poses a threat to self or others as determined by the principal, Superintendent, or the Board.
Any student who is suspended for any serious violation of the District's Student Discipline policy shall not be allowed while suspended to be within 1,000 feet of any school property or any activity of the District, regardless of where the activity takes place, unless:

1. Such student is under the direct supervision of the student's parent, legal guardian, or custodian and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
2. Such student is under the direct supervision of another adult designated by the student's parent, legal guardian, or custodian, in advance, in writing, to the principal of the school which suspended the student and the Superintendent or the Superintendent's designee has authorized the student to be on school property;
3. Such student is enrolled in and attending an alternative school that is located within one thousand feet of a public school in the District where such student attended school; or
4. Such student resides within one thousand feet of any public school in the District where such student attended school in which case such student may be on the property of his or her residence without direct adult supervision.

Reporting Internally and to Law Enforcement - If a student engages in an act of violence, a school administrator will report the information to teachers and other District employees who are responsible for the student's education or otherwise interact with the student on a professional basis while acting within the scope of their assigned duties. Additionally, school administrators will report to the appropriate law enforcement agencies any crimes as required by law.

Corporal punishment is strictly prohibited as a method of discipline. Reasonable force may be used, when necessary, for the protection of a student or others and property. The District limits the use of seclusion or restraint to situations or conditions in which there is imminent danger of physical harm to self or others.

Students with disabilities will be disciplined in compliance with state and federal laws per the Individuals with Disabilities Act (IDEA), Section 504 of the Rehabilitation Plan, and any regulations and state and local compliance plans, which includes due process rights as afforded to all students. Additionally, a student's Individual Education Plan (IEP), including any portion that is related to past or potentially future violent behavior, will be provided to appropriate staff members with a need to know.

Information regarding a student's misconduct and discipline is confidential and only shared with those who have a need to know. Teachers and other authorized District personnel shall not be civilly liable when acting in conformity with District policies, including the discipline policy, or when reporting acts of school violence to a supervisor or other person as mandated by law.

The District discipline policy and procedures will be provided to every student at the beginning of each year, be published on the District website, and made available in the office of the Superintendent during normal business hours.

This code applies to all misbehavior committed by a student on District property, at any school-sponsored activity or event whether on- or off-campus, and District transportation. Additionally, the District may use its authority to address behavior that occurs off-campus if it interferes with the operation of the school or endangers the safety of students or staff.

Standards of Conduct and Consequences
No document can identify every possible offense that could potentially result in disciplinary action. This code identifies most offenses constituting a failure to obey the standards of conduct set by the Board. However, when circumstances warrant, the principal, Superintendent, and/or Board may impose consequences for misconduct not specifically outlined in this document.

District Policy for Discipline

Definitions

Acts of violence or violent behavior - The exertion of physical force with the intent to do serious physical injury while on school property, including District-transportation and school activities.

Corporal Punishment – The intentional infliction of physical punishment, usually in the form of spanking, as a method of student discipline.

Expulsion – A form of student discipline which removes and excludes a student from school for an indefinite period of time. Students who are expelled are entitled to due process rights.

- Expulsion prohibits any further attendance of a student in the schools of the District or at District activities. The Board of Education may expel a student for prohibited conduct, for conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of the pupils.
    - The principal shall request an expulsion of a student in writing to the Superintendent of Schools or his designee.
    - The Superintendent, or his designee, shall hold an administrative hearing on the request for an expulsion of a student in accordance with law.
    - Following the administrative hearing, should the Superintendent concur with the principal's recommendation for expulsion, all facts, evidence, statements, and administrative recommendations shall be forwarded in writing to the Board of Education for a formal hearing as outlined in Section 167.161, RSMo.

In-school suspension – A form of student discipline which consists of removing the student from normal classes during the day and assigning the student to an in-school suspension program or class for a specified period of time.

Need to know – A requirement to report acts of school violence to school personnel who are directly responsible for a student's education and who otherwise interact with the student on a professional basis while acting within the scope of their assigned duties.

Out-of-school suspension – A form of student discipline which removes and excludes a student from school for a defined period of time. Students who are suspended are entitled to due process rights.

- The length of a short term OSS assignment may vary from one to nine school days. *If you are assigned OSS you may not be on campus or attend any school function on or off campus for any reason*. If a student is assigned OSS, the student or family may request student work. Requested student work will be sent to the office to be picked up by a representative (student may not return to campus during the suspension). Coursework done during OSS is due upon the student's return.

- Long-term suspension lasts from a minimum of 10 days up to 180 school days. Referrals for LTS are made by the building administration to the Superintendent of Schools. A hearing will be held with a hearing officer so the Superintendent may determine whether or not a long-term suspension will be assigned and, if so, for how long the suspension will last. Students on long-term suspension are prohibited from being present on school grounds and participating in any school activities, on or off campus, for any reason.

Physical Restraint – The use of person-to-person physical contact that immobilizes or reduces the ability of a student to move the student's torso, arms, legs, or head freely. It does not include briefly comforting or calming a student, holding a student's hand to transport the student for safety purposes, physical escort, intervening in a fight, or using an assistive or protective device prescribed by an appropriately trained professional or professional team.

Restitution – The requirement of a student to return or pay for stolen goods or damaged property.

Seclusion – This is the involuntary confinement of a student alone in a room or area that the student is physically prevented from leaving and that complies with the building code in effect in the school district. Seclusion does not include a timeout, in-school suspension, detention, or other appropriate disciplinary measures. Seclusion is limited to situations or conditions in which there is imminent danger of physical harm to self or others.

Serious violation of the District's Student Discipline Policy — Any act of violence or violent behavior, any drug-related activity, any offense listed in Section 160.261.2, RSMo, or any other violation of the District's Student Discipline Policy resulting in the suspension of a student for more than 10 school days.

Prohibited Conduct	**Definition**	**Consequence**
Academic Dishonesty	Any type of cheating, which includes, but not limited to testing security, that occurs in relation to an academic exercise or assignment. It may include plagiarism, fabrication of information or citations, cheating, falsification of work or excuses for work, disrupting or destroying another person's work, failure to contribute to a team project, or other misconduct related to academic work.	Zero Grade Until Student Shows Additional Evidence of Learning - Retake or Alternative Assessment at Teacher Discretion, Teacher Contacts Parent/Guardian Building Admin discretion if testing security is compromised.

	Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.	
Arson	Starting or attempting to start a fire or causing or attempting to cause an explosion.	Suspension by the principal for nine days with a recommendation to the Superintendent of Schools for suspension not to exceed 180 days and/or expulsion by the Board of Education.
Assault, First or Second Degree	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 criminal assault in the first or second degree.	Suspension by the principal for nine days with a recommendation to the Superintendent of Schools for suspension not to exceed 180 days and/or expulsion by the Board of Education. Assault on school property is a felony and will be reported to the local law enforcement agency.
Assault, Third or Fourth Degree	Using physical force, such as hitting, striking or pushing, to cause or attempt to cause physical injury; placing another	Suspension by the principal up to nine days with a possible recommendation to the Superintendent of Schools for suspension not to

	person in apprehension of immediate physical injury; recklessly engaging in conduct that creates a grave risk of death or serious physical injury; causing physical contact with another person knowing the other person will regard the contact as offensive or provocative; or any other act that constitutes criminal assault in the third or fourth degree.	exceed 180 days and/or expulsion by the Board of Education. Assault on school property may be a felony and will be reported to the local law enforcement agency.
Bullying and Cyberbullying (also refer to S-185-S ~~S-185-S~~)	Intimidation, unwanted aggressive behavior or harassment (including criminal harassment under the Safe Schools Act), 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; substantially interferes with the educational performance, opportunities or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of	First offense may range from in school suspension days and subsequent offenses may range from up to 180 days out of school suspension and/or recommendation for expulsion. Referral to the Building Anti-Bullying Coordinator.

	physical actions, including gestures, or oral communication, cyberbullying, electronic or written communication, and any threat of retaliation for reporting of such acts. "Cyberbullying" means bullying through the 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.	
Bus or Transportation Misconduct	Any misconduct committed by a student on transportation provided by or through the District.	See Student Conduct and Discipline under Transportation Services F-260-S.
Dishonesty	Any act of lying, whether verbal or written, including forgery.	May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, or Board of Education, and/or

		expulsion by the Board of Education. (Also see Academic Dishonesty)
Disrespectful or Disruptive Conduct or Speech	Conduct that interferes with an orderly education process such as disobedience or defiance to an adult's direction, use of vulgar or offensive language or graphics, any rude language or gesture directed toward another person. Discriminatory or harassing conduct may be addressed under the District's policy regarding this conduct.	May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, or Board of Education, and/or expulsion by the Board of Education.
Dress Code	The failure to comply with the dress code requirements.	First and second offense - Admin Conference and Modification, Clothing Change or Cover, or Sent Home for inappropriate clothing. Third offense - will be treated as an opposition to school authority.
Drugs/Alcohol/Tobacco/E-Cigarettes	The use, sale, transfer, distribution, possession, or being under the influence of prescription drugs, alcohol, tobacco products, electronic cigarettes, vaping products, other nicotine delivery products, imitation	Drugs, alcohol, tobacco products, electronic cigarettes, vaping products: Suspension by the principal for up to nine days with a recommendation to the Superintendent of Schools for suspension not to exceed 180 days and/or

	tobacco products, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, counterfeit substances, imitation controlled substances, drug/tobacco paraphernalia, or over the counter drugs on any District property, vehicles, or at District-sponsored events. However, students may use, possess, and be under the influence of their prescription drugs and over the counter drugs in compliance with District procedures.	expulsion by the Board of Education..
Extortion	Threatening or intimidating any person for the purpose of obtaining money or anything of value.	May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools and/or expulsion by Board of Education.
False Alarms or Reports	Intentionally tampering with alarm equipment for the purpose of setting off an alarm, making false reports for the purpose of scaring or disrupting the school environment.	Suspension by principal up to 9 OSS days, Superintendent of Schools, Board of Education and/or expulsion by Board of Education. A false bomb threat is a felony and will be reported to the local law enforcement agency.

Fighting	A conflict (instigating or retaliatory) - : verbal, physical, or both - , between two or more people. ~~A conflict: verbal, physical, or both, between two or more people.~~	Suspension by the principal for up to nine days with a recommendation to the Superintendent of Schools for suspension not to exceed 180 days and/or expulsion by the Board of Education.
Weapons and Firearms	A) 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). B) Other weapons are prohibited. Other weapons are defined as a device readily capable of lethal use, or device designed to mimic a weapon. Other weapons may include, but not limited to, mace spray, pepper spray, taser, any knife, regardless of blade length; and items customarily used, or which can be used, to inflict injury upon another person or property. C) Possession or use of ammunition, a component of ammunition or a weapon, weapon	For A): Suspended from school for not less than one calendar year or permanently expelled by the Board of Education. In addition, any student in possession of a firearm will be referred to the local law enforcement agency. The suspension or expulsion may be modified on a case-by-case basis by the Superintendent. For B) and C): Suspension by the principal for nine days with a recommendation to the Superintendent of Schools for a suspension not to exceed 180 days and/or expulsion by Board of Education.

	accessories, or tactical gear.	
Fireworks or Incendiary Devices	Possessing, displaying, or using items (e.g., fireworks, matches, lighters, or other devices) to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees. ~~Possessing, displaying, or using fireworks, matches, lighters, or other devices to start fires or other unsanctioned actions. This does not include educational activities designed and supervised by District employees.~~	Suspension by the principal for up to nine days with a possible recommendation to the Superintendent of Schools for a suspension not to exceed 180 days and/or expulsion by Board of Education
Gambling	Betting something of value upon the outcome of a contest, event, assignment, or game of chance.	1st offense: 1-5 ISS Days, Referral to Law Enforcement 2nd offense: Up to 5 ISS/OSS Days, Referral to Law Enforcement 3rd offense: 9 OSS Days, Referral to Law Enforcement, Long-Term Referral**
Harassment, including Sexual Harassment	Conduct that annoys, threatens, intimidates another person based on gender, race, color, religion, sex, national origin, ancestry, disability or any other	May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal, to suspension by the

	characteristic protected by law. Harassment, including sexual harassment, is unwanted and unwelcomed conduct that causes another person extreme unease or fear. Examples include, but are not limited to, derogatory comments or slurs, lewd propositions, blocking movement, offensive touching, or offensive posters or graphics.	principal, Superintendent of Schools and/or expulsion by the Board of Education. Referral to District Compliance Officer.
Hazing	The imposition of strenuous, humiliating, and/or dangerous tasks as part of an initiation, admission, or affiliation to a group, even when all parties willingly participate.	May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal, to suspension by the principal, Superintendent of Schools and/or expulsion by the Board of Education.
Nuisance Items	Displaying or using items that create distractions and could be lost, stolen, or broken such as toys, collectible items, or other possessions not approved for educational purposes.	1st - Up to 3 Days ISS/OSS 2nd - Up to 5 Days ISS/OSS 3rd - Up to 9 Days OSS
Property Damage or Loss of School Property	Damage to or loss of school property such as, but not limited to, books, electronic devices, calculators,	Up to 9 OSS Days, Restitution, Possible Referral to Law Enforcement, Notify

	uniforms, equipment, or facilities, etc.	Assistant Superintendent at Discretion
Public Display of Affection	Physical intimacy that is inappropriate for an educational setting, such as but not limited to, kissing, groping, fondling, cuddling.	1st Offense: Warning to detention to ISS 2nd Offense: up to 3 days ISS 3rd Offense: up to 9 days ISS/OSS
Sexting and/or Possession of Sexually Explicit, Vulgar or Violent Material	Possessing, displaying, or generating sexually explicit, vulgar, or violent material, such as but not limited to, pornography, nudity, violence or explicit death or injury. Students will not be disciplined for speech in situations where it is permissible by law. This restriction does not apply to curricular material vetted and approved by District employees for educational purposes.	May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal, to suspension by the principal, Superintendent of Schools and/or expulsion by the Board of Education. Possible referral to District Compliance Officer and Law Enforcement.
Sexual Activity	Consensual acts of sex or consensual simulations of sex including, but not limited to, intercourse or oral or manual stimulation.	Suspension by the principal for up to nine days with a possible recommendation to the Superintendent of Schools for a suspension not to exceed 180 days and/or expulsion by Board of Education. Possible hotline and referral to Law Enforcement. Referral to District Compliance Officer.

Tardiness or Truancy	A student arriving after the class period has begun is marked tardy. Truancy is when a student is absent from school without permission from the parents/guardians or school official. Truancy includes, but is not limited to skipping classes, falsifying the reason for an absence, or absences that have not been pre-arranged and pre-approved as excused.	Tardiness or Truancy: May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, or Board of Education, and/or expulsion by the Board of Education.
Technology Misconduct	Gaining or attempting to gain unauthorized access to or interfering with a technology system or information, using any type of electronic device without permission, or recording audio or visual information without express permission for educational purposes and as allowed by District rules, or using technology in a manner inconsistent with the terms of the Technology Usage Agreement. This includes cell phone misuse.	May range from conference with parents or guardian, detention, in-school suspension, loss of technology or network privileges or other action at the discretion of the principal, to suspension by the principal, Superintendent of Schools and/or expulsion by the Board of Education. Possible referral to Law Enforcement.
Theft	Taking or attempting to take the property of	May range from conference with parents or

	others without consent or knowingly taking possession of stolen property.	guardian, detention, in-school suspension, other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education. Acts of theft may be reported to the local law enforcement agency and restitution will be assigned.
Threats or Verbal Assault	Verbal, written, graphics, or gestures in a convincing manner that causes another person to fear for the safety of themselves or property.	May range from conference with parents or guardian, detention, in-school suspension or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education.
Unauthorized Entry	Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized or through any unauthorized entrance other than the designated main entrance. ~~Entering a District facility, office, locker or other area that is locked or assisting someone to enter District property who is not authorized~~	May range from conference with parents or guardian, detention, in-school suspension, other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education. Acts of theft may be reported to the local law enforcement agency for trespassing.

	~~or through an unauthorized entrance.~~	
Vandalism	Deliberate destruction of or damage to property belonging to the District, employees, or students.	May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education and/or expulsion by the Board of Education. Institutional vandalism is a misdemeanor/felony and will be reported to the local law enforcement agency. Restitution will be assigned.
Violation of Imposed Disciplinary Consequences	The failure to comply with the discipline consequences assigned. This includes appearing on District property or at a school-sponsored event while serving a suspension or expulsion.	May range from in-school suspension or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, Board of Education, and/or expulsion by the Board of Education. Acts of theft may be reported to the local law enforcement agency.
Violation of District Policy or Written School Rules	Violation of written school rules as distributed in handbooks, letters, and or materials by, or under the direction of, the principal.	May range from conference with parents or guardian, detention, in-school suspension, or other action at the discretion of the principal to suspension by the principal, Superintendent of Schools, or Board of

		Education and/or expulsion by the Board of Education.

Disruptive Behavior Continuum

Safe Seat – Buddy Room – Recovery Room

Safe Seat is a seat in the regular classroom where a student can stop the inappropriate behavior. While in the safe area, students are responsible for taking ownership of their behaviors and developing a plan of how to avoid that problem in the future while continuing their academic course work.

Buddy Rooms are a classroom other than the student's regular room where a student can stop the inappropriate behavior and take responsibility for the behavior while continuing to work.

The Recovery Room is a safe place for students who cannot stop their behavior in the buddy room, or are having difficulty controlling their behavior to the extent that a buddy room is not the appropriate next step.

Schoolwide Positive Behavior Support (SW-PBS) is a framework for creating safe and orderly learning environments in schools, while improving the social-emotional outcomes for students. It is a proactive approach that relies on research based practices, including developing clear behavioral expectations, teaching these expectations, acknowledging appropriate behavior, consistently correcting inappropriate behavior, and using behavioral data to systematically solve problems. SW-PBS is built on a three tiered model that provides additional behavioral support to students who are not responding to the tier 1 interventions.

Bullying, Hazing, and Cyberbullying S-185-S
The District strictly prohibits bullying, including hazing, and cyberbullying on school grounds, at any school function, or on District transportation.

Definitions
Bullying – 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; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting such acts.

Cyberbullying – Bullying as defined above through the transmission of a communication including, but not limited to a telephone, wireless telephone, or other wireless communication device, computer, or pager. The District has jurisdiction to prohibit cyberbullying that originates on a school campus, or at a District activity if the communication was made using District technological resources, if there is sufficient nexus to the educational environment, or if the electronic communication was made on the school's campus or at a District activity using the student's own personal technological resource. See chart in S-170-S.

Anti-bullying Coordinator – The Superintendent will ensure an individual at each school is designated to serve as the anti-bullying coordinator. All anti-bullying coordinators will be the elementary administrator and a list of coordinators will be kept on file at the District administration office and updated annually. Additionally, a District anti-bullying coordinator will be designated.

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

Reporting Bullying or Cyberbullying
District employees are required to report any instance of bullying of which the employee has firsthand knowledge. Any employee, substitute, or volunteer who witnesses an incident of bullying must report the incident to the building anti-bullying coordinator within two (2) school days of witnessing the incident. If the anti-bullying coordinator is unavailable or is the subject of the report, the employee should contact the District's Compliance Officer. In addition, all District employees, substitutes, or volunteers must direct all persons seeking to report an incident of bullying to the building anti-bullying coordinator.

Students who know about a threat or students being victimized need to inform school authorities as soon as possible. Parents/guardians of a student suspected of making a threat will be contacted and expected to provide information to help evaluate the threat. Students and Parents/Guardians also should be aware that the state of Missouri offers a hotline to report school violence: MO School Violence Hotline: 1-866-748-7047.

Any individual making a verbal report of bullying will be asked to submit a written complaint to the anti-bullying coordinator. If the person refuses or is unable to submit a written complaint, the anti-bullying coordinator will summarize the verbal complaint in writing.

When an anti-bullying coordinator is informed about a possible bullying or cyberbullying incident, verbal, written, or otherwise, the District will conduct a prompt, impartial, and thorough investigation to determine whether misconduct, including unlawful conduct, occurred. The District will implement interim measures as necessary. When it is determined that bullying or cyberbullying occurred, the District will take appropriate action for violations of District expectations and rules.

Investigation
Within two (2) school days of receipt of a report of bullying or cyberbullying, the anti-bullying coordinator or designee will initiate an investigation of the incident. The school principal may appoint other school staff to assist with the investigation. The investigation will be completed within ten (10) school days from the date of the written report unless good cause exists to extend the investigation. A copy of the written report of the investigation and results will be sent to the District anti-bullying coordinator and included in the files of the victim and the alleged or actual perpetrator of bullying or cyberbullying. All reports are confidential in accordance with law and District rules.

Retaliation
The District prohibits reprisal or retaliation against any person who reports an act of bullying or cyberbullying, testifies, or participates in any manner with an investigation proceeding, or hearing. The District will take appropriate remedial action for any student, teacher, administrator, or other school personnel who retaliates.

Consequences of Bullying, Cyberbullying, or Retaliation
When the District receives a report of bullying, cyberbullying, or retaliation, interim measures to protect the victim(s) will be taken. If an investigation determines that bullying, cyberbullying, or retaliation occurred, the District will act to end the bullying, cyberbullying or retaliation.

Students who are determined to have participated in bullying, cyberbullying, or retaliation will be disciplined in accordance with the District discipline policy. Consequences may include, but are not limited to, loss of privileges, detention, in- or out-of-school suspension, expulsion, and referral to law enforcement. Any determination of consequences will consider factors such as the age of the student(s), developmental level of the student(s), degree of harm, severity of behavior, disciplinary history, and other educationally relevant factors.

District employees and substitutes who violate this policy will be disciplined, up to and including termination. Volunteers, visitors, patrons, or others who violate this policy may be prohibited from District property or activities, or other remedial action.

Public Notice
The District will:

1. Provide information and appropriate training to District staff who have significant contact with students regarding the policy.
2. Provide education and information to students regarding bullying, including information regarding the District policy prohibiting bullying, the harmful effects of bullying, and applicable initiatives to address bullying, including student peer-to-peer initiatives to provide accountability and policy enforcement for those found to have engaged in

bullying, cyberbullying, and/or retaliation against any person who reports an act of bullying.

3. Instruct school counselors, school and licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for overcoming bullying's negative effects. Techniques will include, but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself/herself assertively and effectively; helping the student develop social skills; and/or encouraging the student to develop an internal locus of control.
4. Implement programs and other initiatives to address and respond to bullying in a manner that does not stigmatize the victim and makes resources or referrals available to victims of bullying.

Complaints alleging unlawful discrimination, harassment, or retaliation in violation of District policy will be referred for investigation to the District Compliance Officer.

Report Form

To obtain a report form, please contact the ABC Coordinator for your building as indicated in the School Building and Contact Information section at the beginning of this handbook.

Complaints or Concerns C-120-S

Effective communication helps avoid and resolve many complaints, concerns, misunderstandings and disagreements. Keep in mind the requirements of Visitor Procedures and the Adult Code of Conduct in C-155-S. Individuals who have a complaint or concern should discuss their concerns with the school personnel involved in the issue at hand in an effort to resolve problems. This step will usually involve communicating directly with the person or persons with whom the complainant has a concern. This step may be skipped when the complainant in good faith believes that speaking directly to the person would subject the complainant to discrimination, harassment or retaliation.

This step may also be skipped if the complainant in good faith believes that any law or a District policy or written rule has been violated. The District has adopted specific procedures for investigation and resolution for complaints or concerns as required by specific and varying laws that are applicable to the District. The District's Compliance Officer should be contacted with any complaints or concerns that any law or District written rule has been violated, including but not limited to, laws relating to: civil rights, including discrimination, harassment, and retaliation; special education matters including the IEP and 504 processes and services; federal programs and related services; bullying; and The Family Educational Rights and Privacy Act, including student records and confidentiality.

When communicating directly with the school personnel involved in the issue does not resolve matters satisfactorily, or if it is appropriate to skip the first step as described

above, a complainant should consult with the District's Compliance Officer who will direct the complainant to the appropriate process for resolution of the complaint. The District designates the following individual to act as the District's Compliance Officer:

Name:	District Compliance Officer
Address:	201 North Forest Avenue, Independence, Missouri 64050
Phone #:	(816) 521-5300
Fax #:	(816) 521-5619
Email Address:	compliance@isdschools.org

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be' made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name:	Director of Human Resource
Address:	201 North Forest Avenue, Independence, Missouri 64050
Phone #:	(816) 521-5300
Fax #:	(816) 521-5619
Email Address:	compliance@isdschools.org

All complaints of violation of any law or a District policy or written rule will be promptly investigated by the District, and appropriate action will be taken. Complainants are strongly encouraged to provide their concerns in writing. If a complaint against the Superintendent is substantiated, the Board will be notified.

Every Student Succeeds Act of 2015 (ESSA) Complaint Procedures

This guide explains how to file a complaint about any of the programs (Title I, A,B, C, D, II, III, IV.A, V) that are administered by the Missouri Department of Elementary and Secondary Education (the Department) under the Every Student Succeeds Act of 2015 (ESSA).

Missouri Department of Elementary and Secondary Education Complaint Procedures for ESSA Programs Table of Contents	
General Information 1. What is a complaint under ESSA? 2. Who may file a complaint? 3. How can a complaint be filed?	
Complaints filed with LEA 4. How will a complaint filed with the LEA be investigated? 5. What happens if a complaint is not resolved at the local level (LEA)?	**Complaints filed with the Department** 6. How can a complaint be filed with the Department? 7. How will a complaint filed with the Department be investigated? 8. How are complaints related to equitable services to nonpublic

	school children handled differently?
Appeals 9. How will appeals to the Department be investigated? 10. What happens if the complaint is not resolved at the state level (the Department)?	

1. **What is a complaint?**
   For these purposes, a complaint is a written allegation that a local education agency (LEA) or the Missouri Department of Elementary and Secondary Education (the Department) has violated a federal statute or regulation that applies to a program under ESSA.

2. **Who may file a complaint?**
   Any individual or organization may file a complaint.

3. **How can a complaint be filed?**
   Complaints can be filed with the LEA or with the Department.

4. **How will a complaint filed with the LEA be investigated?**
   Complaints filed with the LEA are to be investigated and attempted to be resolved according to the locally developed and adopted procedures.

5. **What happens if a complaint is not resolved at the local level (LEA)?**
   A complaint not resolved at the local level may be appealed to the Department.

6. **How can a complaint be filed with the Department?**
   A complaint filed with the Department must be a written, signed statement that include:
   - A statement that a requirement that applies to an ESSA program has been violated by the LEA or the Department, and
   - The facts on which the statement is based on the specific requirements allegedly violated.

7. **How will a complaint filed with the Department be investigated?**
   The investigation and complaint resolution proceedings will be completed within a time limit of forty-five calendar days. <u>That time limit can be extended by the agreement of all parties.</u>

   The following activities will occur in the investigation:
   - **Record.** A written record of the investigation will be kept.
   - **Notification of LEA.** The LEA will be notified of the complaint within five days of the complaint being filed.
   - **Resolution at LEA.** The LEA will then initiate its local complaint procedures in an effort to first resolve the complaint at the local level.

- **Report by LEA.** Within thirty-five days of the complaint being filed, the LEA will submit a written summary of the LEA investigation and complaint resolution. This report is considered public record and may be made available to parents, teachers, and other members of the general public.
- **Verification.** Within five days of receiving the written summary of a complaint resolution, the Department will verify the resolution of the complaint through an on-site visit, letter, or telephone call(s).
- **Appeal.** The complainant or the LEA may appeal the decision of the Department to the U.S. Department of Education.

8. **How are complaints related to equitable services to nonpublic school children handled differently?**
   In addition to the procedures listed in number 7 above, complaints related to equitable services will also be filed with the U.S. Department of Education, and they will receive all information related to the investigation and resolution of the complaint. Also, appeals to the United States Department of Education must be filed no longer than thirty days following the Department's resolution of the complaint (or its failure to resolve the complaint).

9. **How will appeals to the Department be investigated?**
   The Department will initiate within ten days, which will be concluded within thirty days from the day of the appeal. This investigation may be continued beyond the thirty day limit at the discretion of the Department. At the conclusion of the investigation, the Department will communicate the decision and reasons for the decision to the complainant and the LEA. Recommendations and details of the decision are to be implemented within fifteen days of the decision being delivered to the LEA.

10. **What happens if a complaint is not resolved at the state level (the Department)?**
    The complainant or the LEA may appeal the decision of the Department to the United States Department of Education.

Equal Opportunity and Prohibition against Harassment, Discrimination, and Retaliation C-130-S

The District is committed to providing equal opportunity in all areas of admission, recruiting, hiring, employment, retention, promotion, contracted services, and access to programs, services, activities, and facilities. The District strictly prohibits any unlawful discrimination or harassment against any person because of race, color, religion, disability, age, sex, gender, national origin, or any other characteristic protected by law. The District also prohibits retaliatory action, harassment, or discrimination against individuals who make complaints of, report, or otherwise participate in the investigation of any such unlawful discrimination, harassment, or retaliation. The District is an equal opportunity employer.

Anyone who believes that they have been discriminated, harassed, and/or retaliated against in violation of this policy should report the alleged discrimination, harassment and/or retaliation to the District's Compliance Officer. The District designates the following individual to act as the District's Compliance Officer:

Name:	District Compliance Officer
Address:	201 North Forest Avenue, Independence, Missouri 64050
Phone #:	(816) 521-5300
Fax #:	(816) 521-5619
Email Address:	compliance@isdschools.org

In the event the District's Compliance Officer is unavailable or is the subject of a report that would otherwise be' made to the Compliance Officer, reports should instead be directed to the alternative Compliance Officer:

Name:	Director of Human Resource
Address:	201 North Forest Avenue, Independence, Missouri 64050
Phone #:	(816) 521-5300
Fax #:	(816) 521-5619
Email Address:	compliance@isdschools.org

All employees, students, and visitors who have witnessed any incident or behavior that could constitute discrimination, harassment, or retaliation under this policy must immediately report such incident or behavior to the District's Compliance Officer for investigation.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Title IX C-131-S

The District does not discriminate on the basis of sex in the education program or activity that it operates and is required by Title IX not to discriminate in such a manner. The requirement not to discriminate in the education program or activity extends to admissions and employment. Inquiries about the application of Title IX to the District may be referred to the Title IX Coordinator or Assistant Secretary for Civil Rights of the Department of Education, or both.

The District designates the following individual to serve as the District's Title IX Coordinator:

Name or Title:	District Compliance Officer
Address:	201 North Forest Avenue, Independence, Missouri 64050
Phone #:	(816) 521-5300
Fax #:	(816) 521-5619

Email Address: compliance@isdschools.org

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

All employees, students, and visitors who have witnessed, heard about, or received a report about any incident or behavior that could constitute sexual harassment under this policy must immediately report such incident or behavior to the District's Title IX Coordinator for investigation. If the allegations are against the District's Title IX Coordinator, it must be immediately reported to the Superintendent, unless the Superintendent is also the Title IX Coordinator, then to the President of the Board of Education.

All complaints of violation of this policy will be promptly investigated by the District, and appropriate action will be taken.

Student Searches S-175-S

Backpacks, desks, lockers, personal property and other District property provided for student use are subject to periodic and random inspections without notice~~Desks and other District property provided for student use are subject to periodic and random inspections without notice.~~

Student property may be searched based upon reasonable suspicion of a violation of school rules or law and an examination of facts~~examination facts~~, credible information, or reasonable inferences based upon the facts and circumstances. Any time a student leaves property without permission and returns to school the student may be subject to a search based on reasonable suspicion. Searches will be conducted in the presence of an adult witness.

Law enforcement will be contacted if a search produces a controlled substance, drug paraphernalia, weapons, stolen goods, or evidence of a crime.

Student Alcohol/Drug Abuse S-195-S

The District takes measures to foster a safe and drug-free learning environment that supports student engagement and development. Therefore, educational programs are provided to help students cultivate healthy lifestyles and age-appropriate drug awareness. All use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescription drugs, alcohol, narcotic substances, unauthorized inhalants, controlled substances, illegal drugs, or counterfeit substances on any District property, vehicles, or at District-sponsored events is strictly prohibited. Suspected or

known violations of the District policy should be immediately reported to school authorities. Any incidents that violate this policy are subject to disciplinary action and notification to law enforcement. Any confiscated substances will be turned over to law enforcement.

In cases where it is necessary for a student to take prescription or over-the-counter medications during the school day, the medication must be stored in and documented by the nurse's office in accordance with written label directions and parental/guardian permission in compliance with District rules. (*See* the Handbook's section on Administration of Medication for more information.)

Any drug/alcohol offense may result in one or more of the following: Administrator/Student conference, detention, in-school suspension, 1-180 days out-of-school suspension or expulsion, restitution if appropriate, loss of privileges including, but not limited to: confiscation of the contraband item, loss of technology privileges, and referral to law enforcement. (*See* the Handbook's section on Student Discipline for more information.)

Weapons in School S-200-S

The District strictly prohibits unauthorized possession or use of weapons on District property, at District-sponsored activities, either on- or off-campus, and District transportation. Weapons will be confiscated and reported to law enforcement authorities.

Examples of prohibited weapons may include, but are not limited to, blackjack, concealable firearm, explosive weapon, firearm, firearm silencer, gas gun, knife, machine gun, knuckles, projectile weapon, rifle, shotgun, spring gun, switchblade or any knife, mace spray, pepper spray, taser,- any item designed to mimic a weapon (such as a 3D printed weapon),or any other items customarily used, or which can be used, to inflict injury upon another person or property.

By law, a student who brings a weapon prohibited by law on school property will be expelled or suspended from school for not less than one calendar year and referred to law enforcement. The expulsion or suspension may be modified on a case-by-case basis ~~upon the recommendation of~~by the Superintendent~~ to the Board~~. Other provisions of the discipline code related to the offense may be applied in addition to the consequences required by law. Students with disabilities who violate this policy will be reviewed under the provisions of the Individuals with Disabilities Act (IDEA) and/or Section 504 of the Rehabilitation Act.

Firearms and Weapons F-235-S

Possession of weapons, including concealed weapons, is strictly prohibited on District property, on District transportation or at any District function or activity sponsored by the District unless the visitor is an authorized law enforcement official or is specifically authorized by the Board.

Closing Note

The Elementary Schools in the ISD are dedicated to fostering a positive, safe and engaging learning environment where every student can thrive. This handbook serves as a guide to help our students, families and staff work together in creating a supportive and successful school year.