

Kindergarten

1st Grade

2nd Grade

3rd Grade

Avenue City Elementary School
Student & Parent Handbook
2018-2019



4th Grade

18069 Highway 169
Cosby, Missouri 64436
816-662-2305

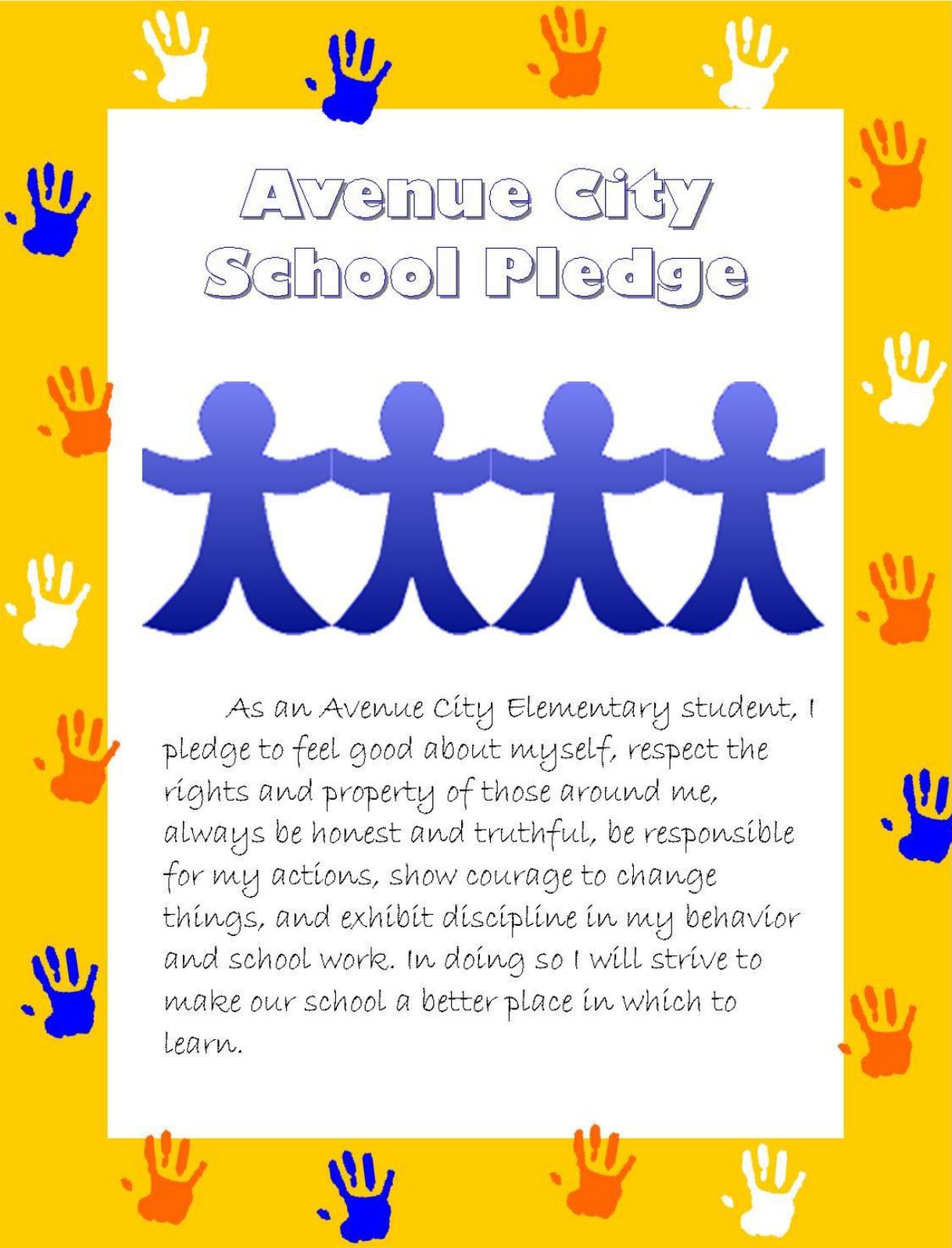
<http://www.avenuecityschool.org>

5th Grade

6th Grade

7th Grade

8th Grade

A yellow border surrounds the central white text area, decorated with various colored handprints (white, blue, orange) scattered around the perimeter.

Avenue City School Pledge



As an Avenue City Elementary student, I pledge to feel good about myself, respect the rights and property of those around me, always be honest and truthful, be responsible for my actions, show courage to change things, and exhibit discipline in my behavior and school work. In doing so I will strive to make our school a better place in which to learn.

Parent & Student Handbook

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Avenue City Elementary School

18069 Highway 169

Cosby, Missouri 64436

Phone: (816) 662-2305 Fax: (816) 662-3201

Principal: Becky Grimes

Superintendent: Don Lawrence

August 2018

Dear Parents & Students,

We hope everyone has had a fun and restful summer. Another school year is ready to begin at Avenue City School. We are very excited to be starting the new school year. We welcome each and every one of you to the 2018-2019 school year!

Avenue City School has high expectations for academics and success for each student. The staff will provide a stimulating, challenging, and safe environment in which students will enjoy learning. Working as a team, we will accomplish our goals and the students will become productive, caring, and responsible citizens of society. Parents and students, as well as staff members are a vital part of this team. We want and expect parents and students to be active partners in the education process at Avenue City School. Open communication is the key to any classroom, volunteers for activities, help with homework, participate in PTO meetings, and discuss any ideas, concerns, or suggestions you might have with staff members, as well as us, the administration team. Working together as a team, we will make Avenue City School a great place for students to be!

We would like for you to read and discuss the information in the following handbook. As always, there are a few changes in policies and procedures that we would like everyone to take note of. A survey is accompanying the handbook, please fill out and return it to school by Monday, August 27, 2018.

Welcome to Avenue City School and the 2018-2019 school year!

Sincerely,

Don Lawrence
Superintendent of Schools

Becky Grimes
Principal





Preface

The purpose of this handbook is to provide an easy reference guide for students and parents of the Avenue City School District. The information included in this handbook is not a complete policy manual but is drawn from the Board of Education Policy Manual and established administrative procedures. The statements in this handbook do not supersede policies and regulations developed and adopted by the Board of Education relating to the subject matter contained herein.

The Avenue City School District believes firmly in the concept of teamwork. The strength of our organization depends upon ability, loyalty, dedication, enthusiasm, and cooperation of each employee, student, and patron. We hope that you will find attending our school pleasant, self-satisfying, and productive.

Mission Statement

The Avenue City R-IX School District, in cooperation with its students, staff, parents, board of education, and community, will:

- Create a learning environment that is accepting, stimulating, challenging, and worthwhile to students.
- Produce students who have mastered the basic skills, become adept at problem solving and responsible decision making, and have the ability to adapt to meet future challenges.
- Encourage students to become healthy, caring, ethical citizens who are productive members of society.
- Help students develop self-discipline required for success.

2018-2019 Goals

Avenue City R-IX School District 2018-2019 Annual Goals:

- The district will continue to focus on student achievement and work to insure increased performance on local, state, and national assessments.
- The district will put special emphasis on improvement in reading as we strive to have each student reading on or above grade level.
- District facilities will provide a safe and positive learning environment.
- The district will continue to update technology and strive to integrate the use of technology to improve instruction.
- The district will continue to monitor the state's ever-changing expectation in regard to curriculum expectations and will determine the appropriate alignment with the local curriculum.
- The district will implement and complete dyslexia screening for students in grades K-1 within the first 30 days of the school year. Screening for grades 2-3 will occur before the end of the 1st semester.



District Philosophy

The Board of Education, staff, and patrons of the Avenue City School District believe that all students can learn and should be provided an education. Students have fundamental rights to education regardless of age, race, sex, religion, national origin, socio-economic status, or handicapping condition.

The community, parents, and staff will encourage all students to reach their potential by taking part in a progressive, stimulating, and challenging program designed to develop students into life-long learners.

We intend for our program to develop self-reliant learners and workers who not only master the basics, but who have the skills to compete in today's quickly changing and fast paced world. These include, but are not limited to, communication skills, technology skills, research skills, problem solving and critical thinking skills, and the abilities required to be flexible and adaptable. In the end, we hope to produce active, intelligent, well-adjusted, responsible citizens of good character.

We feel that in order to accomplish our goals we must cultivate a positive self-image in each student. To do this we must teach an awareness of the whole being and a need to maintain a healthy balance in the social, emotional, physical, and intellectual areas.

In order to reach these goals the district must provide an environment conducive to meeting these needs. First, we must provide employees who can meet the needs of a wide variety of students. We expect our people to be honest, caring, congenial, energetic, active, progressive, flexible, and competent people who have the needs of our students as the main focus. Their skills should allow them to accommodate for individual differences as we encourage students to strive to attain their potential.

We will provide for a physical environment conducive to learning. This includes making sure the school is safe and comfortable. Our building should be inviting to students and provide adequate space and equipment to accommodate our educational program. This includes keeping our building in the best possible condition while making plans to accommodate growth in populations and programs.

Finally, our programs must actively seek community participation in our district's educational process. When students, staff, parents, and community work together we have the best chance for success.



Staff Directory
Phone # 816-662-2305

POSTION	NAME	EMAIL
Superintendent	Don Lawrence	dlawrence@avenuecityschool.org
Principal	Becky Grimes	bgrimes@avenuecityschool.org
Parents As Teachers Coordinator	Staci Wolfe	swolfe@avenuecityschool.org
Preschool	Ashley Farrell	afarrell@avenuecityschool.org
Preschool Para Professional	Sally Theesen	stheesen@avenuecityschool.org
Kindergarten	Connie Phillips	cphillips@avenuecityschool.org
Para Professional	Shelly Froehlich	sfroehlich@avenuecityschool.org
First Grade	Jori Atchity	jatchity@avenuecityschool.org
Second Grade	Carla Proctor	cproctor@avenuecityschool.org
Third Grade	Amanda Scott	mscott@avenuecityschool.org
Fourth Grade	Taylor Ellis	tellis@avenuecityschool.org
Fifth Grade	Janis Pargas	jpargas@avenuecityschool.org
Sixth Grade	Beth Forney	bforney@avenuecityschool.org
Seventh Grade	Candi Rowland	crowland@avenuecityschool.org
Eighth Grade	Jeana Sigrist	jeanasigrist@avenuecityschool.org
Special Education	Allison Lesh Becky Bell	resourceroom@avenuecityschool.org alesh@avenuecityschool.org bbell@avenuecityschool.org
Para Professional	Carol Williams	cwilliams@avenuecityschool.org
Gifted	Janis Curran	jcurran@avenuecityschool.org
Speech / Language	Patti Spalding	pspalding@avenuecityschool.org
Counselor	Stormie Milne	smilne@avenuecityschool.org
Computer / Technology Classes	Jolynn Atoe	jatoe@avenuecityschool.org
Librarian	Jolynn Atoe	jatoe@avenuecityschool.org
Music	Janice Wing	jwing@avenuecityschool.org
Physical Education	Jack Burgess	jburgess@avenuecityschool.org
Remedial Language Arts	Ashley Davis	adavis@avenuecityschool.org
Visual Art	Jennifer Schaeffer	jschaeffer@avenuecityschool.org
Nurse	Shawnda Russell	srussell@avenuecityschool.org
Food Services	Lori Schneider	lschneider@avenuecityschool.org
Food Services	Ann DuVall	aduvall@avenuecityschool.org
After School Childcare	Candi Rowland	crowland@avenuecityschool.org
Maintenance	Russell Phillips	prussell@avenuecityschool.org
Assistant Maintenance	Mike Kempf	mkempf@avenuecityschool.org
Technology Director	Tim Jones	tjones@avenuecityschool.org
School Secretary	Brenda Ordnung	bordnung@avenuecityschool.org
BOE Secretary/Treasurer	Janice Pankau	jpankau@avenuecityschool.org

Program Contact Directory

PROGRAM	CONTACT
Assessment Coordinator	Becky Grimes / Stormie Milne
Board of Education	Rodney Davison, President
Curriculum	Classroom Teachers / Becky Grimes
Facilities & Safety	Don Lawrence
Finance	Don Lawrence
Food Service	Becky Grimes / Lori Schneider
Free / Reduced Meals	Brenda Ordnung
Guidance Counseling	Stormie Milne
Parents As Teachers	Staci Wolfe
Professional Development	Amanda Scott
Special Education Director	Becky Grimes
Staff Evaluations	Becky Grimes
Transportation	Don Lawrence / Becky Grimes
Board Policy / Agenda	Don Lawrence / Janice Pankau
PTO	Abby Sorensen
Talented / Gifted	Janis Curran
Student Activities	Becky Grimes
Athletics	Jack Burgess / Becky Grimes

Start / End Time Procedures

Scheduled Times:

Bus Arrives:	8:00 AM
Breakfast:	8:00-8:20 AM
Community:	8:00-8:20 AM
Start Time:	8:25 AM
Dismissal:	3:08 PM



Arrival Time: Students may arrive at 8:00 AM – NO Earlier! On rare occasions arrangements can be made with the office to be a few minutes early. Upon arriving at the school, students will go to the gym. Students are considered tardy if they arrive in their classroom after the 8:25 AM bell rings. Please make sure your child arrives at school between 8:00 and 8:20 AM.

Dismissal: The dismissal procedure must be followed for the safety of all students. The bell will ring at 3:08 PM. At that time car riders will be dismissed to the south doors by the office and bus riders will be dismissed to the west doors of the Commons Area. **If you child is to go anywhere other than their regular destination, you must send a note stating the appropriate destination. Your child will be sent to their regular destination unless we have a note from you stating otherwise.** We will not hold busses or make phone calls to inquire about a student's destination. Please do not wait and call school at dismissal time and ask us to hold your child at school or ask that we tell them to go to a different destination. The office and classrooms become very busy at the end of the day. It is sometimes impossible to get a message to your child and waiting to inform your child of their destination often leads to added confusion for your child as well as staff members.

Parents who are picking up their students must form a line with their cars pointing from East to West directly parallel to the front side walk. If your car is not in the appropriate line, your student will be held in the building until the parking lot is clear of busses and other moving vehicles.

Mid-Day-Pickup & Arrival: If you are picking or dropping your child up at any time beside the regular scheduled start or end of the day, you must report to the office. In such instance, please use the south doors, come to the secretary's office and sign your child in or out. Do not go straight to your child's classroom. An authorized signature is required to admit or dismiss your child if they do not arrive or depart at the correct time. All visitors must report to the office, sign in, and get a visitor's badge before entering or going anywhere in the building.

Inclement Weather



Decisions about closing school due to severe weather (snow & ice) are made with the students' safety in mind.

Early Morning Closings: Announcements will be made between 6:30 and 7:00 AM on KQTV. Announcement will also be made on KFEQ, KKJO, and KSFT radio stations. (Extreme cases will cause the announcements to be made the night before.) (When possible the announcement will also be posted on the website: <http://avenuecityschool.org/>)

Early Dismissal: Announcements will be made as soon as possible on the stations listed above. Dismissal because of inclement weather will be at 12:50 when possible. (If at all possible announcements will be made between 10:30 AM and 11:00 AM.) (When possible the announcement will also be posted on the website: <http://avenuecityschool.org/>)

Lumen Communication System: A communication system is available to members of the district for these types of days.

Students should know where they are to go in case of an emergency early dismissal. Please make sure your student(s) and their teachers know this information by Monday, August 20, 2018.

Expectations

The Avenue City School has long enjoyed a reputation for having high-achieving, well-behaved students. This is possible because of the support and high expectations of parents and staff. This is a tradition we will continue.

Academics are our main focus. Students are expected to work hard in school. This will help prepare them for the work world. Homework is often required, especially as the student moves up in grades. Even when there is not assigned homework you can help develop good study habits by practicing math facts, practicing spelling words, and completing book reports. Please help us by making school a priority at home.

Basics are not the only offered curricula at the school. Each student will participate in library, computers, music, physical education, visual art, and counseling. As the student progresses to the upper grades (5th – 8th grade) classes in computers, business, current events, and keyboarding are also offered. We discourage behaviors such as smoking, drinking, and the use of harmful substances. Strong disciplinary action will be taken should any of these behaviors occur at school events or on school property.

Students and staff are expected to treat all people with kindness and respect. We expect everyone to show elements of appropriate behavior while at school or school related functions.



Student / Parent Handbook 2018-2019

Students involved in vandalism will be expected to make reparations by dollar payments or by cleaning before or after school, or on Saturdays. Administration will decide what the most appropriate punishment for such behavior is.

The handbook lists guidelines for bus, recess, and lunchroom behavior. Teacher will establish behavior plans for their classrooms. Students will be expected to abide by them. Students who are referred to the administrator's office for disciplinary reasons will have parents notified in writing or by phone when necessary. **Any behavior that presents danger or causes excessive interruption results in immediate removal from the situation and parents will be required to come to school.** We must focus on the safety and education of all the students.

Our students are expected to be well behaved and they are expected to come to school ready and eager to learn. Please support these expectations at home also. If children come to school ready and eager to learn, the education outcome will be much more substantial.

School Entrance Requirements

Kindergarten Age Requirements:

Students who enter kindergarten must have turned five years old by August 1st of the school year. Screenings may be performed on pre-school students in the spring before entering Kindergarten. These screenings are used to tell parents and teachers the student's strengths and weaknesses before entering school.

Birth Certificates & Social Security Numbers:

The school is required by law to have your child's state birth certificate and would like to have your child's social security number for our records. Notification will be sent home if these items are not in your student's file.

Health and Vision Screenings:

Health Screenings which could consist of vision/height/weight/hearing/head lice will be completed following the guidelines and recommendations developed by the Missouri Department of Health and Senior Services. The screenings may be done by the school nurse and/or outside professionals.

All public school districts are required to conduct "eye screening" for each student – once before the completion of first grade and again before the completion of third grade. Standardized screening protocols were developed by the Children's Vision Commission.



Grooming & Dress Standards

Students are encouraged to dress appropriately and be neatly groomed. This expectation includes the school day and school sponsored extracurricular activities.

Students shall observe modes of dress and standards of personal grooming that are in conformity with the educational environment. Apparel is expected to conform to reasonable student standards of modesty, and as such, no excessive or inappropriate areas of skin or undergarments may be exposed. No apparel or grooming which presents a safety concern is permitted. No apparel displaying messages that are gang-related, sexually explicit, vulgar, violent, or advocating illegal activities is permitted. Hats, stocking caps, hoods or other types of headwear are not permitted. Further, no clothing or personal grooming that disrupts, or can be forecasted to disrupt, the educational environment is permitted.

Headwear may be permitted for special days with the approval of Administration or Classroom Staff.

Visiting School

The school encourages parents and patrons to visit school any time. **You must check in at the front office, sign in, and receive a badge each time you visit the school.** Do not go anywhere in the building until you have checked in at the office and someone has announced to the classroom teacher that you are coming. This procedure must be followed for the safety of the students. Visitors are required to enter the building through the south doors. All other doors that lead outside will be kept locked so that visitors or intruders may not enter, but students and staff will be able to exit. This is for the safety of the students.

Physical Education

Students in grades seven and eight have the option to dress out (change clothes) before and after physical education class. This option should be discussed with the classroom and physical education teacher to get further information.

Guardians – Custody Agreements

If your child is involved in a custody agreement, the school needs to know. Unless we have a copy of the custody agreement, or guardianship papers, we will let either parent remove the child from school and make decisions on behalf of the child. For your child's convenience and safety, please keep the school informed of any such agreements or problems.

Medical Information

Emergency Medical Information and Administering Medications

Each year parents / guardians are requested to complete emergency medical information on Registration Forms and a Student Health Form. Please notify the office if any changes to these forms should be made during the school year.

Non-Prescription (Over the Counter Medications):

Over the counter medication will no longer be provided by the school district other than the ones listed below. They may, however, be brought from home in an unopened container and locked up in the nurse's office for a student to use. Over the counter medication may be administered at school only if accompanied by written instructions as well as reason for use signed by the parent/guardian. Any over the counter medication that is required for long term use (more than two weeks) may require physician consent, if the school nurse deems appropriate. The school nurse has the right to request physician consent for ANY over the counter medication. **All medication** must be picked up by the last day of school by the parent/guardian.

- Peroxide/ Triple Antibiotic Ointment/Bactine First Aid Liquid - for minor cuts/abrasions
- Hydrocortisone 1% cream/ Caladryl Clear lotion - for minor itching/irritations
- Burn Free Gel - for minor burns
- Biofreeze Topical Pain Reliever – for comfort of sore muscles/strains
- Eye Wash/ Artificial Tears/ Artificial Tears for contact wearers - for minor eye irritation
- Vaseline/Lip Balm - for dry lips
- Anbesol/ Orajel - for cold sores, fever blisters, minor mouth pain
- Cough Drops - for cough, throat irritation/ pain
- Butterscotch Candy – for sore throat
- Peppermint Candy – for stomach ache
- Ginger Candy – for stomach ache
- Epipen – severe allergic reaction

*Generic Versions may be used

Prescription Medication:

To dispense prescription medicine at school, the nurse must have physician's orders on file with a physician's signature and/or **MUST** be in original container appropriately labeled by the pharmacy. All medicine must be brought to school by parent/ legal guardian with a note signed by the parent/guardian. There will be no medication or medication containers sent home with students. Parents and/or guardians must pick up all medication in the office. Also, **all medication** must be picked up by the last day of school by the parent/guardian.

A Medication Permission Slip for Prescription or Non-Prescription Medication must be filled out by a parent / guardian. You will find this form in Appendix A of the handbook and you may request additional forms from the office. You must supply medication in the pharmacy bottle with accompanying label and instructions.

If you have any questions or comments about your child's health care needs while at school, please call the school office and talk to the school nurse or the principal.





Attendance / Absences / Excuses

Regular and punctual attendance will be expected of each student.

Studies have shown that there is a direct relationship between school success and attendance. The process of education requires attendance for total understanding of instruction.

A phone call or note from the parent/guardian before 9:00 AM the morning of the child's absence is necessary. If this is not obtained by 9:00 AM, someone from the school staff will check with parent/guardian to verify reason for absence. Arrangements for lessons/make-up work will be made at this time. Individual teachers will help make arrangements and set guidelines for students who have missed work. **It is the student's responsibility to make arrangements with teachers to make up lessons.**

A student who is absent from school on the day of an interscholastic contest/school activity or on a Friday before an activity/contest on Saturday will not be permitted to participate or attend the event without written release from the Principal. This policy is enforced by the policy set forth by the Board of Education. This policy will also be enforced for extra curricular activities after school.

It is recognized that absences are necessary on rare occasions. Students, parents/guardians, teachers, and administrators should make every effort to keep absences and tardiness limited. If it becomes necessary for the student to leave early or arrive late a parent/guardian must sign the student in or out at the front office. The student will not be excused to leave early without obtaining the necessary parent/guardian signature. Children of single parent families will be release only upon request of the custodial parent. Records establishing custodial rights must be kept on file in the school office.

The Avenue City School District has an excellent record of superior attendance. Thank you to those who work to support us in keeping this record!

Grading

Teachers in Grades 3-8 use the following grading scale for grading.

Percentages:	Grades Earned:
100-95%	A
94-90%	A-
89-87%	B+
86-84%	B
83-80%	B-
79-77%	C+
76-74%	C
73-70%	C-
69-67%	D+
66-64%	D
63-60%	D-
59% and below	F



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Daily work is used for understanding and practice. Special projects, assignments, quiz, and tests might be weighted. Individual teachers will send home a grading policy so that students and parents will be aware of classroom grading procedures.

Semester grades will be calculated by averaging the percentages of the previous two quarters. Semester grades are placed on each student's cumulative file. Avenue City School has a student honor roll for students in grades 3-8. The Principal's Honor Roll and School Honor Roll are the two levels that may be achieved all four quarters. The Principal's Honor Roll can be achieved by earning a 90% or above in all classes. The School Honor Roll can be achieved by earning an 80% or above in all classes. All classes are included when achieving honor roll status; this includes visual art, music, and physical education.

Kindergarten uses the following procedures for grading: An Objective / Performance Based Grade Card is used in Kindergarten. This grade card accurately reflects the student's ability to perform necessary objectives. The teacher will explain this style of grading to parents.

Teachers in First & Second Grades will use the following procedure for grading: The first and second grade teachers will combine both styles of grading in order to better prepare students for the next level of education. The teacher will explain this to parents at the beginning of school.

School Web-Site

<http://avenuecityschool.org/>



Our school website is a great learning tool for home as well as school. The web page is also an excellent way for the district to communicate to parents and patrons. All handbooks and calendars are posted along with weekly class newsletters. Lots of district information can be found here.

Reporting Academic Progress

Lumens' Parent Portal: You will be assigned a Lumen's identification number and password. You will be able to log on to the website and see your child's grades and progress. If you have not received your ID and password, please contact the office.

Mid Quarter Progress Reports: Mid quarter progress reports will be sent home during the fourth week of each quarter. Parents will be informed of their child's current grades, achievements, and concerns. These reports will require a parent's signature and will need to be returned to school.

Quarterly Progress Reports: Grade Cards will be sent home at the end of each quarter. The ending dates for each quarter of the 2018-2019 school year are below:

First Quarter	October 12, 2018
Second Quarter	December 21, 2018
Third Quarter	March 8, 2019
Fourth Quarter	May 13, 2019

Parent Teacher Conferences: Parent teacher conferences will be held Thursday, October 18, 2018 from 1:00-8:00 PM. You will receive more information about scheduling conferences as this date approaches. Your child's teacher may ask you to come to school for a conference at other times during the school year to discuss your child's progress. You may also request to have other conferences with your child's teacher. Please do not hesitate to request a conference. Teamwork and open communication is one of the best ways to help students succeed.



Helping Hands

Parent Teacher Organization (PTO): The Avenue City School has a great support organization in the PTO. This group helps with volunteering, purchasing materials, equipment and services, and fundraising. Our goal is for everyone to join and participate in the PTO’s worthwhile activities. Watch for PTO information on how to join and participate! Feel free to contact anyone on the executive committee to discuss any ideas on how to make our school a great place for students to be.

President:	Abby Sorensen
Vice-President	Lindsey Holcumbrink
Secretary	Joella Schultz
Treasurer	Heather Huff

Board of Education: The School Board of Education is an important group that helps our school. They are constantly volunteering for activities, setting school policies, completing projects, and reviewing the school’s finances. The Board of Education is the governing board of the district. The Board of Education members are below:

President	Rodney Davison
Vice President	Justin Palmer
Member	Tonya Ball
Member	Travis Elifrits
Member	Chase Holcumbrink
Member	Kraig Stites
Member	Jaren Johnson-Pippitt
Secretary / Treasurer	Janice Pankau

Volunteers: Volunteers are also very important to our school. A helping hand is almost always needed in the library, organize parties, listen to students read, or to help with special projects. If you are willing to help by completing projects at home or sending needed materials and supplies please let us know. If you have set hours that you would like to volunteer each day, week, or month please contact the Principal. There are special requirements for volunteering at school and the office staff would be glad to help you with these requirements.

Student Activities & Programs

Students at Avenue City School have many opportunities to become involved in activities. The activities encourage socialization and cooperation that will help create well-rounded students and prepare them for the work world.

Basketball: Basketball is available for boys and girls. Our students in grades 3-6 are involved with the Parks and Recreation League in St. Joseph. Basketball for students in grades 7 & 8 is provided through the school. Jack Burgess is the coach of our school’s teams. We compete according to Missouri State High School Association. A basketball schedule will be made available to all students as soon as possible.

Track: The school offers the opportunity for girls and boys in the 7th & 8th grade to take part in track competitions. The teams will compete according to Missouri State High School Association. Jack Burgess is the coach. The track schedule will be provided in the spring of the year. Our students do well in team competitions as well as individual events.



8th Grade Boys Football (Cooperative): This opportunity exists for 8th grade students only. The program allows for any 8th grade boy to participate in full-contact football. The program is a Missouri State High School Activities Association cooperative activity with the Avenue City R-IX School and the Savannah R-III Middle School. The program is administered and managed by the Savannah School District. Schedules and practice times will be provided by the Savannah Middle School upon request. Parents are responsible for all transportation issues associated with practices and games.

8th Grade Girls Volleyball: This opportunity exists for 8th grade students only. The program allows for any 8th grade girl to participate in competitive volleyball. The program is a Missouri State High School Activities Association cooperative activity with the Avenue City R-IX School and the Savannah R-III Middle School. The program is administered and managed by the Savannah School District. Schedules and practice times will be provided by the Savannah Middle School upon request. Parents are responsible for all transportation issues associated with practices and games.

Student Council: This organization is very important to the school and students. The Student Council involves students in grades 6-8. Students in grades 7 & 8 are elected officers. Each grade then elects two representatives to set on the board of the Student Council. The Student Council is under direction of a staff sponsor. Student Council sponsors various activities throughout the school year such as adopt-a-family, helping with field day, and after school dances.

Academic Teams: The school offers the opportunity for girls and boys to try out for the Avenue City School Academic Teams. The Academic Team is for students in grades 4-8. The teams compete against other area schools. The students bring back many trophies for our display in the hallway. If your student is eligible for this opportunity you will be notified.

ACES Pride Book Club: This is a special book club made available to students grades 4-8. This club is sponsored by staff members. Students will get more information about this club when school starts.

Pizza Hut Book-It Program: Students in grades K-5 are encouraged to participate in the Pizza Hut Book-It Program. This program provides incentives for students to read. Classroom teachers will provide specific information on this program to parents and students.

Missouri Reading Circle Certificate Program: Students in all grades are strongly encouraged to participate in the reading program. The program sets forth goals for students. If a student reaches the goal in five of their years at ACES they will receive a Lifetime Reading Circle Certificate when exiting Eighth Grade. This is a superior accomplishment and students must really strive to do this. Classroom teachers will provide information for the parents as well as the students.

Vocal Music: The vocal music classes are under the direction of Kayla Bradley. The students participate in two programs during the year. The programs are top-notch and the students enjoy performing.

Tutoring: Tutoring is offered for students from 3:10-3:45. Tutoring is provided for students with special academic needs that are referred by a teacher. A request may be submitted by a parent/guardian in advance of the tutoring session. Please call the school office to make arrangements. Students are responsible for their own transportation home after a tutoring session.

School Aged Child Care: The district offers School Aged Child Care for students in grades Preschool-Sixth Grade from 3:10-5:45 PM. Space is limited in this program. After school child care does cost a limited amount. Students cannot stay for the program at the last minute. Parents must make prior arrangements in the office for students who do not stay in the program on a regular basis.

Parents as Teachers Program: This is a family centered program that helps children 0-5 years of age to develop basic skills and to enrich the bond between parent and child and school. The program director completes screenings, makes home visits, and organizes group meetings. Research shows that students who participate in such a program often do well in school. The program is fun and educational for the child as well as the parent. Staci Wolfe is the director of the program. If you would like more information on this program, please call the school office.

Special Classes

Although Avenue City School is small in enrollment, we offer many special classes that are not normally offered in an elementary setting.

Keyboarding: Students in grades 5 & 6 will be taught computer-keyboarding skills and they will become familiar with word processing.

6th Grade 2nd Semester: Robotics and Computer Coding

7th Grade: 1st semester is Computer Applications and 2nd semester is Checking & Banking: Intro to Personal Finance.

8th Grade: 1st semester is Dave Ramsey's Personal Finance and 2nd semester is Spanish I.

Yearbook: The 7th grade will publish the annual school yearbook. This yearbook will be sold to parents, students, and patrons at the end of the school year.

Current Events: Current events class is offered to the 7th & 8th grade classes. During this class the students use Internet sources, newspapers, and other forms of media to learn about current world events.

Biology/Sex Education Classes: These classes are offered to 7th & 8th graders. (every other year)

Special Education: Learning Disabilities and Speech & Language Classes are offered for students who meet state guidelines. Early Childhood Special Education Services are also provided when the need arises. For further information please read the public Notice included in the form section of this handbook. (Public Notice is in Appendix A).

Remedial Language Arts: Remedial language art classes are offered for students who meet state and/or district criteria. This program helps struggling readers succeed either through small group instruction, differentiated instruction, or class-within-a-class instruction. Please contact the school office with questions about this program.

Talented / Gifted: Students who are eligible for this program are identified through a formal identification process. Identified students are then offered enrichment or special activities by their classroom teacher or by the gifted/talented teacher.

Library Procedures

You are welcome in the library during your class time and during any "open time" providing you follow the rules of common sense and good behavior. "Open time" is any time that is not assigned to a specific class. The library can also be opened before or after school if arrangements are made in advance.

Books are due one week (7 days) from the time they are checked out. If you wish to renew a book, please bring it to the library with you. Books can be renewed twice. The person that checked the book out last is responsible for the book. Do not loan your library books to your friends!

You will be expected to pay for any book that is damaged or lost. If the price of the book cannot be determined, hardback books will cost \$20.00 and paperback books will be \$10.00. If the book is found after payment has been made, your money will be refunded.



Transportation

The Apple Bus Company in St. Joseph, MO provides bus transportation for students in the Avenue City School. Bus routes have been designed to allow for even distribution of students on two buses and to limit stops where students have to cross a highway. We apologize for any inconvenience but **safety is our main concern**. The bus driver is responsible for 40-70 children. **Your good behavior is the best contribution to safety. The district believes that riding the bus is a privilege and carries with it the responsibilities of being polite and being a safe rider.**

Bus Guidelines:

- Be at your stop, ready to go, five minutes before the scheduled stop time.
- Find your seat quickly and quietly. Stay seated except when your bus is at a complete stop at your stop departure point.
- Only quiet talking is allowed. Excessive noise can be dangerous.
- Be considerate of others. (Keep your hands and feet to yourself and properly placed. Say only nice things to and about people. Pick up after yourself. Etc.)
- No eating or drinking on the bus. Also toys, games, etc. should be put away in backpacks.
- Follow any instructions given by bus driver.

Possible Consequences for Non-Compliance:

1. Warning
2. Restricted seating/ talking privileges revoked while riding the bus.
3. Conference with the principal. Parents will be notified.
4. Interruption or loss of bus riding privileges.



*Remember if you make a mess on the bus you will be made to clean it up. If you vandalize the bus in any way you will pay to fix it.

*Bus discipline forms will be kept on file in the Principal's Office and riders will be expected to follow school guidelines, the bus company's guidelines, and consequences.

Special Transportation Instructions: Students will only be allowed to ride home with another student if we have written notice from parents and note is approved by the teacher or by the administrator. Check with the administrator or bus driver to make sure there is room for extra people on the particular bus.

Safety is the primary issue. Moving while the bus is in motion and fighting present dangerous problems. Suspension of riding privileges will result when any safety infractions occur.

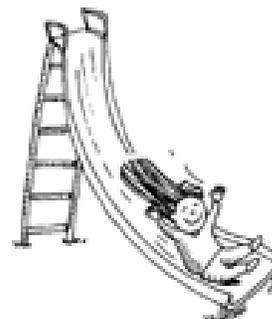
Recess Guidelines

Recess Rules:

- Follow any directions given by teachers on duty.
- Be considerate of others.
- Play only with appropriate playground equipment / toys.
- No contact sports.

Possible Consequences for Non-Compliance:

1. Warning
2. Loss or partial or total recess time.
3. Time with Principal
4. Note or call home to parents.

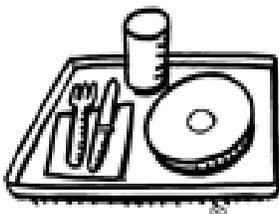


Non-Participation: A student must have a written excuse from a parent/guardian to stay in from recess for one day. A student must have a written excuse from a doctor to stay in from recess for more than three days.

Guidelines for Inclement Weather:

- Students will not go outside if it is raining or lightning is spotted.
- Students must have boots to play in the snow. If students do not have boots they will be required to play on paved areas at recess.
- Students will not go outside when the temperature is below 20 degrees Fahrenheit, or the wind chill is below 20 degrees.
- Recess may be canceled or held indoors due to special circumstances at the teacher’s discretion.

Food Program



The school provides a hot lunch program and breakfast program to all students. The programs do not discriminate on the basis of race, color, national origin, sex, age, disability, or ability to pay.

Price: (milk is served with each meal)

The school lunch program is designed to provide all students with the opportunity for nutritious lunches and breakfasts.

Lunch	\$2.90
Breakfast	\$1.40
Extra Milk	\$.40
Adult	\$3.50

Applications for free and reduced meals are available in the office for families meeting income requirements. Please contact Brenda Ordnung if you need further information on this.

The food program uses a computerized system to keep track of lunch transactions. Each student will have an individual lunch account that money will be posted to and deducted from. When sending lunch money to school please make sure your child’s name and grade is on the check or envelope.

Nutritious Snacks: Nutritious Snacks will be served after lunch at additional cost. Students will be encouraged to eat a large portion of their lunch before they may purchase a snack. Students must check in with cashier before purchasing a snack. Students in grades 1st – 4th are allowed to buy 1 snack on Fridays. Grades 5th – 8th are allowed to purchase snacks daily, unless written notice has been sent to the school office stating otherwise.

Bringing Lunch: Students may purchase a carton of milk for \$0.40 if they choose to bring their lunch. Students may not bring soda pop. Fruit juices are a good healthy alternative. Please remember when you bring a lunch not to bring glass items in your lunch box to school.

Lunchroom Guidelines:

- Check in with lunchroom cashier.
- Promptly sit and remain seated. Raise your hand and wait for permission from the duty teacher before getting out of your seat.
- Be considerate of others.
- Eat politely.
- Follow rules and directions posted in cafeteria.
- Follow any directions given by lunchroom teachers.

Possible Consequences for Non-Compliance:

1. Warning
2. Seated away from class / friends.
3. Seated in hallway or Principal’s Office during recess.
4. Seated in Principal’s Office during lunch and recess.
5. Principal will take appropriate action.

Lockers

Lockers are provided for students in grades 6-8 to store personal items and books in during the year. Every student is expected to use his/her assigned locker and keep it in good order. If lockers are cluttered with inappropriate pictures, papers, etc. students will be required to clean the locker.

The school locker is property of the school and is under control and supervision of the administration at all times. The Principal or his/her staff may examine the locker or its contents at any time, without notice, without student consent, and without a search warrant.

Please do not keep valuables in your locker.

Late / Incomplete Assignment Program

A procedure has been established for students in grades 6-8 who have difficulty handing in assignments on time or not handing in assignments at all. More information is sent home about this procedure on the first day of school. This program is enforced to teach students the importance of timely completion of tasks. It is important for students to develop these traits to ensure future success in the work place.

Assessment



Part of school life is assessment of what is being taught and learned. The school district's entire assessment procedure is spelled out in an Assessment Plan found in the school office.

The Missouri Department of Elementary and Secondary Education (DESE) has developed an assessment for students in Missouri schools. The assessment is called the MAP test (Missouri Assessment Program). Certain subject area tests are given at certain grade levels. The district gives other tests, usually the Stanford Achievement Test, to classes that do not take the MAP.

Incentives and rewards are sometimes offered to students who show superior attitude and effort during the test examination window.

The fall after the examination, the school is sent packets of information containing data about student achievement and class performance. The testing coordinator/Principal forwards reports about each student's individual performance to the parents/guardians of that particular student and places a copy of the individual student report into the student's cumulative file. School data and class data is presented to the Board of Education members and data is made available to teachers so that they can make necessary adjustments to curriculum.

These tests measure concepts being taught by the staff. They also make sure the correct concepts are being taught at the right grade level. Strengths and weaknesses of individuals, as well as classes are reviewed. These tests are also looked at by DESE as a performance indicator in student accreditation.

Please make sure that when testing time comes your students are well rested, that they take the test seriously, eat a good breakfast, and they come to school ready and willing to do their very best.



Student Use of Internet Accounts

All students with a signed Acceptable Use Policy have the opportunity to use Avenue City School's computer system. Our computer system is for educational purposes only. Use is restricted to researching for papers, projects, and other class activities. Faculty permission and supervision must be obtained at all times. Students who are caught gaming, using chat rooms, or who are in other unauthorized areas could have their privileges removed. The building administrators reserve the right to terminate immediately the account of any student who misuses the system.

Electronic Devices

Student possession of cell phones and other personal electronic devices on school campus and school buses, at school sponsored activities and while the student is under the supervision and control of school district employees is permitted. These devices must be kept out of sight and powered off.

Refer to Board of Education Policy 2656 in the back of the handbook for additional information.

Textbooks

Textbooks are provided to each student and remain the property of the school. Lost or damaged books must be paid for or replaced by the student. It is to your advantage to take care of your books.

Retention and Promotion

The purpose of promotions and retentions is to provide maximum consideration for the long range welfare of the student and to provide an opportunity for each student to progress through school according to his/her own needs and abilities.

It is expected that most students in the schools will be promoted annually from one grade level to another upon completion of satisfactory work. However; a student may be retained when his/her standards of achievement or social, emotional, mental, or physical development would not allow satisfactory progress in the next higher grade. Retention normally occurs before the student leaves the primary grades.

Parents/guardians who wish to appeal the decision for retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

The process for reading assessments and remediation, and retention guidelines for students who fail to meet the District's objectives for reading, are contained in Regulation 2520 - Promotion and Retention.

Please refer to Board Policy Regulation 2520.



Movies and Videos

The Avenue City R-IX School district will use the following guidelines when showing movies to students:

- G rated movies can be shown to students in grades K-8.
- PG movies can be shown to students K-8 if written permission is obtained at least three school days ahead of time.
- PG-13 movies can only be shown for educational purposes to students in grades 6-8 and must have prior approval of parents at least three days ahead of time.
- Each of the PG and PG-13 movies must have their own individual approval from parents or guardians. There will be no blanket approval done at the beginning of the school year.

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This section contains calendars, forms, public notices, etc. that are necessary for the 2018-2019 school year.



AVENUE CITY SCHOOL STUDENT SUPPLY LIST 2018-2019

KINDERGARTEN

- Box of tissues (210)
- Box of 8 sm. Crayola Crayons
- Lg. Bottle of Elmer's glue
- 5 glue sticks
- Safety scissors (Fiskars brand)
- Prang Water Colors
- Washable Markers
- 1 doz. #2 pencils
- 1 pkg. Manila paper
- 1 pkg. of construction paper
- 2 Spiral Notebooks
- 2 Folders with pockets
- Tri-fold sleeping mat
- Plastic shoebox with removal lid
- ***For Computer Class**
- Headphones or Ear Buds

FIRST GRADE

- 2 Boxes of tissues
- Box of Crayons
- Lg. Bottle of Elmer's glue
- 2 glue sticks
- Safety scissors (Fiskar's)
- Prang Water Colors
- Washable markers(Classic)
- 1 doz. #2 pencils(yellow only)
- 2 pkgs. of construction paper (colored)
- Folder with pockets (plain)
- Folder with prongs (plain)
- 1-Wide Rule spiral notebook(plain)
- 1 Composition Notebook
- *Lg. soft eraser
- Paint shirt
- Will be using community supplies so do not need to label with name.
- ***For Computer Class**
- Headphones or Ear Buds

SECOND GRADE

- **Put Name or Initials On Everything****
- Box of tissues (210)
- Box of 24 Crayola Crayons or more
- Med. Bottle of Elmer's glue
- or 6 glue sticks
- Safety scissors (Fiskars)
- Crayola markers
- 1 doz. #2 pencils
- 1 pkg. Pencil erasers
- *Lg. soft eraser
- 1 pkg. white index cards
- 1-folder w/pockets
- 1-one subject spiral notebook
- Lg. Plastic (shoe size) box for supplies
- For Art Class**
- Paint Shirt
- ***For Computer Class**
- Headphones or Ear Buds

THIRD GRADE

- **Put Name or Initials On Everything****
- Box of tissues (210)
- Box of 64 Crayola crayons
- Sm. Bottle of Elmer's glue
- 4 Glue Sticks
- Scissors (Fiskar's)
- Colored pencils-Lg. box-50 count
- Crayola washable markers-fine tip
- 1 doz. #2 pencils-not mechanical
- *Large soft eraser (Magic Rub)
- 2 red grading pens
- 1 black ink pen
- 2 highlighters (yellow & pink)
- 1 zipper pencil bag
- 3 spiral notebooks (with neat edge tear off) wide rule
- 6 folders w/pockets & prongs, non-slick covers. 1 each of red, blue, green, orange, yellow, purple (DO NOT LABEL SUBJECTS) (No trapper keepers-single folders are fine)**
- 1 pair clean, used socks(to use as white board erasers)
- 2 pkgs. Multicolored index cards (3 X 5-100 count) (orange, green, yellow, & pink)**
- 1 folder of choice for homework
- Large supply box-shoebox size
- Compass/Protractor
- For Art Class**
- Paint shirt
- ***For Computer Class**
- Headphones or Ear Buds

FOURTH GRADE

- **Put Name or Initials On Everything****
- 1 Large Glue Stick
- Sm. Bottle of Elmer's glue
- Scissors (Fiskar's)
- Box of 64 Crayola crayons
- Colored pencils-Lg. box
- Crayola washable markers-fine tip
- 2 doz. #2 pencils-not mechanical
- *Large soft eraser (Magic Rub)
- 2 pens (1 red)
- 2 Highlighters (different colors)
- 4 different colored Dry Erase Markers
- 1 pair clean, used socks(to use as white board erasers)
- 1 Supply Box to Hold ALL of the above items**
- 6 folders w/pockets & prongs, non-slick covers. 1 each of red, blue, green, orange, yellow, purple (DO NOT LABEL SUBJECTS) (No trapper keepers-single folders are fine)**
- 3 spiral notebooks (with neat edge tear off) wide rule in red, orange, and purple
- 1 pkg. of Index Cards (100 count)
- 1 pkg of 3X3 Sticky Notes
- 1 folder of choice for homework
- 1 small zipper pencil bag for desk
- 2 boxes of tissues (210)
- ***For Computer Class**
- 2 Headphones or Ear Buds(one for class and one for computer class)

***Erasers such as Sanford Magic Rub**

*****ALL GRADES NEED HEADPHONES OR EAR BUDS FOR COMPUTERS. IF YOUR CHILD'S WORKED AT THE END OF SCHOOL LAST YEAR, THEY WILL NOT NEED ANOTHER PAIR.**

FIFTH GRADE

Please follow this list for Organizational Purposes

Box of 64 Crayola crayons
Colored pencils
Crayola washable markers
Lg. scissor (Fiskar's)
4 fine tipped dry erase markers
2 doz. #2 pencils

1 lg. glue stick
1 bottle Elmer's glue
1 pk. 3 X 5 ruled note cards
Small paper markers tabs (flags)

All of the above must fit in a plastic supplies box

1 pkg. college rule loose-leaf paper
Box of tissues (210)

4 multicolored (non-clicking) pens – one black

1 yellow highlighter
Large soft eraser

Do not write subjects on folders or spirals. Single subject notebook and matching two-pocket folders in the following colors:

yellow, red, green, orange, purple.

1 two-pocket folder of choice

Basic 4 function Calculator

Headphones or Ear Buds -

1 set for computer class & 1 for classroom

SIXTH GRADE

1" 3-ring binder for Science
3-Ring Binder with zipper
3-Ring pencil bag for binder
8 tab dividers for binder
Box of tissues (210)
Box of Crayola crayons (optional)
2 large glue sticks
Large scissors
Colored pencils
Crayola watercolor markers
2 doz. #2 pencils
Lg. soft eraser (Magic Rub) or several pencil tops
2 pkg. loose leaf paper – college rule

2 different colored highlighters

White Out (tape or liquid)

2 1-subject spiral notebooks

1 Black Sharpie Fine Point
Permanent Marker

Shoebox size container to store supplies in locker

Basic 4 Function Calculator

For Computer Class & Math

Headphones or Ear Buds

SEVENTH & EIGHTH GRADES

Box of tissues (210)
Lg. scissors (Fiskar's)
Colored pencils
Box of Crayola crayons (optional)
1 doz. #2 pencils
2-glue sticks
College ruled paper-loose leaf
Crayola watercolor markers
2 highlighters-1 yellow/1 pink
White-Out tape (optional)
8 tab dividers

3-Ring Trapper keeper/Binder w/zipper

Sm. Shoebox size container to hold supplies.

1" 3-Ring Binder (8th grade only for Social Studies)

T130XA calculator

For Computer Class & Math

Headphones or Ear Buds

*****ALL GRADES NEED**

HEADPHONES OR EAR BUDS FOR COMPUTERS. IF YOUR CHILD'S WORKED AT THE END OF SCHOOL LAST YEAR, THEY WILL NOT NEED ANOTHER PAIR.

Avenue City School
ADMINISTERING MEDICINES TO STUDENTS

If under exceptional circumstances a child is required to take oral medication during school hours and the parent can't be at school to administer the medication, the school nurse and or designee will administer the medication in compliance with the regulations that follow:

Prescription Drugs:

1. Medication shall be in the original container labeled with the physician's prescription and not be expired.
2. Ask your pharmacy to provide an extra labeled bottle for school.
3. Parents shall authorize school personnel to give medication. Authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times, amounts, date prescribed, name of medicine, purpose, possible side effects, and the termination date for administering medication.

Non-Prescription/Over the counter Medications:

1. Medication shall be in the original small container, not in a baggie and supplied by parent/guardian. Dosage will not exceed the manufacturer's instruction.
2. Parents shall authorize school personnel to give medication. This authorization can be in the form of a note to the school acknowledging the parent's approval, dosage, times, amounts, date prescribed, name of medicine, purpose of medicine, possible side effects, and the termination date for administering medication.

Protocol:

1. Students and Parents shall inform appropriate personnel of all prescription and non-prescription medications.
2. Students will be allowed to carry medications with the written permission from their parents and permission from the school nurse and or school administration. Any prescription medication will have to have physician approval.
3. If your child needs an Inhaler or Epi pen you must ask the doctor for a separate prescription to have at school. It is imperative that we have these emergency medications on hand for your child.
4. School nurses and/or school personnel will not administer the FIRST does of ANY medication.

Student's name _____ Grade _____

Name of Medication _____ Dosage _____

Time To Be Administered _____ Purpose of Medication _____

Possible Side Effects _____

Date Prescribed _____ Termination Date _____

I have read and understand the Avenue City School medication guidelines and give permission for my child to receive medication during the school hours. I understand that the district retains the right to reject requests for administering medication. I also must assume the responsibility for informing school personnel of any change in the student's health or change in medication.

I acknowledge that AVENUE CITY SCHOOL will not be liable for any problems that may arise as a result of the administration of Prescription or Over the Counter medication by the school nurse or designee.

Signature of Parent/Guardian _____ Date _____



Avenue City Elementary School

18069 Highway 169

Cosby, Missouri 64436

Phone: (816) 662-2305 Fax: (816) 662-3201

Principal: Becky Grimes

bgrimes@avenuecityschool.org

Parent Involvement Activities Plan

In order to implement the Board's commitment to parent/family involvement in students' education, the District has implemented an educational involvement plan with the following features:

1. Regular two way communication between school and parents/families. Such communication will include but not be limited to scheduled parent visits to school, electronic communication, use of translators, parent volunteers, and other programs recommended by the Parent/Family Involvement Committee.
2. Assist parents in developing positive, productive parenting skills, as well as positive productive means of interacting with District administrators and staff.
3. Provide professional development opportunities for District staff to facilitate productive parent/school involvement in promoting education of District students.
4. Involve parents in meaningful activities to enhance student learning.
5. Enhance opportunities for parents/families to visit schools in a safe and open atmosphere. Such opportunities will include, but are not limited to, identifying roles for parent volunteers, providing training for volunteers and provision of family activities at school.
6. Affirmatively involve parents in school decisions which affect their children.
7. Utilize community resources to promote and strengthen school programs, family practices, and student learning.
8. All opportunities will be made available for the participation of parents with Limited English Proficiency students, parents with disabilities, parents with students with disabilities, and parents of migratory children.

Following are opportunities / activities for parent involvement:

- **Home Helpers:** these are jobs that can be completed at home at your own schedule some of these jobs may include cutting out projects for teachers for bulletin boards or other classroom items. This could also include making phone calls to assist the teachers and staff.
- **Classroom Cooperation:** these individuals will work with the students under the supervision of the classroom teacher to help assist him/her. This could be any activity that the teacher deems necessary for the learning of the students. These individuals will not work with the students on an unsupervised level.
- **Library Volunteers:** Will assist the librarian with any activities that she needs done, including book fair, shelving books and book inventory.
- **Lunchroom Supervisors:** These individuals will assist with the lunchroom duty and supervision of the students.
- **Bulletin Board:** Assist with Bulletin Boards throughout the school. This could include hallways or classrooms.

- **Morning Gym Supervisors:** These individuals would help with the morning free time between when children arrive at school and classes start. They would need to be available from 8 am to 8:20 when classes start.
- **Fundraising Friends:** This is an opportunity for those that would like to help a couple of times a year to help coordinate and set up different fundraisers for the school and/or PTO.
- **Stage Hands:** This person or persons would assist the music teacher with costumes and set designs for our two music programs.
- **Recess Supervisors:** Recess is offered every day from 1:00-1:40 for students in grades K-5. Parents are encouraged to come and help supervise.
- **Parent / Teacher Conferences:** Conferences are held at the end of first quarter. If you would like to meet with teachers at other times, just make an appointment.
- **National School Lunch Week:** National School Lunch Appreciation Week is held in the fall of each year. Each class will be given different days that parents / grandparents can come to school and enjoy lunch with the student. You are welcome to come to school anytime to eat lunch with your child - just let the office know that morning.
- **PTO:** Avenue City's PTO is a large part of the school. Parents are asked to come to monthly meetings to hear about more parent involvement activities.
- **School Sponsored Athletic Events:** Avenue City offers Jr. High basketball and track. Parents are always needed at these events to help supervise, take money at the gate, sell concessions, etc.
- **Office Help:** The school often needs volunteers to answer phones and complete light secretarial duties from 11:30-1:00 every day. If you would like to volunteer to do this, please call the school office.
- **Coaches:** Basketball and soccer is offered through St. Joseph Park and Recreational League. Football is offered through the Savannah Youth Program. These teams are not sponsored by the school, but in order for ACES student's to participate parents must volunteer to coach.
- **Field Day:** Field Day is offered in May of each year. Parents are needed on this day to help supervise and plan games for the students.
- **Academic Meets:** Academic Teams are for grades 4-8. Parents can be involved by helping quiz teams at practices or helping at meets. Please talk to the Academic Coaches to get more information.
- **Screenings:** Eye, height, weight, ears, and scoliosis, is screened yearly. The school nurse often needs help with these screenings.
- **ACES Pride Reading Club:** Reading Club is offered twice a month for students in grades 3-8. Students and Parents can stay after school and are encouraged to read specific books. Students who meet criteria will get to go to Warrensburg to the author festival each year.
- **Field Trips:** Every class goes on at least one field trip a year (sometimes more). Parents are encouraged to attend field trips with students when possible.
- **Career Awareness:** The counselor sends home surveys once a year. Parents are asked to fill out surveys adding professions and /or hobbies that they are willing to speak to classes about.
- **Weekly Newsletter:** Every classroom teacher will send home weekly newsletter that spells out expectations for the following school week.

- **School Mailings:** The school will send out quarterly mailings to all stakeholders in the district that communicate activities and information for parents. These mailings also include parenting tips.
- **Parents As Teachers:** The Parents as Teachers Educator will visit all parents who elect to take part in the program. The Educator will provide parents with age appropriate expectations and parenting tips every visit.
- **Signal Kit Communication:** Parents are asked to sign up to Signal Kit. This program will send texts and/or emails with important school information and parental involvement opportunities.
- **Board of Education:** Parents can always serve on the Board of Education, if elected. Terms are for three years.
- **Committees:** Parents are often asked to serve on committees that are needed for school. Committees such as technology, volunteer committee, career ladder committee, building and facility committee, and others.
- **Emails:** All staff email addresses are made available on the web for parents to use.
- **Phone Calls:** Teachers planning times are made available to all parents so that they can call during school hours to discuss anything.

Parents will be asked to evaluate each involvement activity at the end of each school year. After evaluations are turned into the school office a group of teachers, parents, and administrators will meet to discuss evaluations and make necessary adjustments to the plan. This evaluation and revised plan will be turned into Superintendent by June 1 of every year.

Note: Regulation 1405 – Parent/Family Involvement in Education, is part of this activity plan.



Avenue City Elementary School
18069 Highway 169
Cosby, Missouri 64436
Phone: (816) 662-2305 Fax: (816) 662-3201
Superintendent: Don Lawrence
Principal: Becky Grimes

Every Student Succeeds Act of 2015 (ESSA)

Dear Parent or Guardian:

Our district is required to inform you of information that you, according to the Every Student Succeeds Act of 2015 (Public Law 114-95), have the right to know. Upon your request, our district is required to provide to you in a timely manner, the following information:

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

In addition to the information that parents may request, districts must provide to each individual parent:

- Information on the achievement level of the parent's child in each of the state academic assessments as required under this part; and
- Timely notice that the parent's child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

If you would like to request some of this information, please contact the school office at the number above.



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Principal: Becky Grimes

bgrimes@avenuecityschool.org

STANDARD COMPLAINT RESOLUTION PROCEDURES FOR EVERY STUDENT SUCCEEDS ACT OF 2015 (ESSA)

This complaint resolution procedure applies to all programs administered by the Missouri Department of Elementary and Secondary Education under the Every Student Succeeds Act of 2015 (ESSA).

A complaint is a formal allegation that a specific federal or state law or regulation has been violated, misapplies, or misinterpreted by school district personnel or by Department of Education personnel.

Any parent or guardian, surrogate parent, teacher administrator, school board member, or other person directly involved with an activity, program, or project operated under the general supervision of the Department may file a complaint. Such a complaint must be in writing and signed; it will provide specific details of the situation and indicate the law or regulation that is allegedly being violated, misapplied, or misinterpreted.

The written signed complaint must be filed and the resolution pursued in accordance with local district policy by submitting with administration of the school district. (Administration can be by-passed if necessary and may go to Board of Education President)

If the issue cannot be resolved at the local level, the complainant may file a complaint with the Missouri Department of Education. If there is no evidence that the parties have attempted in good faith to resolve the complaint at the local level, the Department may require the parties to do so and may provide technical assistance to facilitate such resolution.

An persons directly affected by the actions of the Department may file a similarly written complaint if they believe state or federal laws or regulations have been violated, misapplies, or misinterpreted by the Department itself.

Anyone wishing more information about this procedure or how complaints are resolved may contact local district or Department personnel.

Educating Missouri's Homeless Children



The McKinney-Vento Act guarantees homeless children and youth an education equal to what they would receive if they were not homeless.

Who Is Homeless?

According to the McKinney-Vento Act, homeless children and youth include individuals who lack a fixed, regular and adequate nighttime residence. This includes the following situations:

- Sharing the housing of others (known as doubling-up) due to loss of housing or economic hardship
- Living in motels, hotels, trailer parks or camping grounds
- Living in emergency or transitional shelters
- Abandoned in hospitals
- Living in a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings

The McKinney-Vento Act also recognizes unaccompanied youth who are homeless. According to the act, an unaccompanied youth is a youth not in the physical custody of a parent or legal guardian.

Which School Can a Homeless Child Attend?

There are two choices for a student in a homeless situation — the school of origin and the school of residency. The school of origin is the school the child attended when permanently housed or the school in which the child was last enrolled. The school of residency is the school serving the area where the child or youth is currently physically dwelling. When determining the school of best interest, a homeless child or youth should remain in the school of origin (to the extent feasible) unless doing so is contrary to the wishes of the parent or guardian or to the wishes of the unaccompanied youth.



Federal Programs

P.O. Box 480 • Jefferson City, MO 65102-0480
<https://dese.mo.gov/quality-schools/federal-programs/homeless-children-youth>

Enrollment

The McKinney-Vento Act requires the immediate enrollment of homeless children and youth. These children must be allowed to attend school even if they are unable to produce previous academic records, immunization and medical records, proofs of residency, birth certificates, or other documentation that is usually required.

Transportation

School districts must provide transportation for homeless children and youth to the school of best interest. Districts must also provide transportation during the resolution of any pending disputes. While disputes over enrollment, school selection or eligibility are being resolved, students must be transported to the school of choice of the parent or the unaccompanied youth.

The Homeless Liaison

A school district's homeless liaison plays a vital role in ensuring that children and youth experiencing homelessness enroll and succeed in school. The McKinney-Vento Act requires that every school district appoint a homeless liaison who serves as the link between homeless families and school staff, district personnel, shelter workers, and social-service providers.

Call Missouri's Homeless Liaison

(573) 522-8763

Avenue City R-IX School District
Don Lawrence
Homeless Coordinator
(816) 662-2305

The Department of Elementary and Secondary Education does not discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs and activities. Inquiries related to Department programs and to the location of services, activities, and facilities that are accessible by persons with disabilities may be directed to the Jefferson State Office Building, Office of the General Counsel, Coordinator – Civil Rights Compliance (Title VI/Title IX/504/ADA/Age Act), 6th Floor, 205 Jefferson Street, P.O. Box 480, Jefferson City, MO 65102-0480; telephone number 573-526-4757 or TTY 800-735-2966; email civilrights@dese.mo.gov.



Avenue City Elementary School
18069 Highway 169
Cosby, Missouri 64436
Phone: (816) 662-2305 Fax: (816) 662-3201
Superintendent: Don Lawrence
Principal: Becky Grimes

Public Notice of Special Educational Services

All responsible public agencies are required to locate, evaluate, and identify children with disabilities who are under the jurisdiction of the agency, 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, 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 Avenue City School District assures that it will provide a free, appropriate public education (FAPE) is 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; mental retardation/intellectual disability; multiple disabilities; orthopedic impairment; other health impairments; specific learning disabilities; speech and language impairment, traumatic brain injury; visual impairment/blindness; and young child with a developmental delay.

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

The Avenue City School District assures that personally identifiable information collected, used, or maintained by the agency for the purposes of identification, evaluation, placement or provision of FAPE of children with disabilities may be inspected and/or reviewed by their parent/guardians. Parents/guardians may request amendments 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 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 Avenue City School District has developed a Local Compliance Plan for 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 General Education Provision Act (GEPA). This Plan may be reviewed during regular school hours on days school is in session in the Office of the Superintendent.

This notice can be provided in native languages as appropriate.

Equal Opportunity
Civil Rights, Title IX, Section 504 Notice

NOTICE OF NONDISCRIMINATION

Students, parents of elementary and secondary school students, employees, applicants for admission and employment and sources of referral of applicants for admission and employment with the Avenue City School District are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, disability, or age in admission, access to, treatment, or employment in its programs and activities.

Any person having inquiries concerning Avenue City School District's compliance with the regulations implementing these Prohibitions is directed to contact Don Lawrence, Title IX and Section 504 Coordinator, (816-662-2305) who has been designated to coordinate Avenue City School District's efforts to comply with the regulations implementing Title IX and Section 504.

Any person may also contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding Avenue City School District's compliance with the regulations implementing Title IX or Section 504.

For additional information see Regulation 1310 in Appendix B of the handbook.

Don Lawrence
Superintendent of Schools

**NOTICE
TO ALL EMPLOYEES AND STUDENTS
REGARDING DISCRIMINATION AND HARASSMENT**

The Avenue City School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. The District does not discriminate on the basis of race, color, sex, age, national origin, ethnicity, or disability or perceived sexual orientation in its programs and activities. Discrimination and harassment of students and employees, whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student, will not be tolerated.

Inquiries, complaints or grievances from students and their parents and employees regarding discrimination and harassment may be directed to:

Don Lawrence
Avenue City School District
18069 Highway 169
Cosby, MO 64436
(816) 662-2305

Other offices dealing with these complaints:

Missouri Commission for Human Rights
Dept. of Labor & Industrial Relations
P.O. Box 1129
3315 W. Truman Blvd.
Jefferson City, MO 65102-3325
(573) 751-3325
mchr@labor.mo.gov

U.S. Department of Education
Office of Civil Rights
Customer Service Team
Lyndon Baines Johnson Department of
Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Equal Employment Opportunity Comm.
Gateway Tower II
400 State Ave.
Suite 905
Kansas City, KS
Phone: 1-800-669-4000
Fax: 913-551-6957
www.eeoc.gov

U.S. Department of Justice
950 Pennsylvania Ave., NW
Washington, DC 20530-0001
(202) 353-1555
www.justice.gov

**SEXUAL HARASSMENT PROHIBITED
NOTICE
TO ALL EMPLOYEES AND STUDENTS
REGARDING SEXUAL HARASSMENT**

The Avenue City School District is committed to an academic and work environment in which all students and employees are treated with dignity and respect. Sexual harassment of students and employees whether committed by supervisors, employees or students and regardless of whether the victim is an employee or student will not be tolerated.

Sexual harassment includes but is not limited to:

1. sexual slurs, threats, verbal abuse and sexually degrading descriptions
2. graphic verbal comments about an individual's body
3. sexual jokes, notes, stories, drawing, pictures or gesture
4. spreading sexual rumors
5. touching an individual's body or clothes in a sexual way
6. displaying sexually suggestive objects
7. covering or blocking of normal movements
8. unwelcomed sexual flirtation or propositions
9. acts of retaliation against a person who reports sexual harassment.

Inquiries, complaints or grievances from students and their parents and employees regarding sexual harassment or compliance with Title IX may be directed to the Superintendent of Schools, to the District's Title IX Coordinator or the Director of the Office of Civil Rights, Department of Education, Washington, D.C.

The District's Title IX Coordinator is

Don Lawrence, Superintendent
Avenue City School District
18069 Highway 169
Cosby, MO 64436
(816) 662-2305

FERPA Educational Rights Annual Notification

Each year the Avenue City School District is required to give notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). Parents and students have a right to be notified and informed. In accordance with FERPA, you are notified of the following:

RIGHT TO INSPECT: You have the right to review and inspect substantially all of your education records maintained by or at this institution.

RIGHT TO PREVENT DISCLOSURES: You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school district has contracted to perform a special task (such as an attorney, auditor, consultant, or therapist); or a parent, student or volunteer serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

RIGHT TO REQUEST AMENDMENT: You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.

RIGHT TO COMPLAIN TO FERPA OFFICE: You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C., 20202-4605, concerning the Avenue City School District's failure to comply with FERPA.

RIGHT TO OBTAIN POLICY: You have the right to obtain a copy of the written policy adopted by the Board of Education of the Avenue City School District in compliance with FERPA. A copy may be obtained in person or by mail from:

Janice Pankau
District's Custodian of Records
Avenue City School District
18069 Highway 169
Cosby, MO 64436
(816) 662-2305

Student Educational Records**FERPA Notice of Designation of Directory Information****NOTICE OF DESIGNATION OF DIRECTORY INFORMATION**

Dear Parents and Guardians:

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Avenue City School District, with certain exceptions, obtains your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Avenue City School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Avenue City School District to include this type of information from your child's educational records in certain school publications. Examples include:

- Classroom Directory
- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Avenue City School District to disclose directory information from your child's educational records without your prior written consent, you must notify the District in writing by **August 27, 2018**. Avenue City School District has designated the following information as directory information:

- | | |
|-----------------------------------|--|
| ▪ Student's name | ▪ Parent's Name |
| ▪ Address | ▪ Participation in officially recognized activities and sports |
| ▪ Telephone listing | ▪ Photograph |
| ▪ Email Address | ▪ Weight and height of members of athletic teams |
| ▪ Grade Level | ▪ Degrees, honors and awards received |
| ▪ Perfect Attendance each Quarter | |

Avenue City R-IX School District NOTICE TO PARENTS AND STUDENTS

The Safe School Act became effective August 28, 1996. This law requires that pupils and their parents/guardians are to be provided a copy of the school's discipline policy. As in the past, all ACES students will be given student handbooks which include the major points of our district's discipline policy. Also we asked that all parents read and discuss the handbook with his/her student(s) and sign a letter to that effect.

The Safe School Act requires that school administrators report to appropriate law enforcement officials when assaults occur on school property, at school activities, or on school buses. The law enforcement officials requested that administrators report these incidents when physical contact occurs which may result in physical injury. In certain circumstances even verbal assaults may be reported. Continued verbal assaults between individuals or threats may necessitate a report by a school administrator. Law enforcement personnel and school officials agreed that it is the responsibility of the law enforcement personnel to determine whether criminal activity has occurred. However, it still remains the responsibility of school personnel to discipline misbehavior at school or school functions.

The law requires that the juvenile office notify the school district if a juvenile is charged with any one of 18 serious offenses listed in the law. That information will then be passed on the school staff with a "need to know". The school is required to report to the juvenile office the names of any youngsters under the court jurisdiction who are suspended for over 10 days.

The Avenue City School considers unacceptable, and a serious violation of this policy, any conduct which is prejudicial to good order and discipline in the schools or which tends to impair the morale or good conduct of students. As the result of such conduct, students may be subjected to more severe disciplinary action, including suspension or expulsion from school and/or school activities.

Unacceptable conduct includes, but is not limited to the following:

- Sexual harassment and sexual violence;
- Racial/ethnic harassment;
- Possession, consumption, being under the influence or sale of alcoholic beverages including malt beverages;
- Possession, transfer, use, being under the influence, dispensing or sale of narcotics, drugs, controlled substances including inhalants or drug paraphernalia'
- Extortion;
- Possession, distribution, use or sale of a weapon;
- Possession, use or sale of any dangerous explosive or incendiary device;
- Failure to obey instructions of a school official;
- Tardiness;
- Truancy;
- Excessive absences;
- Fighting, assault and battery;
- Obscenity;
- Open defiance;
- Profanity;
- Acts of violence;
- Threats by word or deed;
- Unruly conduct that disrupts school
- Theft and vandalism;
- Lying to a school official;
- Cheating;
- Any conduct which could subject a student to criminal prosecution.

Earthquake Safety For Missouri's Schools

The New Madrid Seismic Zone Extends 120 Miles Southward from the area of Charleston, Missouri, and Cairo, Illinois, through New Madrid and Caruthersville, following Interstate 55 to Blytheville and on down to Marked Tree, Arkansas. The NMSZ consists of a series of large, ancient faults that are buried beneath thick, soft sediments. These faults cross five state lines and cross the Mississippi River in three places and the Ohio River in two places.

The New Madrid Seismic Zone and surrounding region is Active, Averaging More than 200 Measured Events per Year (Magnitude 1.0 or greater), about 20 per month. Tremors large enough to be felt (Magnitude 2.5 – 3.0) are noted every year. The fault releases a shock of 4.0 or more, capable of local minor damage, about every 18 months. Magnitudes of 5.0 or greater occur about once per decade. They can cause significant damage and be felt in several states.

The Highest Earthquake Risk in the United States outside the West Coast is in the New Madrid Seismic Zone. Damaging temblors are not as frequent as in California, but when they do occur, the destruction covers over more than 20 times the area due to the nature of geologic materials in the region. The 1968 5.5 magnitude Dale, Illinois earthquake toppled chimneys and caused damage to unreinforced masonry in the St. Louis area, more than 100 miles from the epicenter. A 5.2 magnitude earthquake in April 2008 in southeast Illinois, did not cause damage in Missouri, but was felt across much of the state.

A Damaging Earthquake in this Area, which experts say is about a 6.0 magnitude event, occurs about once every 80 years (the last one in 1895 was centered near Charleston, Missouri). There is estimated to be a 25-40% chance for a magnitude 6.0 – 7.5 or greater earthquake along the New Madrid Seismic Zone in a 50-year period according to the U.S. Geological Survey reports. The results would be serious damage to un-reinforced masonry buildings and other structures from Memphis to St. Louis. We are certainly overdue for this type of earthquake!

A Major Earthquake in this Area - the Great New Madrid Earthquake of 1811-12 was actually a series of over 2000 shocks in five months, with several quakes believed to be a 7.0 Magnitude or higher. Eighteen of these rang church bells on the Eastern seaboard. The very land itself was destroyed in the Missouri Bootheel, making it unfit even for farming for many years. It was the largest release of seismic energy east of the Rocky Mountains in the history of the U.S. and was several times larger than the San Francisco quake of 1906.

When Will Another Great Earthquake the Size of Those in 1811-12 Happen? Several lines of research suggest that the catastrophic upheavals like those in 1811-12 visit the New Madrid region every 500-600 years. Hence, emergency planners, engineers, and seismologists do not expect a repeat of the intensity of the 1811-12 series for at least 100 years or more. However, even though the chance is remote, experts estimate the chances for a repeat earthquake of similar magnitude to the 1811-1812 New Madrid earthquakes over a 50-year period to be a 7 - 10% probability.

What Can We Do to Protect Ourselves? Education, planning, proper building construction, and preparedness are proven means to minimize earthquake losses, deaths, and injuries.

Prepare a Home Earthquake Plan

Choose a safe place in every room--under a sturdy table or desk or against an inside wall where nothing can fall on you.

Practice DROP, COVER AND HOLD ON at least twice a year. Drop under a sturdy desk or table, hold onto the desk or table with one hand, and protect the back of the head with the other hand. If there's no table or desk nearby, kneel on the floor against an interior wall away from windows, bookcases, or tall furniture that could fall on you and protect the back of your head with one hand and your face with the other arm.

Choose an out-of-town family contact.

Take a first aid class from your local Red Cross chapter. Keep your training current.

Get training in how to use a fire extinguisher from your local fire department.

Inform babysitters and caregivers of your plan.

Eliminate Hazards

Consult a professional to find out additional ways you can protect your home, such as bolting the house to its foundation and other structural mitigation techniques.

Bolt bookcases, china cabinets and other tall furniture to wall studs.

Install strong latches on cupboards.

Strap the water heater to wall studs.

Prepare a Disaster Supplies Kit for Home and Car

First aid kit and essential medications.

Canned food and can opener.

At least three gallons of water per person.

Protective clothing, rainwear, and bedding or sleeping bags.

Battery-powered radio, flashlight, and extra batteries.

Special items for infant, elderly, or disabled family members.

Written instructions for how to turn off gas, electricity, and water if authorities advise you to do so.

(Remember, you'll need a professional to turn natural gas service back on.)

Keeping essentials, such as a flashlight and sturdy shoes, by your bedside.

Know What to Do When the Shaking BEGINS

DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit. Stay away from windows.

In a high-rise building, expect the fire alarms and sprinklers to go off during a quake.

If you are in bed, hold on and stay there, protecting your head with a pillow.

If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.

If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

Know What to Do AFTER the Shaking Stops

Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.

Check others for injuries. Give first aid for serious injuries.

Look for and extinguish small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it's leaking. (Remember, only a professional should turn it back on.)

Listen to the radio for instructions

Expect aftershocks. Each time you feel one, DROP, COVER, AND HOLD ON!

Inspect your home for damage. Get everyone out if your home is unsafe.

Use the telephone only to report life-threatening emergencies.

The information contained in the flier was extracted from the American Red Cross website

*http://www.redcross.org/services/prepare/0,1082,0_241_00.html, Missouri State Emergency Management Agency website (https://sema.dps.mo.gov/earthquake_preparedness/) and the Federal Emergency Management Agency website (<https://www.fema.gov/earthquake>). **This flier could be distributed by school districts to each student annually to satisfy the requirements of RSMo 160.455***

Several current policies that are directly related to the welfare of students are included.

The district is guided by a number of policies that pertain to all facets of school operation.

The Policy Manual is available for review. The manuals are located in the School Board Secretary's office or on the web page. Policies are reviewed and updated on a regular basis and current versions are always available for inspection.

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Religion

Religious Expression

In order to ensure clarity in application of the District's religious expression policy, the following guidelines have been developed and implemented.

Prayer During Noninstructional Time

Students are permitted to engage in religious expression during noninstructional time, i.e., before school, after school, during lunch and recess and while not engaged in school activities. Religious expressions permitted include Bible reading, prayer, scripture reading, saying grace before meals. However, the exercise of constitutional rights of religious expression may not be engaged in when the expression disrupts educational activities or school-sponsored activities. The decision to participate or not participate in religious expression is a matter of individual choice. No student will be permitted to harass or intimidate other students to participate or refrain from participating in religious expression.

Access of Student Religious Groups to School Media

Religious related student groups will be given the same access to school facilities and school communications as are given to other noncurricular student groups. For example, and to the extent that noncurricular student groups are permitted to advertise in school media, participate in school announcements, make use of student activity bulletin boards and hand out leaflets announcing group activities, religious related groups will be given the same privileges. In all instances, the District maintains the right to control the means and timing of such activities. In all such matters, the District neither favors nor disfavors religious related student groups or the activities sponsored by such groups.

Release Time for Religious Activities

Upon written parental request, students may be released from school to participate in off-premises religious instruction or to satisfy religious obligations. Students who are released from class for religious activities will not be penalized for missing school. However, such students will be responsible for all assignments and for the content of lessons missed. The District will not provide transportation to or from off-premises for religious observances and will not be responsible for the safety or welfare of students while away from school.

Religious Expression in Class Assignments

Students are free to express their personal beliefs about religion in homework assignments, artwork or other written or oral assignments. Such assignments will be evaluated by teachers based upon academic standards of substance, quality and relevance. Students will neither be rewarded nor penalized because of the religious content or lack of religious content in their assignments.

Student Assemblies and Extracurricular Activities

Generally, school administrators will determine or substantially control the content of what is expressed at student assemblies and at extracurricular activities. In such cases religious expression will not be permitted as the religious expression may be attributed to the school or seen as an endorsement of a particular religious belief or expression. However, in instances where students are selected to speak at

assemblies based upon neutral selection criteria and where the student speaker has primary control over the content of his/her oral presentation, the school will not restrict the student speech because of its religious or anti-religious content. In such cases, school authorities will publicly clarify that the content of the student's speech is the speaker's and not the school's.

Prayer at Graduation/Baccalaureate Ceremonies

Where students or other graduation speakers are selected on the basis of neutral criteria and retain control over the content of their speech, the content of the speech will not be restricted because of the religious or anti-religious content of the speech. The school disclaims responsibility for such speech - neither encouraging nor discouraging its content. However, neither District nor school officials may direct or encourage prayer at graduation or select speakers because of the expectation that such speakers will include religious expressions in their speech.

To the extent that the District makes its facilities and related services available to private groups, the District will provide similar access and on similar terms to private groups for a baccalaureate ceremony. The District and the school will not mandate student attendance nor participate in the organization of the ceremony. School employees are free to attend but will not be required to attend the private baccalaureate ceremony.

Religious Activities of School Employees

When not engaging in work-related activities, i.e., before school or during lunch, school employees may take part in religious activities such as prayer or Bible study. Such activities should be conducted in private in order to avoid the appearance that the employees are acting in their employment responsibilities. School employees are prohibited from encouraging or discouraging religious expression and from actively participating in religious expression with students.

Religious Emblems or Garments

School personnel shall not require students to remove religious emblems or garments if they are worn in a non-disruptive manner.

Certification of Compliance

The District will provide annual written certification of compliance that the District does not maintain any policy that prevents or denies participation in constitutionally protected prayer in public elementary and secondary schools. This certification will be provided to the Missouri Department of Elementary and Secondary Education on or by October 1 annually. A copy of the certification will be maintained in the District's administration office and will be available for public review.

Adopted: August 12, 2003
Revised & Adopted: December 9, 2004
Avenue City R-IX School District

GENERAL ADMINISTRATION

Policy 1300
(Regulation 1300)
(Form 1300)

Equal Opportunity

Prohibition Against Harassment, Discrimination and Retaliation

The District is committed to maintaining a workplace and educational environment that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities and facilities. The District is committed to providing equal opportunity in all areas of education, recruiting, hiring, retention, promotion and contracted service. In accordance with law, the District does not discriminate on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law in its programs and activities. In addition, the District provides equal access to the Boy Scouts of America and other designated youth groups. Further, no person shall be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination based on the above listed characteristics under a school nutrition program for which the District receives federal financial assistance from the U.S. Department of Agriculture (USDA Food and Nutrition Service).

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Don Lawrence
Superintendent of Schools
18069 Hwy 169
Cosby, Missouri 64436
816-662-2305

For information regarding how to report a claim of discrimination, harassment, or retaliation, see Board of Education Regulation 1300. Policy and Regulation 1300 shall govern all complaints and concerns by parents, patrons, employees, or students of the District related to discrimination, harassment, or retaliation on the basis of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.

January 2018, Copyright © 2018 Missouri Consultants for Education, LLC

Adopted: August 17, 2000
Revised & Adopted: August 17, 2004
Revised & Adopted: April 12, 2018
Avenue City R-IX School District

Equal Opportunity

Prohibition Against Harassment, Discrimination and Retaliation

Harassment or discrimination because of an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law is prohibited in this District. The District also prohibits retaliation against a person who files a complaint of discrimination or harassment or participates in an investigation of allegations of harassment or discrimination.

This Regulation governs and outlines the procedure for filing a complaint of harassment or discrimination based on a protected classification by students, employees, parents, and patrons of the District. Students with a complaint regarding the identification, evaluation, educational program, or placement of a child with a disability under Section 504 of the Rehabilitation Act of 1973 should be filed in accordance with the procedures outlined in Regulation 2110.

DISTRICT'S COMPLIANCE OFFICER

The following person has been designated as the District's Compliance Officer to handle inquiries or complaints regarding the District's non-discrimination policies:

Mr. Don Lawrence
Superintendent of Schools
18069 Hwy 169
Cosby, MO 64436
816-662-2305

The District has designated the Compliance Officer with the responsibility to identify, prevent, and remedy unlawful discrimination and harassment in the District. The Compliance Officer is in charge of assuring District compliance with this Policy and Regulation, Title IX of the Education Amendments of 1972; Title VII of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; as well as other state and federal nondiscrimination laws.

The Compliance Officer will:

1. *Receive complaints of discrimination or harassment based on an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic protected by law.
2. Oversee the investigative process.
3. Assess the training needs of District staff and students in connection with the dissemination, comprehension, and compliance with this Regulation.
4. Arrange for necessary training required for compliance with this Regulation.
5. Insure that investigations are conducted by an impartial investigator.
6. In the event the complaint is about the Compliance Officer or Compliance Officer's immediate supervisor, the District will consider appointment of an outside investigator.

*If any complaint involves the Compliance Officer, the Complaint shall be filed directly with the Superintendent or President of the Board of Education.

DEFINITIONS

For the purpose of this Regulation and Policy 1300, the following terms are defined:

Compliance Officer: The District employee(s) designated by the Board of Education to coordinate the District's compliance with District policy, Missouri statutes, and federal laws regarding discrimination, harassment and retaliation based on an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law.

Disability: A physical or mental impairment that substantially limits a major life activity.

Discrimination: Adverse conduct directed at an individual or group based on race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law. The encouragement, cooperation, coercing, or support of adverse conduct that is based on race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law is discrimination.

Harassment: Harassment is conduct, including but not limited to, intimidation, ridicule or insult, toward an individual or group because of race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law and is so severe or pervasive that it:

- Affects an individual's ability to work in, participate in, or benefit from an educational program or activity; and
- Creates an intimidating, threatening, abusive hostile or offensive environment; or
- Has the purpose or effect of substantially or unreasonably altering the work or educational environment.

For the purposes of this Regulation, sexual harassment is defined as unwelcome conduct of a sexual nature or based upon sex when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or consequence is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment.

A student regardless of age cannot consent to behavior of a sexual nature with an adult irrespective of the circumstances.

Retaliation: Adverse conduct including, but not limited to, conduct of a coercive, intimidating, threatening, discriminatory, or harassing nature because of an individual's good faith complaint, participation in the investigation, testifying, or resolution of discriminatory or harassing conduct based on an individual's race, color, national origin, ancestry, religion, sex, disability, age, genetic information, or any other characteristic that is protected by law.

Student: An individual that is currently enrolled as a student of the District.

Illustrations and Examples of Prohibited Harassment

For the purpose of this Regulation and Policy 1300 the determination if conduct as unwelcome is a fact-intensive question that shall be considered on a case-by-case basis.

Examples of Sexual Harassment

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Legitimate, non-sexual physical conduct necessary to avoid physical harm to persons or property, to console an individual, or spontaneous movement during a sporting activity is not sexual harassment.

Depending on the circumstances, examples of conduct, which may constitute sexual harassment as defined in this Regulation, include, but are not limited to:

- sexual advances;
- request for sexual favors;
- threatening an individual for not agreeing to submit to sexual advancement;
- sexually motivated touching of an individual's intimate parts;
- coercing, forcing, or attempting to coerce or force the touching of an individual's intimate parts;
- display of drawings, graffiti, cartoons, pictures, symbols or other written material of a sexual nature;
- sexual gestures;
- sexual or dirty jokes;
- sexually provocative or explicit speech;
- communications about or rating an individual as to his/her body, sexual activity, or performance; and
- verbal abuse of a sexual nature.

Examples of Race, Color, Nation Origin, Ancestry, Religion, Disability, Age or Genetic Information Harassment

As defined in this Regulation, examples of conduct that may be considered harassment based on an individual's race, color, national origin, ancestry, religion, disability, age, or genetic information, or any other characteristic that is protected by law include, but are not limited to:

- display of drawings, graffiti, cartoons, pictures, symbols or other written material;
- jokes;
- gestures;
- slurs, derogatory stereotypes or remarks, rumors, name-calling, insults, teasing, or taunting;

- threats or intimidating conduct;
- hostile action, physical aggression or violence; and
- damage or theft of property.

OBLIGATION TO REPORT

The District is steadfastly committed to providing an inclusive environment that is free from discrimination and harassment for all of its students and staff. Unless a concern is informally resolved, staff and students shall report all incidents of discrimination, harassment and retaliation to the Compliance Officer as set forth in this Regulation. When a formal complaint is filed with the Compliance Officer, the investigation and complaint process detailed below will be used, including a possible determination by the Compliance Officer that the incident has been appropriately addressed through the informal process. Reports of discrimination, harassment and/or related retaliation must contain as much specific information as possible to allow for proper assessment of the nature, extent and urgency of preliminary investigative procedures.

INTERIM MEASURES

The District will take action to protect a complainant or persons subjected to discrimination, harassment, or retaliation as necessary during the course of an investigation. Appropriate interim measures will be offered and may include, but are not limited to, physical separation, contact limitations, reassignment, alternative work or assignments, altering class or bus seating assignments, additional supervision, counseling, training, warning, conferences, exclusion and employee suspension pending an investigation as permitted by the District's policies and law. Additional interim measures to prevent retaliation may include, but are not limited to, notification of the retaliation prohibition, confirming the individual knows how to report retaliation, and follow-up contact.

INVESTIGATION AND RESPONSE

The District will investigate allegations of harassment, discrimination, and/or retaliation and take appropriate steps reasonably calculated to resolve the situation, eliminate the misconduct, prevent its recurrence and as appropriate, remedy its effects. The District will take equitable and remedial action within its authority on complaints that come to the attention of the District, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement and/or the Children's Division. Regardless of whether the misconduct is reported to law enforcement and/or the Children's Division, school staff will investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation.

Engaging in harassment, discrimination, and/or retaliation will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in District activities. Anyone else who engages in harassment, discrimination, and retaliation on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Employees and students should fully cooperate with investigation process.

Informal Process for Resolution

The District takes seriously the obligation to investigate complaints of discrimination, harassment, or retaliation and to take appropriate remedial measures when necessary. The District recognizes that the obligation to investigate and remedy may be accomplished through an informal process, depending on the circumstances.

Anyone may use informal procedures to report and resolve complaints of harassment, discrimination, and retaliation. If a staff member receives an informal complaint of harassment, discrimination, and/or retaliation and the complaint cannot be resolved informally, the staff member shall inform their relevant building administrator or supervisor. The administrator/supervisor may attempt to resolve the matter informally and should inform complainants of Policy & Regulation 1300.

Building administrators/supervisors shall provide information to the Compliance Officer on a regular basis about complaints reported and resolved through the informal process.

Informal complaints may become formal complaints at the request of the complainant, parent/guardian, or the District.

During the course of the informal complaint process, the District will take prompt and effective steps reasonably calculated to end the harassment, discrimination, and retaliation and to correct any effects on the complainant.

Informal remedies may include, but are not limited to:

- If the complainant so desires, an opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
- A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
- A general public statement from an administrator in a building reviewing the District's nondiscrimination and harassment policy without identifying the complainant;
- Developing a safety plan;
- Separating students; or
- Providing staff and/or student training.

The District will inform the complainant (and their parent/guardian when applicable) how to report any subsequent problems. Additionally, the District may conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems.

Formal Process for Resolution

Step One – Complaint to District

Anyone may initiate a formal complaint of harassment, discrimination, or retaliation by filing a written complaint with the District's Compliance Officer. At any step in the formal resolution process, where appropriate, the District will take interim measures to protect the complainant or alleged victim before the final outcome of the District's investigation. Additionally, the District may appoint an outside investigator at any step of the informal or formal resolution process. A subordinate shall not investigate his/her supervisor.

The following process will be followed at Step One:

Filing of Complaint

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute harassment, discrimination or retaliation. The Compliance Officer may draft the complaint based on the report of the complainant for the complainant to review and approve. The Compliance Officer may also conclude that the District needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- Formal complaints must be submitted to the Compliance Officer.
- A charge or complaint of discrimination, harassment, or retaliation filed with an outside agency does not constitute a formal complaint or trigger an obligation to follow the formal complaint investigation procedures as contemplated under this Regulation.

Investigation of Complaint

- The Compliance Officer will receive and investigate all formal, written complaints of harassment, discrimination or retaliation or will investigate if information in the Officer's possession leads them to believe further investigation is required. The Compliance Officer will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Compliance Officer will provide the complainant a copy of this Regulation.
- Investigations will be carried out in a manner that is adequate in scope, reliability and impartiality. During the investigation process, the complainant and accused party or parties, if the complainant has identified an accused party, will have an opportunity to identify witnesses and present relevant evidence. The District and complainant may also agree to resolve the complaint in lieu of an investigation.
- When the investigation is completed, the Compliance Officer will compile a written report of the investigation. The report may include a recommendation of appropriate action to remedy the allegations included in the complaint. The Compliance Officer will forward the report and recommendations to the Superintendent. If the Superintendent is the subject of the complaint, the report and recommendations will be forwarded to the Board President.

Response to Complaint

- The Superintendent will review the report completed by the Compliance Officer.
- The Superintendent will respond in writing with a Letter of Outcome to the complainant and the accused party within **thirty (30)** calendar days of the Compliance Officer's receipt of the written complaint, unless otherwise agreed to by the complainant or if circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, the District will notify the complainant in writing of the reason for the extension and the anticipated response date.
- The Letter of Outcome will include: 1) a statement of the outcome of the investigation including whether a preponderance of the evidence establishes that harassment, discrimination, and/or retaliation occurred in violation of Policy 1300; 2) if violation of Policy 1300 is found to have occurred, the assurance that the District will take steps to prevent recurrence and remedy its effects

on the complainant and others, if appropriate; and 3) notice of the right to appeal to the school board and the necessary filing information.

- Any corrective measures deemed necessary will be instituted as promptly as reasonable.
- The District will inform the complainant (and their parent/guardian if the complainant is a student) how to report any subsequent problems. Additionally, where appropriate the District will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to respond and appropriately address continuing or new problems.
- If the Superintendent is the subject of the complaint, the actions set forth herein to be completed by the Superintendent will be completed by the Board President.

Step Two – Appeal to Board of Education

Notice of Appeal

- The complainant or accused party may appeal to the Board of Education by filing a written notice of appeal with the secretary of the Board within **ten (10)** calendar days following receipt of the Letter of Outcome.
- On receipt of the written appeal, the matter shall be placed on the agenda of the Board for consideration not later than their next regularly scheduled meeting, unless otherwise agreed to by the complainant and the superintendent or for good cause.
- Parties will be allowed to provide comment and information as the Board deems relevant and material.

Board Decision

- Unless otherwise agreed to by the appealing party, the Board will provide written notice of its determination within **thirty (30)** calendar days following the filing of the notice of appeal and provide the appealing party with a copy of the determination.

RETALIATION

The District prohibits retaliation against a person who files a complaint of discrimination or harassment, and further prohibits retaliation against a person who participates in related proceedings or investigations.

Notwithstanding this provision, employees or students found to have intentionally made false or materially misleading allegations of suspected discrimination, harassment and/or related retaliation under this Regulation may be disciplined, up to and including dismissal or expulsion.

CONFIDENTIALITY

The District will respect the privacy of the complainant, the individuals against whom the complaint is filed, and the witnesses to the extent possible, consistent with applicable law, the District's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. However, pursuant to the District's discretion, information may be disclosed, if necessary, to aid in the investigation, resolution, or appeal of the complaint.

CONSEQUENCES AND REMEDIES

The District will take prompt, effective and appropriate action to address substantiated discrimination, harassment or retaliation, prevent its recurrence and remedy its effects.

Consequences

Consequences for violations of this Policy and Regulation may have educational, restorative, rehabilitative and/or punitive components.

Conduct constituting harassment, discrimination or retaliation as defined in this Regulation will be subject to discipline including, but not limited to, written warning or reprimand, conference, required training, “no contact” order, reassignment, probation, suspension or termination for employees, suspension or expulsion for students, or exclusion from District property.

In the event that the evidence suggests that the conduct at issue is also a crime in violation of a Missouri criminal statute, the District Compliance Officer shall report the conduct to the appropriate law enforcement agency charged with responsibility for handling such crimes.

As required by and in compliance with law and District policy, a report will be made to the Missouri Children’s Division if there is reasonable cause to suspect abuse or neglect of a child.

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

Remedies

The District will consider remedies for the victim as appropriate including, but are not limited to, providing additional resources such as counseling, moving or reassignment of the perpetrator, or allowing the victim to retake or withdraw from a class.

An allegation of discrimination, harassment and/or related retaliation complaint may not necessarily stop, delay or affect pending personnel actions. This includes, but is not limited to, performance evaluations or disciplinary actions related to a reporter who is not performing at acceptable levels or standards or who has violated district policies or regulations.

TRAINING & PUBLICATION OF POLICY

The District will train its employees on this Policy and Regulation. The training will include the requirements of nondiscrimination and the appropriate responses to discrimination, harassment, and retaliation. The District will notify its employees to report complaints of discrimination, harassment or retaliation in accordance with this Policy. This training will be provided to employees on an annual basis, and at such other times as the Superintendent, in consultation with the District’s Compliance Officer, determines is necessary or appropriate. Additionally, the District will provide additional training to the District Compliance Officer on identifying, investigating, and reporting on acts that may constitute discrimination, harassment or retaliation. District students will be notified regarding this Policy. This Policy will be posted on the District’s website and available in Central Office.

School/Community Relations

Prohibition Against Firearms and Weapons

The presence of firearms and weapons poses a substantial risk of serious harm to District students, staff and community members. Therefore, possession of firearms and weapons is prohibited on school premises at all times except for law enforcement officials and as otherwise provided in this policy. As used in this policy, the phrase *school premises* include all District buildings, grounds, vehicles and parking areas. This prohibition also extends to the sites of school activities, whether or not those school activities are conducted on School District property.

Individuals found to be in violation of this policy will be dealt with severely. Students will be disciplined up to and including expulsion as provided in Policy and Regulation 2620 - Firearms and Weapons in School. Law enforcement officials will be notified and the individual violating this policy will be directed to leave school premises. Non-students violating this policy will be barred from all school premises and school activities for a period of one (1) year. Subsequent violations by the same individual will result in a permanent bar from school premises and school activities.

Student participation in school sanctioned gun safety courses, student military or ROTC courses, or other school sponsored firearm related events does not constitute a violation of this policy, provided the student does not carry a firearm or other weapon into any school, school bus, or onto the premises of any other activity sponsored or sanctioned by school officials. In addition, persons passing through school district property for purposes of dropping off or picking up a student do not violate this policy if they possess a lawful permitted weapon in the vehicle during this time.

School Protection Officers

Notwithstanding provisions to the contrary in this Policy, the District may designate one or more school teachers or administrators as school protection officers. School protection officers are authorized to carry a concealed firearm or self-defense spray device.

Prior to designating such officers, the Board will conduct a public hearing on the initiation of such Program. Notice must be given in a publication of general circulation in the city or court in which the District is located at least fifteen (15) days before the hearing. However, the Board may meet in closed session to determine whether to allow a school protection officer to carry a concealed firearm or self-defense spray device and to protect the School Protection Officer's identity.

Those employees seeking to be designated as a school protection officer must make a written request to the Superintendent along with proof of ownership of a valid concealed carry endorsement or permit. All teachers and administrators seeking designation as a school protection officer shall submit a certificate of school protection officer training program completed from a training program approved by the Director of Public Safety. If the District designates a school protection officer, the District must notify the Director of Public Safety of:

1. Full name, date of birth and address of the officer;
2. The name of the school district; and
3. The date such person was designated as a school protection officer.

Such identity information will not be considered public information under the State's Sunshine Law.

Such school protection officers will not be permitted to allow any firearm or device out of their personal control, while the firearm or device is on school property. Violation of this provision will subject the offending officer to termination proceedings.

School/Community Relations

Public Complaints

Although no member of the community shall be denied the right to petition the Board of Education for redress of a grievance, the complaints will be referred through the proper administrative channels for solution before investigation or action by the Board. Exceptions are complaints that concern Board actions or Board operations only.

The Board advises the public that the proper channeling of complaints involving instruction, discipline, or learning materials is as follows:

1. Teacher
2. Principal
3. Superintendent
4. Board of Education

Any complaint about school personnel will be investigated by the Administration before consideration and action by the Board.

Private, State and Federal Programs Administration

Protection of Student Rights

All instructional materials, including teachers' manuals, films, tapes or other supplementary material which will be used in connection with any student survey, analysis or evaluation shall be available for inspection by parents/guardians of the students. This requirement also applies to the collection, disclosure or use of student information for marketing surveys.

No student shall be required to submit to a survey, analysis, or evaluation as part of a school program or marketing survey that requires students to reveal personal information concerning:

1. Political affiliations of the student or student's family;
2. Mental and psychological problems of the student or his/her family;
3. Sexual behavior and attitudes;
4. Illegal, antisocial or self-incriminating behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Religious practices and affiliations;
7. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; or
8. Income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance.

The District will give parents notice of their right to inspect surveys and instructional materials used in educating their children, and of the right to opt their child out of participating in activities that concern any of the above eight areas.

Adopted: August 12, 2003
Revised & adopted: December 11, 2003
Avenue City R-IX School District

STUDENTS

Policy 2150
(Form 2150)

Nondiscrimination and Student Rights

Searches by School Personnel

School lockers and desks are the property of the Board of Education and are provided for the convenience of students, and as such, are subject to periodic inspection without notice, without student consent, and without a search warrant. The lockers and desks may be searched by school administrators or staff who have a reasonable suspicion that the lockers or desks contain drugs, alcohol, material of a disruptive nature, stolen properties, weapons, items posing a danger to the health or safety of students and school employees, or evidence of a violation of school policy. In addition, the Board of Education authorizes the use of trained dogs to sniff lockers or other school property to assist in the detection of the presence of drugs, explosives, and other contraband.

Students or student property may be searched based on reasonable suspicion of a violation of District rules, policy or state law. Reasonable suspicion must be based on facts known to the administration, credible information provided or reasonable inference drawn from such facts or information. The privacy and dignity of students shall be respected. Searches shall be carried out in the presence of adult witnesses, if such witnesses are available. Students may be asked to empty pockets, remove jackets, coats, shoes and other articles of exterior clothing for examination if reasonable under the circumstances.

No employee shall perform a strip search of any student. The exception to this would be if a school administrator reasonably believes that a student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to himself or herself or another person, and if a commissioned law enforcement officer is not immediately available. Strip searches may be conducted by, or under the authority of, a commissioned law enforcement officer.

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains the authority to conduct routine patrols of the student parking lots. The interior of a student's automobile on school premises may be searched if a school administrator has reasonable suspicion to believe that illegal, unauthorized or contraband items or evidence of a violation of school policy is contained inside the vehicle.

Law enforcement officials shall be contacted if the search produces a controlled substance, drug paraphernalia, weapons, stolen goods or evidence of a crime, in any case involving a violation of law when a student refuses to allow a search, or where the search cannot safely be conducted. Parents may also be contacted. A student who refuses to submit to a search may be appropriately disciplined by school officials.

STUDENTS

Regulation 2310

Attendance

Student Attendance

The Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Missouri Compulsory Attendance Law (167.031 RSMo.) which establishes compulsory attendance for all children between the ages of seven and sixteen unless their education is provided by other acceptable means or otherwise excusable under the law.

Excusable Absences

In case of absence, it is the responsibility of the parent/guardian to notify the school. If the school is not notified on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school. The absence will be recorded as unexcused if a note or telephone call is not received.

Excusable absences include, but are not limited to:

1. Illness of the student (Doctor's statement may be required to support such absences).
2. Days of religious observance.
3. Death in the family.
4. Family emergencies which necessitate absence from school. The school must be notified in advance when such absences are foreseen.

The following procedures should be followed by students who are absent so as to prevent academic difficulties:

1. The student shall obtain assignments from appropriate staff members. Assignments shall be obtained in advance if the absence is foreseen.
2. All assigned work shall be submitted upon returning to school.
3. All classroom work (to include tests) shall be completed as indicated by the individual classroom teacher.

Unexcused Absences

Attendance patterns for all students will be monitored. Absences which are not clearly excusable will be investigated by the principal and/or staff, and appropriate action will be taken:

1. After a student has been absent for three (3) consecutive days, it is the building principal's responsibility to contact the parent/guardian by telephone or letter in order to inquire about the reason for the student's absence.
2. If the principal is unable to contact the parent/guardian within three (3) days or the parent/guardian does not give a reasonable explanation for the absence within three (3) days, the building principal shall send a registered letter to the parent/guardian requesting a conference within a week.

3. If the parent/guardian does not contact the principal within a week of receipt of the registered letter, the building principal will make a referral to the proper legal authorities.
4. The building principal shall also notify the office of the Superintendent in writing of the excessive absence and continue to update the Superintendent on the situation.

Excessive Absences

Elementary Students and Middle School Students

A student shall be allowed ten (10) unexcused days per school year. Excessive absences, excused or unexcused, have a detrimental effect upon academic progress and may be one factor considered in promotion/retention decisions.

When unusual or extreme circumstances occur, exceptions to this stated policy will be made only by administrative discretion on an individual basis. Any absence not accounted for will be considered an unexcused absence.

Any absence from class as a result of a school-sanctioned activity is not recorded as an absence for purposes of this policy. Example: field trip, athletic event, student activity, etc. It is the student's responsibility to remind all of his/her teachers following a school-sanctioned absence to use the attendance correction form if he/she was reported absent inadvertently.

A student is expected to make up work as a result of class periods missed. It shall be the student's responsibility to meet with the teacher and receive the necessary instructions and assignments.

Any exceptions to the items cited above shall be approved by the Board of Education.

Each principal may have written policies which further detail procedures for making up work, reporting absence, etc.

Note to Parents:

Chapter 167-section .031 and section .061 of Public School Laws of the State of Missouri explains that school attendance is compulsory and provides the definitions of who may be excused, why they may be, and what requirements they must meet. It also states that the parents are ultimately responsible for the attendance of their children and that they can be held legally liable for a lack of attendance.

Adopted: July 10, 2003
Revised & Adopted: August 17, 2004
Avenue City R-IX School District

Attendance

Student Early Dismissal Procedures

The following procedures apply:

1. The building principal or designee shall not excuse a student before the end of the school day without a request for early dismissal by the student's parent/guardian.
2. Requests shall be in writing. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian.
3. Children of single-parent families will be released only upon the request of the custodial parent; i.e., the parent whom the court holds directly responsible for the child, and who is identified as such on the school record.

Additional precautions may be taken by the school administration, appropriate to the age of students, and as needs arise.

Parents/guardians have the obligation to advise and provide up-to-date documentation to the building principal regarding any change in the legal and/or physical custody of the student. The building principal, at all times, has the authority to investigate and confirm the custodial status of a parent/guardian if the principal has inadequate information or reason to suspect that false or incomplete information has been provided to the School District.

Students shall not be permitted to answer any personal phone calls, except those from the parent/guardian or other persons having legal custody of said pupils. Emergency messages will be delivered to the students.

Attendance

Truancy and Educational Neglect Procedures

1. Section 210.1 15.R.S.Mo. mandates certain professionals to report to the Division of Family Services when they have reasonable cause to suspect that a child is being subjected to home conditions which contribute to school nonattendance.

Along with other professionals mentioned, the law specifically mentions "teacher, principal or other school official" as well as "nurse" and "social worker."

2. School employees who suspect that a child is subject to educational neglect shall report this as soon as possible to the principal/designee.
3. The principal/designee shall review the report and confer with the parent/guardian to resolve the situation. When appropriate, a school counselor, social worker, or nurse may be instructed to offer appropriate social or health services which may be needed to intervene in the family circumstances.
4. If appropriate school intervention does not correct the student's truancy, and reasonable cause for educational neglect has been determined, the principal/designee shall call the Student Abuse Hotline of the Division of Family Services and report the alleged child educational neglect.
5. A report of this call shall be forwarded to the Superintendent or Central Office Student Services Administrator.

STUDENTS

Student Educational Records

Policy 2400 **(Regulation 2400)** **(Form 2400)**

A cumulative educational record shall be maintained for each student from his/her entrance into school through the last date of attendance or through graduation, whichever occurs first.

Each student's educational record will include information required by state and federal statutes, regulations or agencies and shall include other information considered necessary by school officials.

The District will comply with the mandates of the Family Educational Rights and Privacy Act (FERPA) and the Safe Schools Act regarding confidentiality of student records and disclosure of personally identifiable information.

The parents/guardians of students who are attending or have attended the District's schools have the right to inspect and review the educational records of their students and to request amendment of their students' educational records. The District has adopted procedures (Regulation 2400) for the granting of parental requests for access to the educational records of their students within a reasonable period of time, but in no case more than forty-five (45) days after the request is made.

All information contained in a student's educational record, except information designated as directory information by the District, shall be confidential and shall be directly accessible only to school officials who demonstrate a legitimate educational interest in the student's records and to parents/guardians or eligible students.

Upon request by military recruiters or an institution of higher learning, the District will provide students' names, addresses and telephone listings. Parents will be notified annually of their right to individually request that such information not be released without prior parental consent. Military recruiters will be provided the same access to students as is given to institutions of higher learning.

Adopted: August 12, 2003
Revised & Adopted: August 17, 2004
Revised & Adopted: July 16, 2009
Avenue City R-IX School District

STUDENTS

Regulation 2520

Student Academic Achievement

Promotion and Retention

General Promotion and Retention Requirements

1. Students will be promoted to the next grade level if they are meeting grade level expectations as identified by local and State Department of Education core subject objectives.
2. "Double promotions," that is, acceleration beyond the normal grade placement, are approvable for students who are working at an academic level of more than a year above placement and are sufficiently mature, socially and emotionally, to work with students of the advanced grade. Parent/guardian, teachers and administrators must agree that it is in the best interest of the student under consideration.
3. A list of those students who are not meeting grade level objectives in reading, language arts or mathematics will be given to the building principal by the October, January and March reporting periods. With respect to any student who is reported as not meeting grade level objectives in reading, language arts or mathematics:
 - a. The teacher, principal and counselor will meet to review the student's academic record, current test scores and work samples.
 - b. The parent/guardian will be notified as soon after the review as possible that retention is being considered. A meeting with the parent/guardian will be scheduled. The parent/guardian will be informed that the student is not meeting grade level objectives and will be retained in the same grade unless there is strong and positive improvement in the student's work.
 - c. A follow-up conference for the parent/guardian will be scheduled with the principal or the principal's designee to review the student's progress.
 - d. An academic program including remediation will be offered the student.
4. In recommending promotion or retention, these factors will be considered:
 - a. Academic achievement in all subject areas, especially attainment of grade level objectives, as determined by tests, teacher assignment, and work samples.
 - b. Chronological age.
 - c. Study Habits.
 - d. Attendance.
 - e. Social and emotional maturity.
 - f. State-mandated retention requirements for primary/middle school students.

5. The decision for retention will be made by the principal and the classroom teacher in accordance with the above-referenced factors, and written notification of retention will be sent to the parent/guardian.

READING LEVELS AND STATE-MANDATED RETENTION

Third Grade Students

Third grade students who cannot demonstrate a reading level at or above the third grade level will be administered a reading assessment within forty-five (45) days of the end of their third grade year.

If this assessment reflects that the student is reading below the second grade level, the District will design and implement a reading improvement plan for the student's fourth grade year. The reading improvement plan must include a minimum of thirty (30) hours of additional reading instruction or practice outside the regular school day during the fourth grade year. In addition, the District may require the student to attend summer school for reading instruction as a condition of promotion to the fourth grade.

Fourth Grade Students with Reading Improvement Plans

Within forty-five (45) days of the conclusion of the fourth grade year, the District shall administer another reading assessment to those fourth grade students for whom reading improvement plans had been designed.

If this assessment reveals that the student is reading below a third grade level, the student shall be required to attend summer school to receive supplemental reading instruction. At the conclusion of summer school, the student shall be given another reading assessment. If the student is still reading below third grade level, the student shall not be promoted to fifth grade.

Students shall not be retained more than once on the basis of their inability to satisfy the third grade or fourth grade reading standards. However, the District may, at its discretion, retain any student with a reading improvement plan who has not completed summer school for supplemental reading instruction.

Fifth and Sixth Grade Students

The reading assessment process shall be repeated on a yearly basis through the end of students' sixth grade years, accompanied by a corresponding increase in the required reading level.

The reading assessment process will also be applied to students who initially enter the District in grades four, five or six and who have been determined to be reading below grade level.

The permanent record of students who are determined to be reading below the fifth grade level at the end of the sixth grade shall carry a notation stating that the student has been unable to meet the minimal reading standards. That notation will be removed from the student's record once the District determines that he or she has met the standards.

Exceptions

The following students are exempt from the reading assessments:

1. Students receiving special education services under an Individualized Education Program (IEP) pursuant to §162.670, RSMo.

2. Students who are receiving special education services pursuant to Section 504 whose service plan includes an element addressing reading.
3. Students who have limited English proficiency.
4. Students who have insufficient cognitive ability to meet the reading requirements. However, a reading improvement plan shall be provided for these students in accordance with law.

Appeal of Retention Decisions

Parents/guardians who wish to appeal a decision regarding a student's retention must first contact the building principal. If parents/guardians do not accept the decision at the building level, an appeal may be made in writing to the Superintendent. All appeals must be requested within two (2) weeks after the close of school.

Adopted: December 12, 2002
Avenue City R-IX School District

STUDENTS

Regulation 2610
Revised: May 13, 2010

Discipline

Misconduct and Disciplinary Consequences

The discipline code set out in this regulation is intended to be illustrative but not an exclusive listing of acts of misconduct and the consequences for each. Misconduct, which is not specifically listed in this regulation, may be deemed to warrant discipline up to and including expulsion following provision of all due process procedures. In addition, the disciplinary consequence listed for each offense may be increased or decreased by the Administration or the Board of Education due to mitigating or aggravating circumstances.

Copies of this regulation or the student handbook which includes the code of student conduct and disciplinary consequences as well as the District's corporal punishment policy, if any, will be provided to each student at the beginning of each school year. Copies of these documents will also be available for public inspection during normal business hours in the Superintendent's office.

1. Alcohol - Possession of or Presence Under the Influence of Alcohol Regardless of Whether the Student is on School Premises

First Offense: 1-10 days out-of-school suspension.

Subsequent Offense: 1-180 days out-of-school suspension, expulsion, and documentation in student's discipline record.

This policy is only in effect when a student is charged and convicted by proper law authorities.

2. Arson – Intentionally causing or attempting to cause a fire or explosion.

First Offense: 11-180 days out-of-school suspension, or expulsion, notification to law enforcement officials and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Assault – Refer to Policy and Regulation 2673 – Reporting of Violent Behavior

3. Assault of Student: Use of physical force with the intent to do bodily harm.

First Offense: In school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, notification to law enforcement officials and documentation in students discipline record.

Subsequent Offense: 11-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

4. Assault of Staff Member – Use of physical force with intent to do bodily harm.

First Offense: 1-180 days out-of-school suspension, or expulsion, notification to law enforcement officials and documentation in students discipline record.

Subsequent Offense: 11-180 days out-of-school suspension, or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

5. Fighting – Physically striking another in a mutual contact as differentiated from an assault.

First Offense: Principal/student conference and/or detention, in-school suspension, or 1-180 days out-of-school suspension, and possible documentation in students discipline record.

Subsequent Offense: 1-180 days out-of-school suspension and possible documentation in student's discipline record.

6. Defiance of Authority – Refusal to obey directions or defiance of staff authority.

First Offense: Principal/student conference and/or detention, in-school suspension, Saturday School, 1-10 days out-of-school suspension.

Subsequent Offense: Detention, in-school suspension, Saturday school, 1-180 days out-of-school suspension.

7. Disruptive Behavior – Conduct which has intentional effect of disturbing education or the safe transportation of a student.

First Offense: Principal/student conference and/or detention, in-school suspension, Saturday School.

Subsequent Offense: Detention, in-school suspension, Saturday school, 1-90 days out-of-school suspension.

Drugs/Controlled Substance

8. Possession or presence under the influence of a controlled substance or substance represented to be a controlled substance while at school, on the school playground, on the school parking lot, a school bus or at a school activity whether on or off of school property

First Offense: 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

9. Sale of a controlled substance or substance represented to be a controlled substance while at school or at any of the locations described above.

First Offense: 11-180 days out-of-school suspension, notification to law enforcement officials, and documentation in student's discipline record.

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Prescription Medication

10. Possession of a prescription medication without a valid prescription for such medication on school premises or on a school bus.

First Offense: Conference with administrators and parents will be required before students enter school the next day.

Subsequent Offenses: In-School and Out-of-School suspension will occur depending on the severity and number of offenses.

11. Distribution of prescription medication to any individual who does not have a valid prescription for such on school premises or on a school bus.

First Offense: Conference with parents and administrators will be required before student enters school the next day and 1 to 10 days of in-school or out-of-school suspension will occur.

Subsequent Offenses: Conference with parents and 1 to 180 days of out-of-school suspension.

12. Extortion – Verbal threats or physical conduct designed to obtain money or other valuables.

First Offense: Principal/student conference and/or detention, in-school suspension, Saturday School, 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, Saturday school, 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record.

Firearms and Weapons – Refer to Policy and Regulation 2620 – Firearms and Weapons in School

13. Possession of a Firearm or Weapon

First Offense: Cannot be less than one-year suspension. (Student that has an IEP developed by the special services staff can appeal the suspension to the Superintendent.)

Subsequent Offense: Expulsion, notification to law enforcement officials, and documentation in student's discipline record.

Harassment – Refer to Policy 2130 - Harassment

14. Harassment

First Offense: 1 to 10 days of in-school or out-of-school suspension.

Subsequent Offense: Conference with parents and administrators will be required before student enters school the next day and 1 to 180 days of out-of-school suspension will occur.

Inappropriate Sexual Conduct – Refer to Policy and Regulation 2130 – Harassment

15. Physical touching of another student in the area of the breasts, buttocks, or genitals.

First Offense: In school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion and possible documentation in students discipline record.

Subsequent Offense: 1-180 days out-of-school suspension, or expulsion, and documentation in student's discipline record.

16. Use of sexually intimidating language, objects, or pictures.

First Offense: Principal/student conference and/or detention, in-school suspension, Saturday School, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

Subsequent Offense: In-school suspension, Saturday school, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

17. Indecent Exposure – Includes display of breast, buttocks and genitals in a public location.

First Offense: In-school suspension, Saturday School, 1-10 days out-of-school suspension

Subsequent Offense: 5-180 days out-of-school suspension, expulsion, and possible documentation in student's discipline record.

18. Improper Displays of Affection – Consensual kissing, fondling, or embracing.

First Offense: Principal/student conference and/or detention, in-school suspension, Saturday school.

Subsequent Offense: In-school suspension, Saturday school, 1-180 days out-of-school suspension or expulsion, and possible documentation in student's discipline record.

Improper Language

19. Threatening Language – Use of verbal, physical or written threats to do bodily harm to person or personal property.

First Offense: Principal/student conference and/or detention, in-school suspension, Saturday School, 1-180 days out-of-school suspension.

Subsequent Offense: In-school suspension, Saturday school, 1-180 days out-of-school suspension.

20. Use of Obscene or Vulgar Language – Language that depicts sexual acts, human waste, and blasphemous language.

First Offense: Principal/student conference and/or detention, in-school suspension, Saturday School.

Subsequent Offense: Detention, in-school suspension, Saturday school, 1-180 days out-of-school suspension.

21. Disruptive or Demeaning Language or Conduct – Use of hate language to demean other persons due to the race, gender, disability, natural origin, or religious beliefs. This provision also includes conduct, verbal, written, or symbolic speech, which materially and substantially disrupts class, school activities, transportation, or school functions.

First Offense: Principal/student conference and/or detention, in-school suspension, Saturday school, or 1-10 days out-of-school suspension.

Subsequent Offense: In-school suspension, Saturday school, 1-180 days out-of-school suspension, or expulsion, and possible documentation in student's discipline record.

22. Theft – Nonconsensual taking or attempt to take the property of another.

First Offense: In-school suspension, Saturday School, or 1-180 days out-of-school suspension, possible notification to law enforcement officials, and possible documentation in student's discipline record.

Subsequent Offense: 11-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

23. Tobacco - Possession or use of tobacco or tobacco products.

A. Possession:

First Offense: Principal/student conference (warning)

Subsequent Offense: Detention, 1-10 days out-of-school suspension.

B: Usage:

First Offense: Detention

Subsequent Offense: 1-10 days out-of-school suspension

24. Truancy – Absent from class or classes without authorization. See also Policy and Regulation 2340 – Truancy and Educational Neglect.

First Offense: One Saturday school

Subsequent Offense: 1-3 days out-of-school detention and/or 1-3 Saturday schools, extra assignments, report to juvenile office.

25. Student tardy to class – Students are allowed two tardies per quarter

First Offense: On the 3rd tardy the student may be required to serve a 30-minute detention.

Subsequent Offense: On the 4th tardy and subsequent tardies the student may receive a 60-minute detention and/or Saturday school.

26. Vandalism – Intentional damage or attempt to damage property belonging to the staff, student, or District.

First Offense: Restitution, Principal/student conference and/or detention, in-school suspension, 1-180 days out-of-school suspension, and possible documentation in student's discipline record.

Subsequent Offense: 1-180 days out-of-school suspension or expulsion, notification to law enforcement officials, and documentation in student's discipline record.

27. Bullying – Intentional intimidation or infliction of physical, emotional, or mental harm. See also Policy 2655 - Bullying.

First Offense: 10 – 30 Days of OSS

Subsequent Offenses: 180 Days of OSS to expulsion

28. False Alarms – (includes bomb threats) Tampering with emergency equipment, setting false alarms, making false reports; communicating a threat or false report for the purpose of frightening, disturbing, disrupting, or causing the evacuation or closure of school property

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

Subsequent Offenses: Restitution. In-school suspension, 1 – 180 days out of school suspension, or expulsion.

Bus Misconduct – Any offense committed by a student in district provided transportation shall be punished in the same manner as if the offense had been committed at the student's assigned school. In addition, bus-riding privileges may be suspended or revoked. Students are bound to comply with bus drivers established rules and procedures.

Saturday School – Any student who misses an assigned Saturday school, or is asked to leave due to behavior problems may have 1-3 days of in-school or out-of-school suspension on the days subsequent to the missed Saturday school.

Discipline**Drug-Free Schools**

Pursuant to requirements of the 1989 amendments of the Drug-Free Schools and Communities Act and to the requirements of the Safe Schools Act, and for the purpose of preventing the use of illicit drugs and alcohol by students, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs to all students from early childhood level through grade twelve (12). (See also Policy 6130 - Drug Education.) Such programs will address the legal, social and health consequences of drug and alcohol use, and provide information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The District shall provide information about any drug and alcohol counseling and rehabilitation and re-entry programs that are available to students. Students may be required to participate in such programs in order to avoid suspension or expulsion if they are found to be in violation of this policy. All parents/guardians and students shall annually be provided with a copy of this policy.

The District certifies that it has adopted and implemented the drug prevention program described in this policy in the form required by the Department of Elementary and Secondary Education or the United States Department of Education. The District conducts a biennial review of such program to determine its effectiveness, to implement necessary changes and to ensure that the disciplinary sanctions are consistently enforced.

Discipline**Bullying**

The District is committed to maintaining a learning and working environment free of any form of bullying or intimidation. Bullying is strictly prohibited on school grounds, or school time, at a school sponsored activity or in a school related context. Bullying is the intentional action by an individual or group of individuals to inflict 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 acts of bullying.

Cyberbullying means bullying as defined above 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. The District may prohibit and discipline for cyberbullying that originates on any District campus or at a District activity if the electronic communication was made using the school's technological resources, if there is a sufficient nexus to the educational environment, or if the electronic communication was made on the District's campus or at a District activity using the student's own personal technological resources. Further, students who engage in significant acts of misconduct off campus which materially and adversely impact the education of District students will be subject to discipline.

Bullying, as defined in this policy, is strictly prohibited. Students are encouraged to report any incident of bullying which they have witnessed or incurred, by contacting their building principal. District employees are required to report any instance of bullying of which the employee has witnessed within two (2) school days of the occurrence. Employees shall report the occurrence to the building principal, who is the person the District designates to receive reports of incidents of bullying. A principal who receives a report of an incident of bullying shall initiate an investigation into the allegations within two (2) school days of receipt of the report. The principal may assign other employees to assist in the investigation, or request that the superintendent assign an outside investigator. The investigation shall be completed within ten school days from the date of the written report of bullying unless good cause exists to extend the investigation. No employee or student who reports an act of bullying shall be subject to reprisal or retaliation for making such a report. Any person who engages in reprisal or retaliation against an employee or student who reports an act of bullying shall be subject to disciplinary action.

Students who are found to have violated this policy will be subject to consequences depending on factors such as: age of student(s), degree of harm, severity of behavior, number of incidences, etc. Possible consequences to a student for a violation of this policy include: loss of privileges, classroom detention, conference with teacher, parents contacted, conference with principal, in-school suspension, out-of-school suspension, expulsion and law enforcement contacted.

The District shall give annual notice of the policy to students, parents or guardians, and staff. This policy shall be included in all student handbooks. This policy shall also be posted on the District's web page (as a Board policy) and a copy shall be placed in the District Administrative Office.

The District shall provide information and appropriate training to District staff who have significant contact with students regarding the policy. All staff with significant student contact shall be trained on the requirements of this policy on an annual basis.

The District shall provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, the harmful effects of bullying, and other 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, reprisal, or retaliation against any person who reports an act of bullying. The District shall instruct its school counselors, school social workers, licensed social workers, mental health professionals, and school psychologists to educate students who are victims of bullying on techniques for students to overcome bullying's negative effects. Such techniques include but are not limited to, cultivating the student's self-worth and self-esteem; teaching the student to defend himself or herself assertively and effectively; helping the student develop social skills or encouraging the student to develop an internal locus of control. District administrators will implement programs and other initiatives to address bullying, to respond to such conduct in a manner that does not stigmatize the victim, and to make resources or referrals available to victims of bullying.

Adopted: September 20, 2006
Revised and Adopted: August 18, 2008
Revised and Adopted: May 13, 2010
Revised and Adopted: September 13, 2010
Revised and Adopted: October 13, 2016
Avenue City R-IX School District

Discipline

Student Acceptable Use of Personal Electronic Devices

Student Rights and Responsibilities

Student possession of cell phones and other personal electronic devices on school campus and school buses, at school sponsored activities and while the student is under the supervision and control of school district employees is permitted.

These devices must be kept out of sight and powered off. The requirement that Personal Electronic Devices must be turned off will not apply in the following circumstances; **when the student obtains prior approval from the building principal or designee** in the following circumstances.

1. The student has a special medical circumstance for self or family member.
2. The student is using the device for an educational or instructional purpose with the teacher's permission and supervision.
3. The student has a need to communicate with parent or guardian.

All students' Personal Electronic Devices are to be powered off and concealed from view on District buses, except as authorized by the driver.

Student use of Personal Electronic Devices in locker rooms, classrooms, and/or bathrooms is prohibited.

Students may not use Personal Electronic Devices on school property or at a school sponsored activity to access and/or view internet websites that are otherwise blocked to students at school. Examples of blocked sites include, but are not limited to, Face Book, My Space and You Tube.

Student use of Personal Electronic Devices that disrupts the instructional day will result in disciplinary action and/or confiscation of the Personal Electronic Devices. When the Personal Electronic Devices is confiscated, it will be released/returned to the student's parent/guardian. Parents may retrieve the device according to school procedures.

Unauthorized use of Personal Electronic Devices includes, but is not limited to, the following:

1. Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, school-sponsored events or school busses is prohibited and will result in disciplinary action and/or confiscation of the personal technology device.
2. Transmitting school materials for unethical purposes such as cheating.

Discipline

Student Acceptable Use of Personal Electronic Devices

District Staff Rights and Responsibilities

District staff may confiscate Personal Electronic Devices when in use outside the parameters of student rights and responsibilities above.

District staff may examine the content of students' Personal Electronic Devices only under the following conditions:

- A. When the search is reasonable at its inception. That is, when the context is such that it is clear that the student or students are clearly misusing the device and that the search of content would turn up evidence of the violation.
- B. When the scope of the search of the content is reasonably related to the objective of the search and appropriate in light of the age and sex of the student and the nature of the suspected violation.

Corrective Action

Corrective action will be determined by the number of previous acts, the nature of the act, the maturity of the parties, and the context in which the alleged act occurred. Consequences can range from positive behavioral interventions to suspension and expulsion for repeated violations.

STUDENTS

Regulation 2860

Student Services

Students with Communicable Diseases

The following administrative guidelines have been developed to assist in implementing Policy 2860.

1. The District's policy and regulations on communicable diseases, including detailed information about procedures to be implemented if a student with a chronic infectious disease is enrolled, will be made available to parents of all students attending District schools.
2. All employees will follow the most recent guidelines issued by the Centers for Disease Control, including applicable universal precautions in cleaning up body fluid spills (a copy of which shall be on file in the office of the Supervisor of Health Services and in the office of each school nurse), regardless whether an individual infected with a body fluid or blood-borne pathogen is known to be present in the school environment or related activities. Willful or negligent disregard for these precautions by any staff member will be cause for disciplinary action.

Acute Infectious Disease

1. A staff member who has reason to believe that a student has been exposed to a contagious or infectious disease or who observes symptoms of such a disease, shall inform the principal. The principal will consult with the school nurse about the child.
2. If the school nurse determines that the student has an acute contagious or infectious disease, the principal will exclude the student from school for the number of days specified in the latest revision of the Missouri Department of Health Publication, "Prevention and Control of Communicable Diseases - A Guide for School Administrators, Nurses, Teachers and Day Care Operators," PACH-16, or until a physician certifies that the student no longer is liable to transmit the disease.
3. If a student has been excluded from school by the principal because the student has or is suspected of having an acute contagious or infectious disease, the student and his/her parent/guardian may appeal such decision in writing to the Superintendent. The Superintendent may require the student to be examined by a physician designated by the District, the child's own physician, or both, at the option of the Superintendent. The student shall not attend classes or participate in school activities during the appeal period.

Chronic Infectious Disease

1. If the principal, after consulting with the school nurse, determines that a student may have a chronic infectious disease, the student may be excluded from school and provided an education in an alternative setting until the following procedures have been concluded. Prior to excluding the student, the student's parents/guardians shall receive written notification of the intent to exclude and their procedural safeguards as set forth in the District's compliance plan for Section 504 of the Rehabilitation Act of 1973.

The principal shall immediately report any student who has or is suspected of having a chronic infectious disease to the Superintendent or his/her designee. The Superintendent or his/her designee shall within three (3) working days appoint a Review Committee to assess the student's medical condition. The Committee should include the following:

- a. The student's parents/guardians.
- b. The student's physician.
- c. A physician specialist in public health or infectious diseases.
- d. The Supervisor of Health Services, who shall serve as Chairperson of the Review Committee, or his/her designee.
- e. The principal.
- f. The Superintendent or his/her designee.
- g. Others mutually agreed upon by the District and the parents/guardians.

The District's legal counsel may serve on the Committee in an advisory capacity.

If the student has been identified as a student with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA), the student may be excluded from school and provided with an education in an alternative setting, so long as such exclusion does not constitute a change in placement pursuant to the IDEA. The student's medical condition and educational placement will be evaluated in accordance with the procedures set forth above, with the following additional provisions:

- a. Prior to excluding the student, the student's parents/guardians shall receive written notification of their procedural safeguards as set forth in the District's compliance plan for implementing the IDEA, in addition to written notice of their procedural safeguards pursuant to Section 504 of the Rehabilitation Act of 1973.
 - b. The Review Committee shall include the chairperson of the student's Individual Educational Program Committee or his/her designee.
2. The members of the Review Committee shall determine the fitness of the student to attend school. The Committee will assess the student's condition, the school conditions, and the risks of exposing others to the disease in the school environment, and shall determine whether the student should (1) be permitted to attend school without restrictions; (2) attend school under stated restrictions and conditions; or (3) be excluded from attending school and provided an alternative educational program. The Committee will prepare a written individual school health

care plan for the student and establish dates and/or conditions under which the student's status will be reviewed. The Committee will also identify the persons who have a medical need to know the identity of the student because they are responsible for providing proper health care, and will provide the names of those persons to the Superintendent or his/her designee.

3. Within three (3) working days after the Committee is convened, the Committee will make a determination and prepare findings of fact, which the Chairperson shall communicate in writing to the student's parents/guardians, the principal, and the Superintendent. The parents/guardians shall again receive written notification of their procedural safeguards as set forth in the District's compliance plan for Section 504 of the Rehabilitation Act of 1973 (and in the District's compliance plan for implementing the IDEA, if applicable). The meetings, records, and votes of the Review Committee shall not be open to the public. The determination will be final unless reversed on appeal pursuant to the Complaint Procedures set out in the District's compliance plan for Section 504 (or the procedures in the District's compliance plan for implementing the IDEA, if applicable).
4. If a student with a chronic infectious disease is permitted to attend school, the Superintendent will notify those persons who were identified by the Review Committee as having a medical need to know the student's identity and conditions under which the student is attending school. Willful or negligent disclosure of confidential information will be cause for disciplinary action.
5. Staff members who have a medical need to know the identity of a student with a chronic infectious disease include (1) those who are designated by the District to determine the fitness of the student to attend school; (2) those who are responsible for providing health care to the student, such as the school nurse; and (3) those who are most likely to be in a position to render first aid to the student in case of an accident or medical emergency.
6. A student who has a chronic infectious disease shall be evaluated pursuant to the District's compliance plan for Section 504 of the Rehabilitation Act of 1973 (and the District's compliance plan for implementing the IDEA, if applicable) to determine whether any accommodations or related services are necessary for the student to receive a free appropriate public education. If accommodations or related services are necessary, the District shall develop and implement a plan for the delivery of all needed services. This evaluation shall be conducted regardless of whether the student is permitted to attend school with or without conditions and restrictions, or is excluded from school.
7. Included in the Regulation is the following page pertaining to Head Lice.

STUDENTS

Included with Regulation 2860

Student Services

Students with Communicable Diseases

HEAD LICE (Pediculosis Capitis)

IMMUNIZATION: None

INCUBATION PERIOD: “Nits” (eggs hatch in a week and reproduce 8 to 10 days after hatching).

SYMPTOMS: Irritation and itching of the scalp. Presence of insects and eggs or “nits” in the hair, especially at the nape of the neck and about the ears. Lice may appear lighter on persons with fair hair and darker on persons with dark hair.

PERIOD OF COMMUNICABILITY:
Communicable when live lice are present and moving, and/or viable nits are present on the child.

MODE OF TRANSMISSION:
Direct head to head contact, e.g., crowded sleeping Conditions; may also be spread by contact with infested Headgear, towels, hairbrushes, combs, pillows, bedding, earphones, etc.

SCHOOL ATTENDANCE:
Students will be sent home until live lice and viable nits are eradicated. Children may return after being treated with a pediculicide and after delousing of personal articles. The Avenue City R-IX School will have a “no nit” policy and exclude children from school until all nits have been removed.

CONTACT/FOLLOW-UP:
When head lice are found in a setting, all close contacts of the infested child should be examined for signs of itching, redness, nits, and lice. All household and other intimate contacts should be examined. Concurrent treatment of the child and all of his or her infested contacts as well as treatment of clothing and disinfections of inanimate objects are necessary to eradicate the infestation.

SUPPORT SERVICES
Food Service Program
Meal Charges

Policy 5550

Purpose

The purpose of this policy is to maintain consistent meal account procedures throughout the District. Unpaid charges place a financial strain on District finances. The Food Service Department is responsible for maintaining food charge records and for notifying the District's accounting department of outstanding balances.

Administration

1. Student Groups:
 - Elementary students will be allowed to charge a maximum of thirty (\$30.00) dollars.
 - a) These meals will include only the menu items of the reimbursable meal.
 - b) After the balance exceeds thirty (\$30.00) dollars, the student may be given a designated menu alternate.
 - Middle School students will be allowed to charge a maximum of thirty (\$30.00) dollars. After this maximum has been met, no additional charges will be accepted.
 - High School students will be allowed to charge one meal.
2. No charges will be allowed for ala carte foods and beverages.
3. Parents/guardians of students with negative balances will be contacted electronically, by correspondence, by phone call by the District Accounting Office, or by the Food Service Department.
4. On May 15 annually all charging will be cut off.
 - Parents/guardians will be sent a written request for "payment in full."
 - All charges not paid before the end of the school year will be carried forward into the next school year.
 - Graduating seniors must pay all charges in full. Failure to do so may result in the delinquent student being denied participation in graduation ceremonies.
5. If a financial hardship is suspected, families will be encouraged to apply for free/reduced meals at any time during the school year.
6. Each building principal will send a letter to all parents on or before the first day of school notifying them of the requirements of this policy. This policy will also be published on the District's website.

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Adopted: July 20, 2017
Avenue City R-IX School District

Curriculum Services**State Mandated Curriculum: Human Sexuality**

Any course materials and instruction related to human sexuality and sexually transmitted diseases will be medically and factually accurate and will:

1. Provide instruction on human sexuality and HIV prevention that is age appropriate;
2. Present abstinence from sexual activity as the preferred choice of behavior, in relation to all sexual activity for unmarried students.
3. Advise students that teenage sexual activity places them at a higher risk of dropping out of school;
4. Stress that sexually transmitted diseases are serious, possible health hazards of sexual activity;
5. Provide students with the latest medical information regarding exposure to human immunodeficiency virus, AIDS, human papilloma virus, hepatitis, and other sexually transmitted diseases;
6. Present students with the latest factually accurate information regarding the possible side effects and benefits of all forms of contraception;
7. Include discussions of the possible emotional and psychological consequences of preadolescent and adolescent sexual activity. Such discussions will include the consequences of adolescent pregnancy, the advantages of adoption, the adoption of special needs children, and the process involved in making an adoption plan;
8. Teach skills of conflict management, personal responsibility, and positive self-esteem. Instructions will include the prohibition against making unwanted sexual advances and methods to resist sexual advances and other negative peer pressures;
9. Advise students of the laws relating to their financial responsibility to children born out of wedlock and the criminal sanctions for statutory rape;
10. Not encourage or promote sexual activity;
11. Not distribute or aid in the distribution of legally obscene materials to minors on school property.
12. Teach students about the dangers of sexual predators, including on-line predators.

13. Teach students how to behave responsibly and remain safe on the Internet.
14. Teach students the importance of having open communications with responsible adults.
15. Teach students how to report an inappropriate activity to a responsible adult, and where appropriate, to law enforcement, Federal Bureau of Investigations or the National Center for Missing and Exploited Children's CyberTipline.
16. Teach students about the consequences, both personal and legal, of inappropriate text messaging, including texting among friends.

The parents/guardians of each student will be advised of:

1. The content of the District's human sexuality instruction;
2. Their right to remove their student from any part of the District's human sexuality instruction.

The District's human sexuality curriculum will be available for public examination prior to its use in actual instruction. Consideration will be given to separating students by gender for human sexuality instruction.

The District will not permit any individual or organization that provides abortion services, to offer, sponsor, or furnish course materials related to human sexuality or sexually transmitted diseases.

Adopted: August 12, 2003
Revised & Adopted: November 8, 2007
Revised & Adopted: November 12, 2015
Avenue City R-IX School District

INSTRUCTIONAL SERVICES

Regulation 6241
(Form 6241)

Instruction

Challenged Materials

On occasion, honest differences of opinion may arise about books or materials used in the public schools. In order to handle questions that might arise in an impartial and orderly manner, the following procedures shall be followed:

1. All complaints shall be reported immediately to the building principal involved, whether these come by telephone, letter, or personal conference.
2. The person making the complaint shall receive the form "Review of Instructional Materials." A copy of this form may be picked up in the administrator's office.
3. This form must be completed and returned by the person making the complaint.
4. Media being questioned will be removed from use, pending committee study and final action by the Board of Education, unless the material questioned is a basic text.
5. The Superintendent of Schools shall, within fifteen (15) days of receipt of the written request, appoint a review committee of nine people. The committee shall consist of the administrator of the building involved, three teachers, a member of the Board of Education, and four lay persons. The administrator shall serve as secretary.
6. The classroom teachers appointed shall be represented by the grade level or subject area where the media is used, another grade level or subject area, and a librarian.
7. The four lay persons appointed shall be selected from a list of eight people recommended to the Superintendent by the president of the Board of Education. Two of the four persons appointed must be parents/guardians of children in the schools.
8. Within twenty (20) days of the appointment of the committee, the committee shall meet, review the written request for reconsideration, read the questioned materials, evaluate, and prepare a written report of its findings and recommendations to the Superintendent of Schools.
9. The committee may recommend that the questioned materials be:
 - a. Retained without restriction;
 - b. Retained with restriction; or
 - c. Not retained.
10. The Superintendent shall, at the next appointed meeting of the Board of Education, report the recommendations of the Review Committee to the Board of Education. The decision of the Board will be final.
11. The decision of the Board shall be reported to the principal of the school, to the complainant, and to other appropriate professional personnel on the next school day. The principal shall see that the decision of the Board is carried out.

12. The librarian responsible for that school shall keep on file all pertinent information concerning the questioned materials or any books or materials likely to be questioned.

Challenges to Information Accessible on the Internet

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District utilizes technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual and/or audio depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, Board Policy 6320 should be followed to request that the website be opened on District computers. In the event that a parent or District patron feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. All concerns regarding blocked material shall be made to the District Superintendent/Superintendent's designee.
2. The District Superintendent/designee shall review the blocked material and make a determination regarding its appropriateness for District students.
3. The complainant will be notified within three (3) days if the blocked material is deemed appropriate for District students and student access to this web material will be allowed immediately upon processing by the District's technology department.
4. If the web content is deemed unsuitable for access by District students, the complainant will be notified within three (3) days of their request and this material will remain blocked by the District's software.
5. Appeal of the decision may be made in writing to the Board of Education.
6. In case of an appeal, the Board of Education will review the contested material and make a determination.
7. Material subject to the complaint will not be unblocked pending this review process.

Objections to Internet Access:

In the event that a student, employee, parent or District patron feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described below should be followed:

1. All concerns regarding access to material shall be made to the District Superintendent/Superintendent's designee.
2. Material which is patently obscene, child pornography or "harmful to minors" will be blocked immediately by the Superintendent or his designee and the complainant will be notified.

3. For challenges to material on the Internet which is not patently obscene, child pornography, or “harmful to minors”, the District Superintendent/Superintendent’s designee shall appoint a review committee consisting of himself/herself, two (2) community members, the complainant, and two (2) educators from the District and a District network specialist. The first meeting of the review committee must take place no later than ten (10) school days after the concern has been raised.
4. The committee will review the material and return within ten (10) days a decision regarding whether or not the material will be removed or restricted in any manner.
5. The District Superintendent/Superintendent’s designee will report the recommendation of the review committee to the complainant.
6. Materials subject to the concern are not removed from use pending committee study and any final action by the Board of Education.
7. The complainant, if not satisfied, may appeal the decision in writing to the District Superintendent.
8. In case of an appeal, the Superintendent reports the recommendation of the review committee and the written appeal to the Board of Education. The Board of Education will review the information and make a decision within three (3) days after presentment of the information. The Board of Education’s decision will be final.
9. The decision of the Board of Education is then reported to the District Superintendent/Superintendent’s designee who will inform the complainant.
10. If the Board deems that the material is unsuitable for access by District students, the material will be blocked within three (3) school days of the Board’s decision.

Library, Media, and Technology Services

Internet Usage

Personal Responsibility

Access to electronic research requires students and employees to maintain consistently high levels of personal responsibility. The existing rules found in the District's Behavioral Expectations policy (Board Policy/Regulation 2610) as well as employee handbooks clearly apply to students and employees conducting electronic research or communication.

One fundamental need for acceptable student and employee use of District electronic resources is respect for, and protection of, password/account code security, as well as restricted databases files, and information banks. Personal passwords/account codes may be created to protect students and employees utilizing electronic resources to conduct research or complete work.

These passwords/account codes shall not be shared with others; nor shall students or employees use another party's password except in the authorized maintenance and monitoring of the network. The maintenance of strict control of passwords/account codes protects employees and students from wrongful accusation of misuse of electronic resources or violation of District policy, state or federal law. Students or employees who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of the District technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities which are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on, or through the computer system; entry into restricted information on systems or network files in violation of password/account code restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; sending or receiving personal messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and employees may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or employees use copyrighted materials without the permission of the copyright holder. The Internet allows access to a wide variety of media. Even though it is possible to download most of these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and employees in the acquisition of knowledge and in efficiently communicating with others. The District E-mail system is designed solely for educational and work related purposes. ***E-mail files are subject to review by District and school personnel.*** Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or "chat" groups that are created by teachers for specific instructional purposes or employees for specific work related communication.

Students or employees who engage in "hacking" are subject to loss of privileges and District discipline, as well as the enforcement of any District policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs, or other property of the District, a business, or any other governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and employees are not permitted to obtain, download, view or otherwise gain access to "inappropriate matter" which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current District policy or legal definitions. Similarly, the use of any District computer to access sites which allow the user to conceal their objective of accessing inappropriate material is not permitted.

The District and school administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Board policy to appropriate authorities or for other disciplinary action.

Internet Access

In compliance with the Children's Internet Protection Act ("CIPA"), 47 U.S.C. § 254, the District uses technological devices designed to filter and block the use of any District computer with Internet access to retrieve or transmit any visual depictions that are obscene, child pornography, or "harmful to minors" as defined by CIPA and material which is otherwise inappropriate for District students.

Due to the dynamic nature of the Internet, sometimes Internet websites and web material that do not fall into these categories are blocked by the filter. In the event that a District student or employee feels that a website or web content has been improperly blocked by the District's filter and this website or web content is appropriate for access by District students, the process described below should be followed:

1. Follow the process prompted by the District's filtering software (or to remain anonymous, log in under log in name: 123anonymous) and submit an electronic request for access to a website, or:
2. Submit a request, whether anonymous or otherwise, to the District's Superintendent/the Superintendent's designee.
3. Requests for access shall be granted or denied within three days. If a request was submitted anonymously, persons should either attempt to access the website requested after three days or log back in at 123anonymous to see the status of the request.
4. Appeal of the decision to grant or deny access to a website may be made in writing to the Board of Education. Persons who wish to remain anonymous may mail an anonymous request for review to the Board of Education at the School District's Central Office, stating the website that they would like to access and providing any additional detail the person wishes to disclose.
5. In case of an appeal, the Board of Education will review the contested material and make a determination.
6. Material subject to the complaint will not be unblocked pending this review process.

In the event that a District student or employee feels that a website or web content that is available to District students through District Internet access is obscene, child pornography, or "harmful to minors" as defined by CIPA or material which is otherwise inappropriate for District students, the process described set forth in Regulation 6241 should be followed.

Adult users of a District computer with Internet access may request that the “technology protection measures” be temporarily disabled by the chief building administrator of the building in which the computer is located for lawful purposes not otherwise inconsistent with this Policy.

Privileges

The use of District technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account code will participate in an orientation or training course regarding proper behavior and use of the network. The password/account code may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Network Etiquette and Privacy

Students and employees are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing, or threatening messages to others.
2. System users are expected to use appropriate language; language that uses vulgarities or obscenities, libels others, or uses other inappropriate references is prohibited.
3. System users may not reveal their personal addresses, their telephone numbers or the addresses or telephone numbers of students, employees, or other individuals during E-mail transmissions.
4. System users may not use the District's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of the District's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While the District is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. The District may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. The District specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

The Board recognizes that security on the District's electronic network is an extremely high priority. Security poses challenges for collective and individual users. Any intrusion into secure areas by those not permitted such privileges creates a risk for all users of the information system.

The account codes/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system.

Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator.

The District shall use filtering, blocking or other technology to protect students and staff from accessing internet sites that contain visual depictions that are obscene, child pornography or harmful to minors. The District shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA), and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, the District information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of the District electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating the District's Acceptable Use Policy include, but are not limited to, one or more of the following:

1. Suspension of District Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. School suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.

Adopted: September 13, 2012
Revised & Adopted: August 15, 2013
Avenue City R-IX School District